

SMART THINK COMPUTER INSTITUTE

SOFTWARE & HARDWARE TECHNOLOGY

Ref. No. CO/B/725.....



Dated 7/Jan/2020.....

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Miss **Gurjot Kaur** D/o **Hardip Singh** V.P,O **Gobindpur** Distt **S.B,S Nagar** Punjab, India has associated with our organization as **Computer Operator** for the period from **May 2016** To **Dec 2019**. . The last drawn salary at the time of separation was salary amounting to **Rs. 12000/- (Twelve Thousand Only)** including **Conveyance Allowance, Medical Allowance, House Rent Allowance** per month She was doing all her responsibilities perfectly.

She is performing following Job Duties:-

1. Prepares source data for computer entry by compiling and sorting information, establishing entry Priorities.
2. Maintaining all Documents, Log Books, Attendance Register and records so that they remain updated and easily accessible.
3. Securing information by completing Data base backups.
4. To establish work schedule and procedures and co-ordinate activities of student and resolve study related problems, prepare and submit progress and other reports

Contract includes

- A) The working hours will start from **09:00** am till **05:00** pm.
- B) Institute will be **closed** on **Sunday** and on **Gazzeted** holidays.

We find Miss.**Gurjot Kaur** was effective in discharging her responsibilities. During her tenure with us for the above period, we find her efficient, her character and conduct are good. We wish her success in her future assignments.





VISHAVKARMA COMPUTERS BANGA

Institute of Information & Tecnology and Vocational Training

Sponsored by

Vishavkarma Computer & Education Welfare Society Banga , S.B.S Nagar (Govt. Regd.)

Kawaljit Kaur 70093-34767 , Amardeep Singh 98150-16198



Website: www.vishavkarmacomputersbanga@gmail.com


Date:- 10-01-2024

E-mail: www.vishavkarmacomputersbanga@gmail.com

TO WHOM IT MAY CONCERN

This is to certify that Miss Gurjot Kaur D/O Hardip Singh VPO Gobindpur Nawanshahr, Punjab has been employed as office executive in our Vishavkarma Computers Banga from sep, 2020 to till date. During the past of his service we were fully satisfied with her work. We have always found her to be honest sincere and very hardworking. In these years, Miss Gurjot Kaur has gained a lot of experience in her position from our Vishavkarma Computers.

She is indeed a valuable asset to our institute. We can safely recommend Miss Gurjot Kaur for any responsible position and would like to see her in a good place in her future life.

VISHAVKARMA COMPUTERS
Santokh Nagar, Main Road
Banga, District S.B.S.Nagar
 Director