

## **INTERNSHIP COMPLETION LETTER**

**Date: 28 August 2025**

### **To Whom It May Concern**

This is to certify that **Yadukrishna M Menon** has successfully completed a two-month **Sales Support Internship** at Toolfe - IT & Process Automation, a brand of Zotork Private Limited, from **02/06/2025 to 02/08/2025**.

During the internship, **Yadukrishna M Menon** demonstrated attention to detail while contributing to lead generation efforts. They effectively utilized industry-standard IT automation tools to identify and qualify potential clients, showcasing their ability to support the sales pipeline and drive engagement with targeted prospects.

### **Key Achievements:**

- **Spearheaded lead generation efforts for a sales campaign** by gathering lead data, generating and uploading leads into the CRM, and crafting personalized outreach through email and LinkedIn messaging.
- **Built foundational knowledge of the sales pipeline**, gaining hands-on experience in lead management, customer engagement strategies, and CRM tools.

**Best Regards,**



**Satya Lohit,**  
Customer Success Manager, Sales  
Department  
**Toolfe-IT & Process Automation**  
**A Brand of Zotork Private Limited**

**Internship Duration:**

**Start Date:** 02/06/2025

**End Date:** 02/08/2025