



Parmico Engineers

*Deals in : Computer, Peripherals, Internet Connection,
Stationery, Networking, Software Development & AMC's*

Dated: 20/10/2014

Miss. Lakhveer kaur

D/o Mr. Gurmail Singh

Bathinda, Punjab, India.

Dear Lakhveer Kaur

We are pleased to inform you that the management has appointed you as a "System Analyst " at **Parmico Engineers** on a monthly salary Rs.9000 renewable after 12 months based on your performance and other terms and conditions are as under:

- Your appointment is with effect from the date of joining, which should in any case be not later than (1st Nov 2014).
- You will report for duty to the manager of the company.
- Your selection is based on the information furnished in your application for employment. If at any time in future, it comes to the knowledge of the management that any of this information is incorrect or any relevant information has been withheld then your employment based on this letter of appointment is liable to be terminated without notice or any compensation in lieu thereof.
- This appointment is subject to your being medically examined and found fit. The management has the right to get you medically examined by any qualified medical practitioner during the tenure of your service. If you found medically unfit to continue with the assignment for which you have been employed, you will lose your lien on the job.
- You will be governed by the rules and regulation of the company in force from time to time.
- You shall not participate in any activity contrary to the policies of the company and not observance of this will amount to misconduct and your services are liable to be terminated.
- That your absence for continuous period of 6 days will be treated as willful absence including when you over stay period of your sanctioned leave and the same shall make you liable to lose lien from the service and your job will automatically stand terminated without any notice.
- The normal working days are Monday through Friday. You will be required for such hours as necessary for the proper discharge of the duties to the company. The normal working hours are from 10:00 AM to 06:00 PM.

E-mail: care.parmicoengineers123@gmail.com

**Building No. 410, Ground Floor, Shop No. 1-2, Azad Nagar, Sultanwind Road, Amritsar
(M) 90231-67733, 92161-67733, 96536-67733**



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- The management reserves the right to serve you 30 days written termination notice at any time after which you will stand automatically relieved from the job.
- You will be required to give a notice of 30 days or forfeit one month's salary in case you want to leave the job.

You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the company make call upon you to perform from time to time.

Kindly sign the copy of this letter indicating your acceptance of the above terms and conditions of this appointment and return the same to us.

That your services shall be governed by the provisions of certified standing orders/model standing orders applicable on the organization.

Whilst welcoming you to **Parmico Engineers**, I wish you good luck and a very bright career with us.

Best Regards



Jatin Kapoor

(Authorized Signatory)

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Dated:- 15-09-2021

CERTIFICATE OF EMPLOYMENT AND PROFESSIONAL EXPERIENCE

TO WHOM IT MAY CONCERN

This is to certify that Mrs. Lakhveer Kaur has been full time employee at your organization, for a period of 06 year 10 months from November 2014 to till date.

Her role to **Parmico Engineers** Work as a System Analyst Team includes:

Develop a growth strategy focused both on financial gain and customer satisfaction

- Maintaining and upgrading existing systems as require.
- Designing new computer systems and frameworks
- Troubleshooting technical issues
- Risk mitigation planning
- Collaborating with Business Analysts, Project Leads and IT team to resolve issues and ensuring solutions are viable and consistent
- Creating system guidelines and manuals for the organization
- Running training sessions and workshops on system processes
- Conducting regular reviews of systems and generating reports on efficiencies and improvement areas
- Structuring and prioritising business requirements and communicating plans with stakeholders for review and approval

Lakhveer Kaur has always maintained a professional approach and has demonstrated a strong ability of learning, the highest to the detail, and a polite and friendly manner. She has developed a unique understanding of consumer satisfaction and has the strong communication.

We will wish her every success in her future.

Parmico Engineers,



Jatin Kapoor

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