



UNIVERSAL INFOTECH

SERVICES CONSULTANCY TRAINING

Ref. No. UI/2019/923

Date 27/09/2019

Ms. Kulwinder Kaur
D/O Balwinder Singh
Vill. Shergarh, Teh Patran
Samana, Patiala.
147105 Punjab

Subject: **LETTER OF APPOINTMENT**

Dear Kulwinder Kaur

This is with reference to your interview on **25/09/2019** you had with us. We are pleased to confirm your appointment to the position of **"Office Executive"** on a monthly salary of **Rs. 14800/-**. This is a permanent full time position and you will be based at our office in Leela Bhawan, Patiala.

Initially you would be on probation of six months. After the successful completion of the probation your services would be regularized. In case you decide to leave, a notice period of one month is required to be served.

If the above offer is acceptable to you please return a signed copy of this appointment letter.

You are requested to join your duties on or before **01/10/2019**. You are advised to bring along copy of educational qualification certificates, an identity proof (Driving license/PAN Card/Voter Card /Passport) and five passport size photographs.

We welcome you in becoming a part of our organization.



Ref. No. UI/2021/843Date 26.08/2021**TO WHOM IT MAY CONCERN**

This is to certify that **Mrs. Kulwinder Kaur w/o Mr. Sukhwinder Singh** is working with our organisation from **01/10/2019 to till-date**. She is working as an **"Office Executive"** as a permanent employee, with employee ID **"UI-EMP-571"**. Her last drawn salary is **Rs.17800/-**.

Her work responsibilities are as follows:

- Handling incoming calls and other communications.
- Managing filing system.
- Updating paperwork, maintaining documents and data processing.
- Performing general office management duties.
- Creating, maintaining, and entering information into databases.
- Maintaining an overall management style that follows company best practices.
- Working closely with the store manager to lead staff.
- Providing leadership and direction to all employees

She is a Punctual, motivated and committed team player. Her expertise in the field of Office Management is really good.

We wish her all the success in her future life.

Narinder Singh Sidhu
Head Operations
