Date: June 2, 2021

To whom it may concern.

This is to certify that Sonal Macwan was employed with SS Tutorials as an Administrator and Business Developer from August 01, 2016 till April 30, 2018. During her tenure of employment, she was working approx. 40hours/week and her salary was INR17,000/month.

Sonal was performing the following duties but not limited to:

* Filing important documents, such as reports, emails, letters and student files.
* Maintaining computer and manual filing systems.
* Coordinated with staff about office supplies and services, including restocking the supplies, relocating students and teachers to new classes, setting up desks and equipment for class rooms.
* Helped making class schedules as per the priority and availability.
* Helping students in filling out the admission and other forms.
* Greeted visitors, scheduled meetings, organized conferences, lectures and made travel arrangements when needed.
* Processing and filing invoices, fees etc.
* Responding queries from students in-person or on call by providing them relevant information and advising them the best possible solutions.

We wish her best for future endeavors.

Regards