



SUSHMA DENTAL CLINIC

Near Civil Hospital, Chahal Nagar,
PHAGWARA, Mob:80544-04325

Oppo Curo Mall, Near Easyday,
JALANDHAR, Mob:62832-74335

Kapurthala Road, Near PNB
Bank, Kala Sanghian, Mob:8054004325

Dr Neha Chopra
B.D.S., M.I.D.A
M.D.S. (Periodontist)
Implantologist

Dr Rohit Chopra
B.D.S., M.I.D.A
Certified Orthodontist
Cent. Oral Implantologist

Dr Gurpreet Singh
B.D.S., M.I.D.A
Cent. Endodontist

Dr Shweta Virmani
B.D.S., M.D.S
Orthodontist

Dr Anita Kalsi
B.D.S., M.D.S
Endodontist

Dr Parwinder Singh
B.D.S., M.I.D.A
M.D.S. (Orthodontist)
Gold Medalist

Dr Deepika
Dental Surgeon B.D.S.

Serial No : SDC/5/519

Date : 01/09/2022

To,
Ms. Komalpreet Kaur,
Vill Udhawal Kalan
PO Punjgarain, Khanna (Ludhiana)

SUB- APPOINTMENT LETTER

Dear Komalpreet,

With reference to your application and the subsequent discussions we had with you.

1. We have found you suitable for the position of "Executive-Hospital Administration".
2. You will join on 1st September 2022.
3. Your compensation (CTC) would be Rs.1,80,000/- (Rupees: one lac eighty thousand per annum).
4. You are appointed as full time Executive-Hospital Administration from 9.00 am – 6.00 pm.
5. In case of over time worked you will be paid extra for that.
6. Your Salary is subject to increment as per your performance.
7. The rules and regulations of the Hospital will be binding on you during your association with the same.
8. You are eligible to take one leave in a month others will not be paid.

We are very happy to offer you this letter for the above mentioned post of Executive-Hospital Administration. Hope you will accept this offer and will be very pleased to work with us.

Dr. Neha Chopra
B.D.S., M.I.D.A
M.D.S. (Periodontics)
Implantologist


Sushma Memorial Superspeciality
Trust Jalandhar

President



SUSHMA DENTAL CLINIC

Near Civil Hospital, Chahal Nagar,
PHAGWARA, **Mob:80544-04325**

Oppo Curo Mall, Near Easyday,
JALANDHAR, **Mob:62832-74335**

Kapurthala Road, Near PNB
Bank, Kala Sanghian, **Mob:8054004325**

Dr Neha Chopra
B.D.S., M.I.D.A
M.D.S. (Periodontist)
Implantologist

Dr Rohit Chopra
B.D.S., M.I.D.A
Certified Orthodontist
Cent. Oral Implantologist

Dr Gurpreet Singh
B.D.S., M.I.D.A
Cent. Endodontist

Dr Shweta Virmani
B.D.S., M.D.S
Orthodontist

Dr Anita Kalsi
B.D.S., M.D.S
Endodontist

Dr Parwinder Singh
B.D.S., M.I.D.A
M.D.S. (Orthodontist)
Gold Medalist

Dr Deepika
Dental Surgeon B.D.S.

Serial No : S.DC/E/721

Date : 27/09/2023

TO WHOM IT MAY CONCERN

This is to certify that **Ms. Komalpreet Kaur D/O Balwinder Singh** having D.O.B 28/10/2001 has worked as an **Executive-Hospital Administration** at the **Sushma Dental Clinic, Phagwara, Punjab** from **1st September 2022 to Till Date** and providing her continuous services.

During her job tenure she was assigned the task to supervise day-to-day support activities, coordinate clerical tasks. She also works with management and support staff to assess and improve administrative processes and enhance efficiency. She was diligently carrying her duties by satisfying seniors as well as colleagues. She was known to possess the team spirit and maintain good relationship with her colleagues. We wish her good luck for her career and hope she achieves new heights.

Dr. Neha Chopra
B.D.S., M.I.D.A
M.D.S. (Periodontics)
Implantologist


**Sushma Memorial Superspeciality
Trust Jalandhar**
President



SUSHMA DENTAL CLINIC

Near Civil Hospital, Chahal Nagar,
PHAGWARA, Mob:80544-04325

Oppo Curo Mall, Near Easyday,
JALANDHAR, Mob:62832-74335

Kapurthala Road, Near PNB
Bank, Kala Sanghian, Mob:8054004325

Dr Neha Chopra
B.D.S., M.I.D.A
M.D.S. (Periodontist)
Implantologist

Dr Rohit Chopra
B.D.S., M.I.D.A
Certified Orthodontist
Cent. Oral Implantologist

Dr Gurpreet Singh
B.D.S., M.I.D.A
Cent. Endodontist

Dr Shweta Virmani
B.D.S., M.D.S
Orthodontist

Dr Anita Kalsi
B.D.S., M.D.S
Endodontist

Dr Parwinder Singh
B.D.S., M.I.D.A
M.D.S. (Orthodontist)
Gold Medalist

Dr Deepika
Dental Surgeon B.D.S.

Serial No : SDC/S/872

Date : 27/09/2023

Salary Certificate

Employee Name : Ms. Komalpreet Kaur

Designation : Executive-Hospital Administration

Salary Statement of Ms. Komalpreet Kaur for last 6 Months

Date	Salary paid (Rs.)
10-04-2023	15,000/-
10-05-2023	15,000/-
10-06-2023	15,000/-
10-07-2023	15,000/-
10-08-2023	15,000/-
11-09-2023	15,000/-

Dr. Neha Chopra
B.D.S., M.I.D.A
M.D.S. (Periodontics)
Implantologist


Sushma Memorial Superspeciality
Trust Jalandhar
President