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Date: 17 Oct, 2025

To Whom It May Concern

This is to certify that **Dipul Poudel**, son of Gajendra Bahadur Poudel has successfully completed an internship as a **Documentation Officer** at Himalayan Business Group from 6th July 2025 to 6th October 2025.

During this period, Dipul Poudel demonstrated diligence, honesty, and professionalism in all assigned tasks. He actively assisted in preparing, organizing, and managing official documents, maintaining accurate records, supporting data entry and filing processes, ensuring compliance with documentation standards, and providing administrative support to the team. He also exhibited excellent communication, problem-solving, teamwork, and organizational skills throughout the internship.

We sincerely acknowledge his dedication and valuable contributions during the internship and wish his continued success in all future endeavors.

Sincerely,

Prashant Dahal

Business Development Manager

Himalayan Business Group

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