

Date: July 15, 2024

To Whom It May Concern,

This is to certify that Mr. Satyam Saha was employed at **Hi-tech Electronics** as an **MIS Executive** from **August 2022 to July 15, 2024**.

During his tenure of approximately two years, he performed his duties with dedication and professionalism. His key responsibilities included:

- Managing and maintaining data in Excel and internal reporting systems to support business operations and strategic decision-making.
- Creating and automating daily, weekly, and monthly reports to monitor key performance indicators and overall operational performance.
- Cleaning, analyzing, and visualizing data using Excel tools such as **VLOOKUP, Pivot Tables,** and **conditional formatting**.
- Collaborating with various departments to gather data requirements and ensure the accuracy and consistency of reports.

Mr. Satyam Saha exhibited strong analytical skills, attention to detail, and the ability to work effectively both independently and as part of a team. His contributions were valuable to our organization, and we sincerely wish him continued success in all his future endeavors.

For any further information, please feel free to contact us.

Sincerely,

[Vinod Kumar]

[Owner]

[Hi-tech Electronics]

Contact: 9794502642

Official Stamp/Signature

