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To Whom It May Concern

This is to certify that Mr. **Balraj Singh S/o S. Jagraj Singh R/o Village Talwandi Bhangarian, Tehsil/Distt. Moga, Punjab.** He has done his training in our Institute as an Assistant Accountant during the period from **1st September 2020 to 31st August 2021.** He has worked under my Surveillance. During the training period he has learnt:

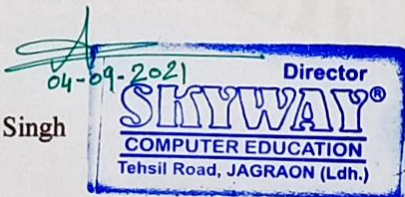
- 1) Accounting activities such as reconciliation of bank accounts were maintained on monthly, quarterly and annual basis.
- 2) Sorting Financial Documents and posting them to proper accounts.
- 3) Completing financial reports on regular basis.
- 4) To prepare GST Returns etc.
- 5) Providing significant feedback to the costumers, which ultimately beneficial to earn profit margin.
- 6) Managing day to day transactions.

During his training period with our Institute, we have observed that he is sincere, hardworking and honest. He performed all his duties very well. We wish him all the best for his future carrier.

I wish all the best for her future.

Regards.

Arshdeep pal Singh
Director



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