



November 6, 2024

## To Whomsoever It May Concern

Dear Sir / Madam,

This is to certify that Prateek Kumar Verma (Employee No: 51179) is working with Bunge India Pvt Ltd since July 17, 2023 and is designated as Process Executive - Continuous Improvement.

His Job Roles and Responsibilities are as follows:

1. **Bot Development & Automation:**
  - Design, develop, and implement Robotic Process Automation (RPA) solutions to automate repetitive tasks and improve operational efficiency.
  - Create bots that mimic human activities, reducing manual intervention and increasing process accuracy.
  - Continuously monitor and optimize existing automation processes for higher efficiency and error reduction.
2. **Data Processing and Validation:**
  - Develop and maintain architecture solution to streamline data extraction and processing from external systems, such as VIM (Vendor Invoice Management) and SAP.
  - Lead initiatives to automate invoice processing for Europe, ensuring seamless data flow and integration between downloaded invoices and company's internal application.
  - Implement and manage data Quality Control (QC) processes to validate tax codes, vendor codes, and invoice details, ensuring compliance with organizational standards.
3. **Cross-Functional Collaboration:**
  - Collaborate with various departments, including finance, IT, and operations, to gather requirements and align automation solutions with business needs.
  - Provide technical support and guidance to internal teams on process optimization through RPA solutions.
4. **Problem Solving & Innovation:**
  - Identify opportunities to refine and enhance automation workflows, aiming to eliminate manual QC steps and achieve end-to-end auto validation.
  - Troubleshoot and resolve complex technical issues related to bot performance, data inconsistencies, and system integration challenges.
  - Perform proof of concept and implement new technologies and methodologies to continuously improve processes and stay updated with industry trends.
5. **Reporting & Documentation:**
  - Maintain comprehensive documentation of bot processes, including workflows, exception handling, and troubleshooting guides.
  - Report progress and performance metrics of automation projects to the management team, providing insights into time savings, cost reductions, and error minimization.

CIN : U74110MH1958PTC174267

**Bunge India Private Limited**

**SEZ Office :** A-40A, Phase 8 Extension, Quark City SEZ, 11<sup>th</sup> Floor, Landmark Plaza, Mohali, Punjab 160059

**Corporate & Registered Office :** The Capital, 601 C & 601 D, 6<sup>th</sup> Floor, C-70, G Block, Bandra Kurla Complex, Bandra East, Mumbai - 400051.

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**6. Continuous Learning & Development:**

- Stay updated with advancements in automation and software development, exploring potential transitions into advanced technologies to support long-term career growth.
- Actively participate in learning opportunities, workshops, and certifications to enhance skills in technology and innovation.

This letter is being issued to Prateek Kumar Verma for the purpose of higher education.

**Yours sincerely**

**For Bunge India Pvt. Ltd.**

A handwritten signature in black ink, appearing to read "Kirti", with a long horizontal stroke extending to the right.

**Kirti Thakur**  
**HR Partner - BBS Mohali**

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