

GSTIN: 03AGIPG2338K1ZL
PAN: AGIPG2338K



GUPTA

SATISH KUMAR GUPTA

B.Com., F.C.A.

**Off.: Grain Market, PHILLAU-144410
Distt. Jalandhar (Punjab) India**

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CHARTERED ACCOUNTANT

TO WHOM IT MAY CONCERN

This is certifying that Mr. Prince Kalsi S/o Sh. Jaswant Ram R/O Village Nangal, Tehsil Phillaur, Distt Jalandhar, Punjab – 144410 is working in our firm as an Assistant Accountant. He has been working with us from August 2020 to till date.

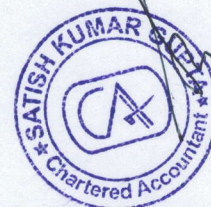
He is having major responsibilities of Assistant Accountant with us which includes the following—

1. Manage workflow by assigning tasks to other administrative employees on daily basis by ensuring the deadlines to be met on time.
2. Assist in filing of all kinds of tax related compliances including Income Tax & GST.
3. Implement and monitor programs as directed by the management and keep a proper check to complete the assigned tasks within stipulated time in suggested manner.
4. Prepares Memos, Ledgers and Reports by compiling and analysing information.
5. Assume responsibility for proper maintenance of office equipment, including tangible fixed assets.
6. To manage the financial reporting of the business of clients.
7. Maintain office supplies by checking inventory and other items.
8. To ensure the satisfaction of customers by quick responding to their queries and receiving feedbacks.
9. Answering incoming calls and assume other receptionist duties when needed.
10. To maintain the attendance record of the employees and is a helping hand in preparing salaries.

We have found him to be self-starter who is motivated, duty bound and a highly committed team player with strong conceptual knowledge of department.

We wish him all success in his endeavours.

Place: Phillaur
Date: 25/04/2022



Satish Kumar Gupta
B.Com.F.C.A
Chartered Accountants
M.No.084779