



Sr. SIC/J/244

Date 01/09/2019

To,
Ms. Mandeep Kaur
VPO. Baghana
Kapurthala

Subject: Appointment Letter

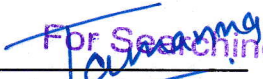
Dear Mandeep,

We welcome you to Search India.co are pleased to confirm your appointment for the position of "Business & Relationship Officer". The following terms and conditions of the job –

1. **Job Title/Designation:** Business & Relationship Officer.
2. **Job Location:** Chandigarh.
3. **Commencement of Employment:** Your employment with us will be effective from 1st September 2019.
4. **Employee Salary & Compensation:** Your salary will Rs. 17,000/- per month. The total Cost to Company CTC will be Rs. 2,04,000 per annum. You will receive a variable amount which will be strictly based on your performance. Once your probation period will be over, you will become eligible for leave as per the company policy.
5. **Working Hours/Days:** Your appointment is on a Full time basis i.e. 9 hours from Monday to Saturday.

We congratulate you on your appointment at Search India.co and wish you a long career with us. We are looking forward to having a fruitful collaboration with you for organizational development as well as for your professional growth.

All the best
SEARCH INDIA.CO


For Searchindia.com
Authorized Signatory
Ms. Tamanna
(HR Manager)
Authorised Signatory



Sr. SIC/p/416

Date 01/11/2022

Promotion Letter

Ms. Mandeep Kaur
LOB: Search India.Co

Subject: Promotion cum Increment Letter

Dear Mandeep,

Consequent to the review of your performance, we are pleased to inform you that you have been promoted to **Business & Relationship Manager** and your Monthly CTC has been revised to INR 20,000/- with effect from November 01, 2022.


We are sure you will put more efforts in the coming year to ensure higher level of performance for the organization.

Other terms and conditions of your employment shall remain the same as per the contract of fixed term Employment/Appointment Letter.

You may contact HR for any query/clarification on the appraisals within a month from the date of issue of the letter.

Best of Luck.....

Yours Faithfully
Search India.Co

For Searchindia.com

Ms. Tamanna
(HR Manager) *Authorised Signatory*



searchindia.co

Call : 62834-12006, E-mail : info@searchindia.co

Sr. SIC/E/384

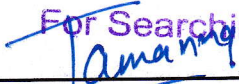
Date 13/02/2024

TO WHOM IT MAY CONCERN

This is to certify that **Ms. Mandeep Kaur D/O Mr. Jaspal** having D.O.B 04/07/1998 is an employee at "Search India.co" as a **Business & Relationship Officer** from 2nd September 2019 to 31st October 2022 and as a **Business & Relationship Manger** from 1st November 2022 to Till Date providing her continuous services.

She was assigned the task to prompt clients to upgrade their existing packages and to purchase additional offering. She also settling clients' concerns in a professional manner. She also encourages internal relationships to address clients' needs and to maximize our profits. She also leads the team. She is diligently carrying her duties with full dedication. She possess the team spirit skill and maintain good relationship with her colleagues. We wish her good luck for her career and hope she achieves new heights.

Search India.Co

For Searchindia.com

Ms. Tamanna
(HR Manager) Authorised Signatory



Sr... SIC/S/547

Date: 13/02/2024

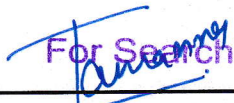
Salary Certificate

Employee Name : Ms. Mandeep Kaur

Designation : Business & Relationship Manager

Salary Statement of Ms. Mandeep Kaur for last 6 Months

Date	Salary paid (Rs.)
11-09-2023	20,000/-
10-10-2023	20,000/-
10-11-2023	20,000/-
11-12-2023	20,000/-
10-01-2024	20,000/-
10-02-2024	20,000/-


For Searchindia.com
Ms. Tamanna
(HR Manager) Authorised Signatory