

# Sri Guru Gobind Singh Khalsa School

Vill. Ratta Gudda Teh. Patti Distt. Tarn Taran.

Ref. No. 71/2.11.2021

Dated 02.11.2021

## TO WHOM IT MAY CONCERN

This is to certify that Ms. Kulwinder Kaur D/o Niranjn Singh is appointed as a Data Entry Operator in our School since November 2012 to Till now. She is very sincere in her work and attend office on timing. Her behavior with other staff member as well as clients are very good.

### Job Responsibilities:

- Prepares, compiles, and sorts documents for data entry.
- Verifies and logs receipt of data.
- Performs high-volume data entry using word processing, spreadsheet, database, or other computer software.
- Reviews data for errors, missing pages, or missing information and resolves any discrepancies.
- Performs regular backups to ensure data preservation.

We wish her success in future.

  
Headmaster  
Sri Guru Gobind Singh Khalsa  
School, Ratta Gudda, (Tarn Taran)  
Ass. No. 2175184