

Employee Id: - 8997

Dated: - 07/04/2022

To Whom It May Concern

This is to certify that **Jaspreet Singh S/O Jasmeet Singh** is working as a **Intern in Office Administration** in our organization **INFOWIZ - A Software Solution, Chandigarh** from **01st June, 2020 to 30th November, 2020**. Subsequently he has been promoted to **Office Administrator** and is serving his duties from **01st December, 2020 to till date**.

Job Roles and Responsibilities:-

- Greet visitors and direct them to the appropriate offices.
- Conduct clerical duties, including filing, answering phone calls, responding to emails and preparing documents.
- Coordinate project deliverables.
- Perform accounting tasks, including invoicing and budget tracking.
- Schedule meetings and travel arrangements for senior members of the company.
- Provide administrative support for operations team.
- Monitor the production staff.

During this period, we find him to be self-starter who is motivated, fast learner, duty bound and a highly committed team player with strong conceptual knowledge.

During the tenure, we find him hardworking and an innovative individual. His performance is excellent.

We wish him a very bright and prosperous future.


Kamal Jot Kansal
Director
INFOWIZ

S.C.O. 118-120, Sector 34-A, CHANDIGARH
0172-4567888, 98885-00888, 98886-00888

Here the future begins.....



Authenticity Barcode

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