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MEWS

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COLLEGE OF ENGINEERING & TECHNOLOGY

Ref. No. **MEWS/EXP/1843**

Date **18-Feb-2022**

Work Experience Certificate

To whom it may concern

This is to inform and certify that **Ms. Navjot Kaur D/O Randheer Singh** is working in our institution as full-time **Office Administrator** from 02-Sep-2019 to till date. Her current salary 13,000/-p.m. with **MEWS COLLEGE OF ENGINEERING & TECHNOLOGY**.

During her time with us, we found her a hardworking person with excellent communication, leadership skills. She proved herself throughout her job. Her friendly and candid personality changed the atmosphere of our College.

In addition to her job description that mainly included management of all student issues. She was always ready to take other responsibilities as well. In addition, she has conducted many training seminars and personal sessions which were not a part of her job description. On various occasions, she had helped people from many different departments as well in the performance of their tasks.

She is a very responsible, dedicated and dependable employee. We find great pleasure in providing this certificate to ascertain her capabilities and skills. We wish her the very best of luck!

If you need any documents related to her employment with us, feel free to contact us.



Director

SUBHASH CHANDER

MEWS COLLEGE OF ENGINEERING & TECHNOLOGY