



TOPPOINT COMPUTER EDUCATION CENTER

(AN ISO 9001:2015 & ISO 10002:2004 & ISO 27001:2013 CERTIFIED COMPANY)

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TO WHOM IT MAY CONCERN

This is certify that **HARPREET KAUR** is working at **TOPPOINT COMPUTER EDUCATION CENTER** as **Computer Instructor** From **15 November 2019 to Till Now** . During this period her service is found to be satisfactory in carrying out the following duties :

- Taught a variety of courses, from the basic to intermediate level, on a wide variety of topics including Microsoft office ,(MS Word , MS Excel , MS Powerpoint), basic (HTML , internet use and general computer).
- Maintain & support existing systems as well as website .
- Provide technical training support to students when necessary .
- Implement tasks in accordance with schedule budget goals.
- Engage in problem definition solution implementation according to learners needs.

We wish her all the best in her future projects.



19/4/2022