Ref No: CC-1289/R/07092023/1 Date: 7th September 2023

**Reference Letter**

This is to certify that Ms. Trashna Johari is currently a full-time permanent employee of **CromaCampus Training & Development Pvt. Ltd.**, details of her employment are as follows:

**Designation**: Senior Administrative Assistant

**Employee Code**: CC-1289

**Date of Joining**: 12 January 2017

**Work Hours**: 54 hours per week

**Annual Salary**: INR 4,80,000

During her tenure, Trashna Johari performed the following duties:

* Generate, input, refine, and review various documents such as correspondence, invoices, presentations, brochures, publications, and reports using both voice dictation and handwritten sources.
* Produce and distribute correspondence memos, letters, faxes, and forms.
* Establish and maintain both paper-based and computerized filing systems for efficient data retrieval.
* Manage the receipt and distribution of incoming physical and digital mail and materials, ensuring effective communication within the organization and with external parties.
* Coordinate and confirm appointments and meetings for the employer, ensuring their schedules are well organized.
* Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; procuring and expediting orders for supplies; verifying receipt of supplies to ensure seamless operations.
* Respond to telephone and electronic inquiries, forwarding calls and messages as needed.
* Record and formulate minutes of meetings for documentation purposes. Also collect data and information for new research initiatives.
* Coordinate travel arrangements, including scheduling and reservations for office staff. Organize meetings, conferences, events, etc.
* Develop and implement streamlined office procedures to enhance operational efficiency.
* Provide guidance and training to office personnel regarding procedures and software applications.

We wish her all the best for her future endeavors.

With Warm Regards,

**Saurabh Singh [Head - HR]**