

I GREEN ENTERPRISES

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ADD: - NEAR SHIV MANDIR, KARNAL PIN NO. - 132001, HARYANA

Ref. no. 351/201/51

Date 14/12/2021

To Whomsoever It May Concern

This is to certify that Mr. Rajat S/o Mr. Malkhan Singh R/o. Near Govt Sr. Sec. School, Kaul, Kaithal, Haryana-136021 is associated with our company from 01/09/2020 to till date as an Assistant Accountant.

His jobs responsibilities are:

- Reconcile invoices and identify discrepancies
- Create and update expense reports
- Process reimbursement forms
- Prepare bank deposits
- Enter financial transactions into internal databases
- Check spreadsheets for accuracy
- Maintain digital and physical financial records
- Issue invoices to customers and external partners, as needed
- Review and file payroll documents
- Participate in quarterly and annual audits

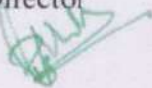
His exposure in this area is very good. During his tenure with us, he ably handled major responsibilities and found him to be hardworking and very productive.

During this period, we found him services to be satisfactory in carrying out the job duties.

We wish him all the best in his future.

With Best wishes,

For I Green Enterprises
Director



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