



SAFFRON COLLEGE FOR GIRLS

(Affiliated with Punjabi University, Patiala)

Ref. No. SCG/493/2021

Dated 15/09/2021

WHOM IT MAY CONCERN


EXPERIENCE CERTIFICATE

It is certified that Mr. Parminder Kaur D/o Lakhwinder Singh was working with Saffron College. She began with Saffron College on 01st August 2017 to August 30th 2021. She was responsible and hard working.

She was primarily responsible for office administration and her everyday tasks list included:

1. Coordinate project deliverables Perform accounting tasks, including invoicing and budget tracking.
2. Manage events or meetings.
3. Finding and storing information.
4. Maintain of official records.
5. Handle of NSS
6. Monitor the production staff.
7. Marketing for College Admissions

During her employment period she has performed all the duties well and conscientiously.


ਭਾਇਰਕਟਰ (ਕਾਲਜ ਅਫੇਅਰਜ਼)
ਸਿਰਿੰਦ ਕਾਲਜ ਤਾਰ ਗਰਲਜ਼
ਫਤਹਿਗੜ੍ਹ ਸਾਹਿਬ