



Bhati Tutorials

For Diploma & Degree

To strive for excellence through hard work

Shop No. 4, 5 & 6, Bldg. No. B-12, Sector 11, Shantl Nagar, Mira Road (E), Thane 401107

Tel: +91 9769611440 / 8108147994

Date - 23/05/2024

TO WHOM SO EVER IT MAY CONCERN,

This is to certify that Ahad Gulnaz Abdul was employed as an Intern Accountant at Bhati Tutorials from 17th April, 2024 to 20th May 2024. During this period, Ahad Gulnaz Abdul demonstrated a high level of commitment, dedication, and professionalism in fulfilling her responsibilities.

Throughout her internship, Ahad Gulnaz Abdul displayed a positive attitude and worked well both independently and as part of a team. She communicated effectively with colleagues and contributed valuable insights during team meetings. Her punctuality, reliability, and willingness to take on new challenges made her an asset to our organization.

We are confident that Ahad Gulnaz Abdul possesses the skills and knowledge required to excel in her future endeavors.

We wish her all the best in her career and are certain that she will bring the same level of dedication and professionalism to any role she undertakes.

**Sincerely,
Bhati Tutorials**

18th May, 2024

LETTER OF EXPERIENCE

To whom it may concern,

This Letter of Experience is for **Shaheen Ansari**, a part of IIDE's Content Writing (Remote) Internship Programme. Shaheen successfully Interned with us from 13th April 2024 to 13th May 2024 under the guidance and leadership of the Head of the Department, Mr. Aaditya Jain.

During the tenure, her performance was more than satisfactory and she showcased a degree of professionalism.

The internship included training and tasks related to Content Writing, SEO, Wordpress basics and Google Sheet Management. This not only gave her practical exposure to one of the core essentials of Digital Marketing but also enabled her to create quality content.

We sincerely believe Shaheen will bring her passion, and creativity to any task in any Digital setup she joins.

If you have any questions about our recommendation of Shaheen, please do not hesitate to contact IIDE or me.

Sincerely,



Karan Shah
Founder & CEO, IIDE

EXPERIENCE - CERTIFICATE

TO WHOMSOEVER IT MAY CONCERN

This is to certify that, Miss. **Khushi Ravindra Bane** is working with our organization at Malad (East), Mumbai as a trainee from **8th January 2024.**

During her training **Khushi Bane** has pursued basic knowledge & experience in the field of GST/Income Tax, Accounting, etc. from our organization. She is sincere and hardworking. She is having enthusiasm to work hard and ability to learn.

For Archana Parikh & Co
Chartered Accountants
FRN No: **159484W**

Tanish A.P.


ARCHANA PARIKH
Proprietor
Membership no. : 129374
Place: Mumbai
Date: 13th May, 2024.



Marsh McLennan Global Services India Private Limited
1001-A, Supreme Business Park,
Supreme City, Hiranandani Gardens, Powai,
Mumbai – 400076, Maharashtra, India
Phone +91 22 4274 2000
www.mmc.com

Strictly Confidential-Addressee Only

April 09, 2024

To Whom It May Concern:

This is to certify that Melicia Britto (Employee ID - 1255238) is working with Marsh McLennan Global Services India Private Limited since December 06, 2021. Melicia is currently employed as "Specialist - Transactional Services" based at our Mumbai - Hiranandani office.

This letter is being issued at the request of the colleague for the sole purpose of supporting an education application.

This reference is given without prejudice and in the strictest confidence without any guarantee or responsibility on the part of the Company or its officials.

Yours Sincerely,

Shwetha Nayak
Head – Human Resources
Marsh McLennan Global Services India Private Limited



TEAM UP
AGENCY

E : teamup.agency@gmail.com

C : +91 98206 57193

Ref :- HR & Admin

Date :- 16th April 2024

To Whom It May Concern

This letter serves as confirmation that Ms. Patrisha has been employed with our organization since Oct, 2023, and is currently under a probationary period.

For Team Up Agency

Authorised Signatory





BLUE TRANS CARGO & LOGISTIC

Vakratunda C.H.S. Ltd., Bldg. No. 1A, Shop No.1, Sambhaji Nagar, Opp. HDIL Tower, Sahar Road, Andheri (E), Mumbai - 69. Tel. : 2682 2832 / 2683 8999, Email : bluetranscargologistic@gmail.com

INTERNSHIP CERTIFICATE

08 June 2024

To whom it may concern,

This certification proves that **PRINCE AMARDEV CHAUHAN** has completed 3 Months of the internship program as Logistic Jr. Accountant Executive at Blue Trans Cargo & Logistic. PRINCE AMARDEV CHAUHAN started joining the Company from 3rd March 2024 to 05th June, 2024.

During his stay in the company as an Intern, he displays enthusiasm, leadership, self-discipline, and self-motivation.

We are Grateful to have him as one of our interns before and we would like to wish him all the best.

Sincerely,

ASHA VISHWAKARMA

Head of Human Resource Department


Blue trans Cargo & logistic





Internship Letter

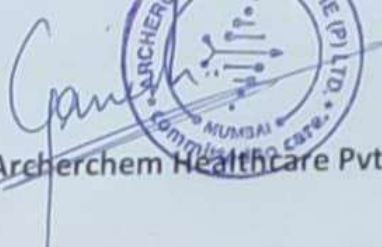

Date: 16.04.2024

TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Ms. Shivani Dadheech** is working with us as **Data Operator** from **25.07.2023 to Till Date**

She is working with us she is sincere in her duties and bears good moral character.

Best Regards



Archerchem Healthcare Pvt Ltd

CERTIFICATE

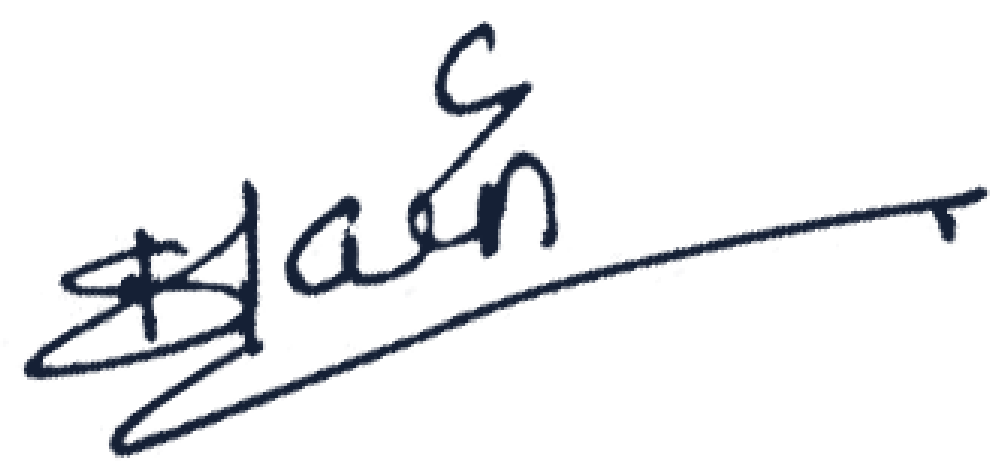
OF COMPLETION

THIS CERTIFICATE IS PROUDLY PRESENTED TO

Ms. Sampada Dalvi

For Completion of Finance &
Research Internship Program

From 15-04-2024 To 01-06-2024



Authorised Signatory

Arihant Capital
Generating Wealth

03-06-2024

Issued Date



GAURAV GADA & ASSOCIATES
CHARTERED ACCOUNTANTS

Date : 04 JUNE 2024

INTERNSHIP CERTIFICATE

It is to certify that Miss. Trupti Jagdish Fajindar, a 1st year Master of Commerce (Accountancy) student of Ghanshyam das Saraf College of Arts & Commerce was working with us Gaurav Gada & Associates as an intern from 6 May 2024.

Miss. Trupti Jagdish Fajindar has persuing knowledge & experience in field of Accounting, Auditing, ITR etc. from our organisation. Also we found her to be Professional, Knowledgeable and result oriented with theoretical & practical understanding of work requirements.

Overall Miss. Trupti Jagdish Fajindar performed her duties and responsibilities cheerfully with attention to detail at all times. With her enthusiasm to work, learn and progress, I am certain that she would make a great employee to any enterprise.

Gaurav Gada & Associates
Chartered Accountants

CA. Gaurav Gada



Ashirwad Building, 2nd Floor Anand Nagar, Sahar Road, Above Jaslok
Sweets, Andheri East, Mumbai 400069

+919870008628 / +919653118956

✉ ca@gaavgada@gmail.com

Date: 30th May 2024.

To Whom So Ever It May Concern

Subject: Employment Confirmation Letter

This letter is to certify that Mr. Ali Abdulhaq Ghori, a first-year Master of Commerce (M.Com) student at Ghanshyamdas Saraf College of Arts and Commerce, has been employed with **Kohinoor Business Solutions since January 1, 2024.**

During his tenure with us, Mr. Ghori has demonstrated exceptional performance in the field of US Accounting and Bookkeeping. He has effectively applied his theoretical knowledge to practical situations, showing a strong understanding of work requirements and a dedication to excellence.

Mr. Ghori has consistently proven to be professional, knowledgeable, and result-oriented. His attention to detail is commendable, and he consistently delivers high-quality work. His ability to work independently and collaboratively has greatly benefited our organization.

In addition to his technical skills, Mr. Ghori possesses a friendly demeanor and a good sense of humor, making him a pleasure to work with. His enthusiasm for learning and dedication to his responsibilities have been evident throughout his employment.

Overall, Mr. Ali Abdulhaq Ghori has been a valuable asset to our company, performing his duties with diligence and a positive attitude. We are confident that he will excel in his future endeavors and would be a great addition to any organization.

We wish him all the best in his academic and professional pursuits.

Yours Sincerely,



Signature

Mr. Kulin Shah

General Manager – Operations



Mob: 98203 26914
99203 26914
93203 26914

Sainath Consultancy Services

Tax Consultants, Computerised Account & Specialist in All Licence Work

Office : Chawl No.16, R-125A, Gate No. 7, MHB Colony, Malad (West), Mumbai - 400 095

Ref. _____

Date: 27/04/24

TO WHOM SO EVER IT MAY CONSERN

THIS IS TO CERTIFY THAT MISS. KUMKUM GUPTA WORKED AT TRAINEE IN
ACCOUNTS DEPARTMENT FROM 6 JANUARY 2024 TO 24 FEBRUARY 2024 DURING HER
TENURE WE FOUND HER SINCERE AND HARD WORKING. I WISH HER ALL THE BEST IN HER
FUTURE ENDEAVOURS.

SEAL OF FIRM.

For SAINATH CONSULTANCY SERVICES

Proprietor

AUTHORIZED SIGNATORY.

May 8, 2024

LETTER OF EXPERIENCE

To whom it may concern,

This Letter of Experience is for **Nandini Kailashnath Gupta** who was a part of IIDE's Global Virtual Internship Programme. Nandini has successfully completed a 1-month internship under the leadership of her manager, Shreya Ravaria.

Throughout her internship, Nandini displayed a commendable level of professionalism and actively participated in training and tasks related to Social Media Marketing, SEO, Content Writing and Google Workspace Management.

This experience provided her with valuable insights & practical exposure into essentials of digital marketing, enabling her to provide integrated marketing solutions.

We are confident that Nandini will bring her optimism, passion, and creativity to any digital setting she becomes a part of.

If you have any questions about our recommendation of Nandini, please do not hesitate to contact IIDE.

Sincerely,



Karan Shah
Founder & CEO, IIDE



IIDE Campuses: Mumbai | Delhi | Kathmandu



Welcome Trade Links.



C.no - 10 Ganesh Dham Gogate Wadi, Off Arey road, Mumbai - 400063
Ph: 0222975573. Mb: 9930742425.

EXPERIENCE CERTIFICATE FOR INTERNSHIP

Date: 27th April, 2024

To Whomsoever It May Concern,

This is to certify that Miss Divisha Mahavir Jain has been employed with Welcome Trade Links as an Accountant assistant from 25th March, 2024 to 26th April, 2024.

During her tenure with our firm, Miss Divisha has consistently demonstrated dedication, punctuality and outstanding performance in her role. She discharged her duties with devotion and sincerity.

During her internship, she undertook some of the key responsibilities of maintaining the records of clients and customers, data entries of vouchers and masters, ratification of errors in bank statement, inventory management and GST report files with the help of Tally ERP 9.

Miss Divisha, has been an integral part of our team and has shown exceptional skills, a strong work ethic, and the ability to work well with colleagues. She has consistently met and exceeded the expectations of her role.

We are confident that Miss Divisha will be an asset to any organization she chooses to work with in the future. We wish her the very best in their future endeavours.

This certificate is issued at the request of Miss Divisha and is being provided as a true and accurate record of their employment with Welcome Trade Links.

Sincerely,
Welcome Trade Links

GST NO:

27AADFW6080D1Z5

Signed by, Naresh Jain
Partner





Jubily

PLASTICS

Dealers in : ALL TYPES OF PLASTIC RAW MATERIALS
Gogatewadi, Off. Aarey Road, Goregaon (East), Mumbai - 400 063. TEL : 2872806

Experience Certificate

Date: - 29 April, 2024.

To whomsoever it may concern

I, undersigned, certify that Ms. Hetal Nilesh Jain has successfully completed the internship program from 28th March 2024 till 27th April 2024 at our firm.

During this time, Ms. Hetal was assigned with various tasks. She undertook tasks such as Data entries in Microsoft Excel, Voucher entries in Tally ERP and checking thereof and basics of GST filing.

During the internship she demonstrated good skills with a self-motivated attitude to learn new things. Her performance exceeded expectations by completing her task on time with high accuracy.

She displayed professional traits during her internship. She was hardworking, dedicated and committed towards her work. It was a pleasure having her with us in this short period.

We wish her all the best for her future endeavors.

Warm Regards,

For, Jubily Plastics

Gst no. 27AAGPM6797E1Z9



Prakash k. Mehta



HANSARIA SHAH S. & ASSOCIATES

Chartered Accountants

B 414, Yashwant Shopping Centre, Carter Road No. 07, Borivali (East), Mumbai - 400066.
Mob:- 9892157484 / 9619057128 E-mail: sunilhansaria@gmail.com / officehansaria@gmail.com

DATED: 10/06/2024

TO WHOM SO IT MAY CONCERN

This is to certify that **ROHINI .S. KAKDE D/O MR SANTOSH .M. KAKDE** a student of Ghanshyamdas Saraf College of Arts and Commerce working as a Intern with us **HANSARIA SHAH .S. ASSOCIATES** from **25th APRIL 2024** to till Date.

During the internship she has perused knowledge & Experience in field of accounting. Concurrent Auditing, Bank Auditing and Financial Auditing. During her work we found her Sincere and Honest & Hardworking.

HANSARIA SHAH .S. & ASSOCIATES

CHARTERED ACCOUNTANT



CA SUNIL HANSARIA

PARTNER

Pune Office:

Flat no. 3, Chinmay Society, B wing,
Ganesh Mala, Survey No 202,
Sinhagad Road Pune - 411030.

Nagpur Office:

L1, JK Building, 4 Arivind Society, Next to
Dharampeth, Mahila Bank, Narendra Nagar,
Ring Road, Nagpur - 440015.

Mandvi (Gujrat) Office:

210 Ashirwad Complex,
Lakda Bazar, Mandavi - 370465.

B. R. Choudhary
B.S.C.(Hons) LLB



CHOUDHARY & ASSOCIATES
ADVOCATE & TAX CONSULTANTS

2 - B, Mahavir Shradha Bldg., 1st Floor, Opp. - D-Mart, Sec - 14, Koparkhairane, Navi Mumbai - 400709. ☎ (0) : 2754 7003

Ref. No.: - 04/2024

Date: 10-06-2024

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Choudhary Kavita has been employed with Choudhary Associates as a Portfolio Monitoring and Management Specialist from 10 December 2023 to 15 May 2024

During their tenure with us Choudhary Kavita demonstrated exceptional proficiency and dedication in their role. Their responsibilities included but were not limited to:

Effectively monitored and analyzed investment portfolios, ensuring compliance with established investment strategies and objectives. They employed meticulous attention to detail in tracking portfolio performance, identifying risks, and proposing strategic adjustments as necessary.

She demonstrated a keen understanding of risk assessment methodologies and employed them diligently in evaluating portfolio risks. They contributed valuable insights to risk management strategies, aiding in the preservation and enhancement of portfolio value.

She meticulously analyzed portfolio performance, generating comprehensive reports that provided valuable insights to stakeholders. Their reports were instrumental in facilitating informed decision-making processes regarding portfolio management and optimization.

Maintained effective communication channels with clients, addressing inquiries, providing updates on portfolio performance, and offering strategic recommendations tailored to individual client objectives. Their professionalism and expertise significantly contributed to client satisfaction and retention.

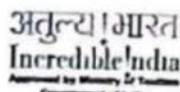
Choudhary Kavita consistently exhibited strong analytical skills, attention to detail, and a proactive approach to problem-solving throughout their tenure. They were a valued member of our team, contributing positively to our organization's objectives and success.

This certificate is issued upon request for the purpose of portfolio monitoring and management and can be relied upon as a testament Choudhary Kavita's skills and experience in this field.





B. R. Choudhary & Associates
B. R. Choudhary (Proprietor)



#A/15 1st Floor, Vignani Ind. Estate, Western Express Highway, Goregaon (East), Mumbai - 400 063.
25 May, 2024
www.arikaholidays.com E-mail : sales@arikaholidays.com Tel.: +91-22-40414243, 29271178
CIN : U63040MH1999PTC120255

Internship Completion Certificate

This is to certify that **Mr. Harshvardhan Nareshkumar Kejriwal** has successfully completed an internship dated **20 April, 2024 to 20 May 2024**, as an **Intern** at **Arika Tour & Travels Pvt. Ltd.**

All this while showing keen interest in learning new things in their functional area along with exhibiting utmost professional conduct.

We wish Harshvardhan all the success for future endeavours.

Gunjan Goyal

Head of Accounts

Arika Tour & Travels Pvt. Ltd.

ms Motors

Shop No.06, Jai Shakti Co-op.Hsg Society, Opp Triveni Nagar
Malad(E), Mumbai - 400097

EXPERIENCE LETTER

Date: 01 May 2024

To whom it May Concern,

Dear Sir/Madam,

This letter is to verify that **Mrs. Khan Afiya Sohrab** was employed at task Assistant in the position of **Executive Assistant** from 01 April 2024 to 30 April 2024.

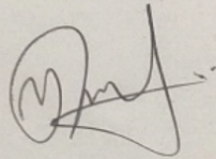
We found her to be a good team player, besides being a hard worker. We wish her all success in his future endeavours.

The company has no outstanding payment or debts from her.

Sincerely,

For MS MOTORS

PROPRITOR



TO WHOM IT MAY CONCERN

This is to certify that Ms. **Almas Mohammed Rashid Khan**, worked as an Accounts Trainee in our Company, has successfully completed a one-month internship from 01/04/2024 to 30/04/2024.

During the period of her internship program with us, she had been exposed to different processes and was found diligent, hardworking and inquisitive.

We wish her every success in her life and career.

For Iris Enterprises



Authorized Signature

KIRTANE & PANDIT LLP

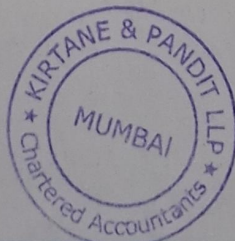
To
Mr. Vedant Koli,
Mumbai

Dear Vedant,

We welcome you to Kirtane & Pandit LLP Chartered Accountants and are pleased to appoint you as an "Audit Consultant" from 23rd October, 2023.

The terms and conditions of your appointment are as follows:

- You will be paid Professional fees of Rs. 12,000/- (Rupees Twelve thousand only). Subject to deduction of TDS as applicable.
- You will be eligible for "Paid Leaves" of 24 days per year after completion of six months of uninterrupted service whichever is later.
- You will be working in shifts as per the requirement of the assignments.
- In addition to your routine work, you will carry out all other specific jobs assigned to you from time to time. You may be required to proceed, from time to time, on assignments at a station outside Mumbai.
- You shall be bound by all the Rules and Regulations of the Firm concerning office procedures, disciplines and all other appointment matters that may be in force from time to time.
- You will be required to submit "Timesheet" on or before the 26th of every month so as to incorporate your attendance for the monthly payment. You may submit your timesheet in a soft copy, which would be available with the HR dept.
- You will be required to provide services as per the Firm's rules. However, this may vary from time to time, depending upon the nature of work.
- During the continuance of your services and thereafter, you will keep all secrets and will not divulge to any person, firm, or company whomsoever (other than to the partners of this Firm or their authorized representatives) all such secrets or confidential information of any description acquired by you while in our service, concerning the business or affairs of the Firm or any of its associates or branches and their clients.



Mod

Kirtane & Pandit LLP
Chartered Accountants

Pune | Mumbai | Nashik | Bengaluru | Hyderabad | New Delhi

H/16, Saraswat Colony, Sitaladevi Temple Road, Mahim, Mumbai - 400016 India | Tel : +91 22-24469713, 24444115/19 | E : kpcamumbai@kirtanepandit.com

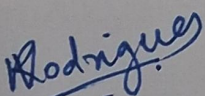
Regd. Office : 5th Floor, Wing A, Gopal House, S.No. 127/1B/1, Plot A1, Opp. Harshal Hall, Kothrud, Pune - 411 038, India | Tel : +91 20-67295100/25433104 | www.kirtanepandit.com

- This agreement may be terminated by one month's notice or one month consultancy charges in lieu of notice, but provided that if you are working on any assignment or assignments during the notice period, such assignment or assignments must be completed to the satisfaction of the Firm, before you are relieved from your services. However, should you tender one month notice of severance, the Firm may at its discretion, relieve you even before the expiry of one month, depending on workload prevailing, then in such case you will not be entitled for consultancy fees for the period after the date of your relieving.
- Upon termination of your agreement with KPCA, you will return to the Firm, all papers and documents or other property which may, at that time, be in your possession, relating to the business or affairs of the Firm or any of its association or branches or their clients, and will not retain any copies or extracts there from.
- You shall undertake to serve a minimum period of one year from the date of appointment failing, which, the cost of imparting training to you during the said period shall be recovered from you. However, the decision regarding separation prior to the committed period of one year shall be at the sole discretion of the partner concerned.
- You will keep us informed of any change in your correspondence address and telephone number. You will be required to fill "Personal Information Form" and submit necessary details /information/photocopies as mentioned therein.
- You are also required to open a Savings Bank Account with The Saraswat Co-operative Bank Ltd., so that your monthly Professional Fees could be credited to your account. A period of 3 days from the date of your joining is allowed to you to open the account, failing which your payment shall be withheld till you open the account.

We look forward to a long and mutually fruitful association with you.

Yours Sincerely,

For Kirtane & Pandit LLP
Chartered Accountants


Vannessa Rodrigues
Senior HR



Received & Accepted by
Name: Vedant Koli



Private & Confidential

Date: 12/02/2024, 4:37:33.487 pm IST

Balaji Kashiraja Kounder
No. 3 Merry Compound Near Mittal College Malad west
mumbai Maharashtra 400064
India

APPOINTMENT LETTER

Dear Balaji Kashiraja Kounder,

Subsequent to the meetings between Concentrix Daksh Services India Private Limited (hereinafter, 'Company') and you, we are pleased to make an offer of employment on the following terms and conditions. Your compensation and benefits are detailed in the included Annexure.

1. Appointment

1.1 You shall be appointed to the position of Sr. Representative, Operations in Comp Grade 11. This would be your Social Job Title and your Job Profile, would be Advisor II, Customer Service. Any change in your Social Job Title / Job Profile will be at the discretion of the Company, depending upon the work assigned to you. Job Profile must be used for all internal communication and in your e-mail signature. Social job title can be used for business cards and LinkedIn. You may use your Job Profile for social purposes as well.

1.2 Your initial place of work shall be Mumbai.

However, your services are transferable to any other role, competency, place or office of the Company or to any subsidiary or associate company, whether now existing or still to be formed. Such transfer/deputation will be in accordance with the Company's rules being in force at the time. On transfer or assignment, you will be governed by the Rules, Regulations and Conditions of Service applicable to that location or role. Refusal to accept such transfer or assignment may lead to disciplinary action including but not limited to termination of your employment.

1.3 Your appointment will be effective from 14/02/2024 or at an earlier date as mutually agreed, subject to your completing the on boarding formalities. You are required to submit all the documents (as per the Mandatory Document Checklist) before 13/02/2024 failing which the Company reserves the right to withdraw this offer letter and/or cancel your appointment. If this date is not suitable, please contact us immediately at faizan.shaikh1@concentrix.com to seek an alternative date on which to submit all required documents.

Please note that the offer will be withdrawn at the Onboarding date if you do not notify us of your acceptance or we are unable to agree to an alternate joining date.



1.4 On on-boarding / joining you shall report to the HR Representative of the Company or any other person nominated by him/her.

1.5 As per Company regulations you are required to furnish before joining, documentary proof of your last drawn salary, educational qualifications and work testimonials and also that you are free from any contractual restrictions preventing you from accepting this offer or starting work on the above-mentioned date.

2. Terms and Conditions:

2.1 Valid Passport:

2.1.1 If you are an Indian citizen, it is a condition of your employment that you hold a valid passport on the day of joining. If you do not hold a valid passport on the date of joining, you must apply for a passport and submit copy of your passport within 180 days from your date of joining. Failure to do so may lead to termination of your employment.

2.1.2 If you are not an Indian citizen, you will be required to submit evidence of your authorization to work in India, along with any other proof of identity that the Company may require. It is a condition of your employment that you maintain such authorization to work in India for the duration of your employment (unless you are permanently transferred to an office outside India).

2.2 While in the employment of the Company, you may be required to undergo mandatory on-the job training/s as per applicable policies and procedures of the Company, at the end of which an assessment may be conducted. If you do not clear the assessment then the Company reserves a right to either:

1. Require you to undergo another training program; or
2. Offer you a transfer to an alternate process (which may have a reduced pay structure) if declared "Not Suitable" for the process you were originally hired for. Please note that in the event of you not consenting to the transfer to the alternate process or to the reduced pay structure your services may be terminated; or
3. Terminate your services.

2.3 The compensation offered to you is based on your employment history credentials including your prior work experience, the type of industry and compensation offered to you by the previous employer. If you are unable to produce documentary evidence (Please see the Document Checklist in the Annexure) to substantiate the same, your compensation shall be modified and the compensation offered in this Appointment letter shall no longer be valid.

2.4 Your employment with the company shall at all times be subject to the receipt of satisfactory reference / verification checks, which may include criminal, financial and any other background checks as required by the Company based on its business requirements. The Company will terminate your employment in the event of an unsatisfactory background check. In the event of negative background verification, the company at its sole option, may allow you to provide justification / explanation for re-verification with supporting documents, in response to its show cause notice, so issued. In such event, you will be put on 'Leave without pay' from the date of issue of show cause notice until the revised findings are received for final closure of the case.

2.5 The Company may, at its sole discretion, also require you to undergo a drug test at any time. If such drug test indicates use of an illegal drug or a non-medically prescribed controlled substance and/or alcohol dependence, the



Company reserves the right to take suitable action against you, including but not limited to termination of your services.

2.6 The Company may pay you such fixed amount/ stipend as it may so decide, during the period of your undergoing structured process/ product and other essential training sessions. Performance incentive will be applicable to you only after you commence regular working in operations.

2.7 The initial period of probation is 365 Day(s) from your date of joining. You will be deemed to be confirmed at the end of the probation period unless communicated otherwise, through normal and accepted modes of employee communication within the company.

2.8 During the period of probation, your services may be terminated by either party giving the other a 15 day notice or gross salary in lieu thereof.

The Company reserves the right to waive the notice period. The Company also reserves the right to relieve you immediately and pay you gross salary for the notice period. However, no such notice or notice pay shall be payable in case your services are terminated on account of failing the background check, for misconduct or if you are unable to provide sufficient documentary evidence to establish your employment history credentials.

2.9 After confirmation and thereafter, your services may be terminated by either party giving the other a 30 day notice or gross salary in lieu thereof. The Company reserves the right to waive the notice period. The Company also reserves the right to relieve you immediately and pay you gross salary for the notice period. However, due to exigencies of business, the Company at its sole discretion may not agree to take the gross salary in lieu of notice and ask you to serve the entire or part of the notice period. No such notice or notice pay shall be payable by the organization in case your services are terminated on account of any misconduct by you.

2.10 In the event that you are transferred by the Company to another position (which may include transfer to a new role, competency, or office) or location of the Company, the terms and conditions applicable to the new position or location (including, but not limited to the compensation and benefits, allowances, entitlements, rules, regulations and conditions of service of such new position or location) shall apply to you.

2.11 You will automatically retire on attaining the age of 58 years. The age as declared in your application shall be binding on you. An extension, however, may be given at the discretion of the Company. You may be retired earlier if found medically unfit.

2.12 While in the employment of the Company, you are in no way allowed to be employed by any other Company on a temporary or part-time basis or offer your services with or without pay to any person, legal entity or public authority or to be occupied in your own business without the prior written consent of the Company.

2.13 You confirm that you have disclosed fully to the Company all your business interests whether or not they are similar to or in conflict with the business or activities of the Company. You agree to disclose fully to the Company any such interest or circumstances which may arise during your employment.



2.14 You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisor and authorized by the Company to assign such duties and responsibilities.

2.15 All Company Assets such as including but not limited to Laptop, ID Badge, Corporate Credit Card, Headsets and Adaptor etc. needs to be returned on or before Last Day of Employment (LDE). The employee must return the above mentioned and applicable Company assets upon demand. The employee must abide by the clauses of Undertaking Cum Declaration signed by him at the time of issuance of the Company assets. In case, employee does not return any Company asset before LDE, the Company shall be entitled to injunctive relief and to specific enforcement of the terms and provisions hereof, in addition to any other remedy to which the Company may be entitled at law or in equity.

2.16 You are expected to maintain an acceptable level of performance during your tenure with the organization. Failure to meet expected standards may lead to initiation of Performance Improvement Plan and/ or termination in case of no improvement in performance.

2.17 The company will work 7 days a week, 24 hours a day. You will be required to work up to 48 hours a week and such other hours as may be reasonably required to complete your business duties. Your weekly off may not necessarily be for 2 days and not necessarily be on Sunday.

3. Confidentiality

3.1 The position held by you is of a strictly confidential nature. You shall not disclose to any unauthorized person, either during or after your employment with the Company, any information about the interest or business of the Company or any affiliated Companies or any information pertaining to their clients and/or with the end consumers of our clients – the information you may have acquired while in the employment of the Company.

3.2 You shall not communicate to public papers, journals, pamphlets or leaflets, any information or documents, official or otherwise relating to the Company except with the prior approval of the Company.

3.3 Upon separation from the Company, you shall return to the Company all the assets and property of the Company (including any leased properties), documents, files, books, papers, memos or any other property of the Company in your possession or under your control.

3.4 You will abide by the information security policy of the company and all the rules and regulations contained therein.

3.5 Your individual remuneration is purely a matter between yourself and the company and has been arrived on the basis of your job, skills specific background and professional merit. We expect you to maintain this information and any changes made therein from time to time as personal and confidential.

3.6 Information pertaining to the Company's operations shall remain confidential and safeguarded by you. On joining the Company, a formal agreement to effect non-disclosure of confidential information and intellectual property etc.



shall be executed by you.

3.7 During the course of your employment you may come across a lot of information related to the clients that the Company deals with and/or with the end consumers of our clients; any such information is strictly confidential and you shall not disclose it to any unauthorized person.

3.8 The Company expects you to respect all matters, which are Intellectual Property Rights of your current employer, and strongly discourages you to bring in to the organization, manuals, documents, papers, memos, and files etc., which are classified.

3.9. All communication between the employee and the Company shall deemed to have been effectively served if delivered to you personally or sent to the current residential address already mentioned here in the letter. You shall inform the Company about any change in the residential address in writing within 3 working days and get the acknowledgement. In the event of failure on the employee's part to discharge this obligation, the service of any communication shall be deemed to be complete and effective on the address mentioned herein.

3.10. This appointment is based on the information supplied by you in your application for employment and will otherwise be treated as null and void if a material error, in the Company's opinion is discovered and/or due to non-disclosure of relevant information about you to the company.

3.11. The Benefits provided by the Company as outlined herein and in the Company policies are subject to change at the discretion of the Company.

3.12. Your continuance in employment is subject to your maintaining clean criminal and financial records.

3.13. Breach of any of the above terms and conditions will render you liable to termination of your employment without notice or compensation thereof.

3.14. You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.

3.15. Female employee will be eligible for all the benefits, as applicable under the provisions of the Maternity Benefit Act, 1961, and the Rules made there-under, as amended from time to time.

3.16. Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.

It is highly recommended that before you begin your journey with Concentrix Daksh Services India Private Limited, please visit the website www.concentrix.com

The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At Concentrix Daksh Services India Private Limited, we're changing the world every day and we will be delighted to have you as part of our team.



Please sign the copy of this offer letter and return it to us as an indication of your interest in joining us on the given date.

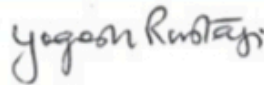
Please note that your employment stands confirmed only after you complete your joining formalities on the reporting date.

This offer is liable to be withdrawn based on business requirements at any time prior thereto.

The terms of this offer are strictly confidential between you and the Company.

Yours sincerely,

Concentrix Daksh Services India Private Limited

Name of Talent Acquisition Leader - India:	Yogesh Rustagi
Date:	12/02/2024, 4:37:33.487 pm IST
Signature:	

Name of Candidate:	Balaji Kashiraja Kounder
Signature of Candidate:	 Digitally signed by 85768D48D97D Date: 2023.02.13 11:54:02+05:30

May 5, 2024

LETTER OF EXPERIENCE

To whom it may concern,

This Letter of Experience is for **Sonal Rishikesh Kushwaha** who was a part of IIDE's Global Virtual Internship Programme. Sonal has successfully completed a 1-month internship under the leadership of her manager, Shreya Ravaria.

Throughout her internship, Sonal displayed a commendable level of professionalism and actively participated in training and tasks related to Social Media Marketing, SEO, Content Writing and Google Workspace Management.

This experience provided her with valuable insights & practical exposure into essentials of digital marketing, enabling her to provide integrated marketing solutions.

We are confident that Sonal will bring her optimism, passion, and creativity to any digital setting she becomes a part of.

If you have any questions about our recommendation of Sonal, please do not hesitate to contact IIDE.

Sincerely,



Karan Shah
Founder & CEO, IIDE



IIDE Campuses: Mumbai | Delhi | Kathmandu

BSR & Co. LLP

Chartered Accountants

14th Floor, Central B Wing and North C Wing
Nesco IT Park 4, Nesco Center
Western Express Highway
Goregaon (East), Mumbai – 400 063, India
Telephone: +91 (22) 6257 1000
Fax: +91 (22) 6257 1010

To,

The Person Incharge

Ghanshyam Das Saraf College
Mumbai

4 June 2024

Dear Sir/Madam

This is to confirm that Siddhi Mainkar is employed with us since 28 March 2022 and is currently designated as Staff-Accountant working with us at our Mumbai office.

This letter is issued at her own request and the Firm accepts no form of responsibility nor provides any form of assurance in connection with the application.

Thanking you.

Yours faithfully
for B S R & Co. LLP

INDERPAL SINGH
Digitally signed by
INDERPAL SINGH
Date: 2024.06.04
10:34:44 +05'30'

Inderpal Singh Dhawan
Associate Director



HANSARIA SHAH S. & ASSOCIATES

Chartered Accountants

B 414, Yashwant Shopping Centre, Carter Road No. 07, Borivali (East), Mumbai - 400066.
Mob:- 9892157484 / 9619057128 E-mail: sunilhansaria@gmail.com / officehansaria@gmail.com

DATED: 10/06/2024

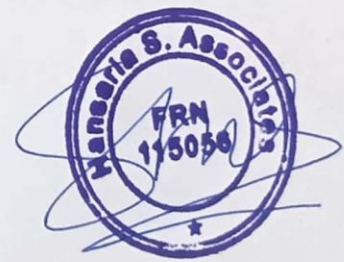
TO WHOM SO IT MAY CONCERN

This is to certify that **MUKESH .N. MAKWANA** S/O MR **NARESH MAKWANA** a student of Ghanshyamdas Saraf College of Arts and Commerce working as a Intern with us **HANSARIA SHAH .S. ASSOCIATES** from **1st APRIL 2024** to till Date.

During the internship he has perused knowledge & Experience in the field of Accounting and Taxation, Indirect Tax, Tax Planning & Compliances, Auditing, GST Return Filling. During his work we found him Sincere and Honest & Hardworking.

HANSARIA SHAH .S. & ASSOCIATES

CHARTERED ACCOUNTANT



CA SUNIL HANSARIA

PARTNER

Pune Office:

Flat no. 3, Chinmay Society, B wing,
Ganesh Mala, Survey No 202,
Sinhagad Road Pune - 411030.

Nagpur Office:

L1, JK Building, 4 Arivind Society, Next to
Dharampeth, Mahila Bank, Narendra Nagar,
Ring Road, Nagpur - 440015.

Mandvi (Gujrat) Office:

210 Ashirwad Complex,
Lakda Bazar, Mandavi - 370465.

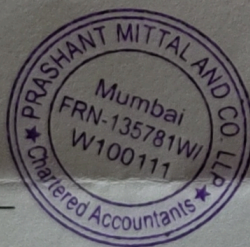
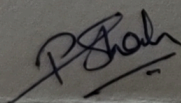
EXPERIENCE CERTIFICATE

To,

Ghanshyamdas Saraf College of Arts and Commerce
S.V.Road, Malad West, Mumbai-400064

This is to state that Ms. Dilkush Rajulal Mali is working as an Accountant in our Company from 20.03.2024. During the course of working we found her sincere, honest, hardworking, dedicated employee. She is amiable in nature & character as well.

Regards,



CA. Priyanka Shah

Prashant Mittal & Co.LLP

An ISO certified and Peer Reviewed Firm...!

20th January 2024

TO WHOMSOEVER IT MAY CONCERN

Experience Letter

This is to state that Ms. Varsha Rambol Mishra was working with us in the capacity of a **“Customer Service Executive”** from 12th Sep 2023 – 15th Jan 2024

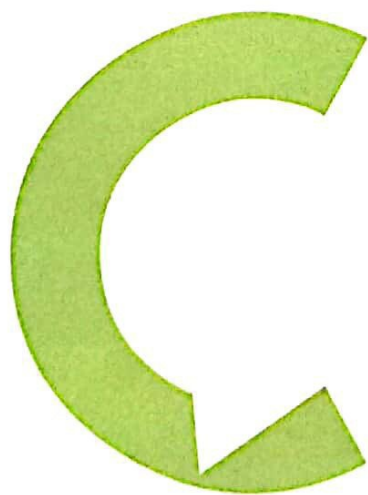
During the tenure of his employment we found him sincere, honest and hard-working.

We wish all the success for his future endeavor.

From Call 2 Connect India Pvt Ltd



Authorized Signatory



Regd. Office:

401, 4th Floor, Evershine Mall,
New Link Road, Malad West
Mumbai 400064

EXPERIENCE LETTER

Date: 23rd April 2024

To Whom It May Concern,

Dear Sir/Madam,

This letter is to verify that **Aamna Murshad** was employed at Tasks Assistant Pvt. Ltd. in the position of **Executive Assistant** from **7th October 2023 to 23rd April 2024**.

We found her to be a good team player, besides being a hard worker. We wish her all success in his future endeavors.

The company has no outstanding payments or debts from her.

Sincerely,

Javed Pathan
Manager



C.A. Ramesh Lukad

B. Com., F.C.A.

Experience Certificate

To Whomsoever It May Concern

This is to certify that Ms. Dhruvi Nakrani was employed at CA Rdlukad from 15th June 2022 to 31st May 2024.

Throughout her tenure, Ms. Dhruvi Nakrani undertook various responsibilities encompassing tasks such as bank reconciliation statements, Tally data finalization, reconciliation of sales and purchases entries in accordance with GST returns, and proficient handling of accounting entries. Additionally, she demonstrated adeptness in GST return filing, basics of Income Tax Return (ITR), and effectively contributed to the working and drafting of letters pertaining to scrutiny cases.

Ms. Dhruvi Nakrani exhibited a remarkable capacity to learn new concepts and methodologies. Her diligence, coupled with a self-motivated attitude, facilitated the completion of assigned tasks with commendable precision and within stipulated timelines.

Throughout her working period, Ms. Dhruvi Nakrani exemplified professionalism characterized by her unwavering commitment, dedication, and industrious approach towards her responsibilities. It was indeed a pleasure to have her as a part of our team.

We extend our best wishes to her for all her future endeavors.

Warm Regard,

R. Lukad

C.A. R.D. LUKAD
CHARTERED ACCOUNTANT

M. NO 031187

Dated 24/5/2004





Experience Certificate

Date: - 01st June, 2024

To whomsoever it may concern

I, undersigned, certify that Ms. Niki Hansraj Nandu has successfully completed the Internship Program from 02nd April, 2024 till 31st May, 2024 at our firm.

During the time, Ms Niki was assigned with various tasks. She undertook tasks such as Bank Reconciliation Statements, Sales and Purchase Entries and checking thereof, Basic GST Filing and Basics of ITR.

During the internship she demonstrated good skills with a self - motivated attitude to learn new things. Her performance exceeded expectations by completing her task on time with high accuracy.

She displayed professional traits during her internship. She was hardworking, dedicated and committed towards her work. It was a pleasure having her with us in this short period.

We wish her all the best for her future endeavours.

Warm Regards,

For SVH & ASSOCIATES
Chartered Accountants
FIRM REGI. NO. 138024W

SANDIP SAVALIA
MEM. NO. 145867
(PARTNER)



KSHITIKSHA FOUNDATION

AN ISO 9001:2015 CERTIFIED ORGANIZATION

CERTIFICATE OF EXPERIENCE

awarded to

Devicharan Nishad

for successful completion of Internship as an 'Volunteering' Intern at
Kshitiksha Foundation for the period of 31 days.

(April 13, 2024 – May 13, 2024). His Internship performance is graded as 'S'.

He is hard working, talented, easy to work with, and can meet deadlines. He is
amazing & recommend him to everyone!



Deepak Kumar

Executive Director



**INTERNSHIP PERFORMANCE: S-SUPERIOR; A- EXCELLENT; B-V.GOOD;
C-SATISFACTORY; D-NEEDS IMPROVEMENT; E: DISSATISFACTORY**

Letter of Recommendation

May 13, 2024

Devicharan Nishad,

This is to certify that "Devicharan Nishad" interned at "KSHITIKSHA FOUNDATION" which works for welfare of Humanity, Wildlife, Environment, Education Empowerment, Women Safety & Empowerment, Animal Aid, Mental Illness and Suicidal Prevention.

As an intern he has prepared himself for the service of God, country and his Fellow-beings. The serendipity of being an intern is a milestone in his joyous pursuit in the service of mankind.

I recommend him at your esteemed organization. He is a team player and would make a great asset to any organization as well as institute.

We wish him all the best for his future endeavours.

Best regards,



Deepak Kumar

Director

Kshitiksha Foundation

May 12, 2024

LETTER OF EXPERIENCE

To whom it May concern

This Letter of Experience is for Manoj Rajendra Prasad Pal who was a part of IIDE's Global Virtual Internship Programme. Manoj has successfully completed a 1-month internship under the leadership of his manager, Shreya Ravaria.

Throughout his internship, Manoj displayed a commendable level of professionalism and actively participated in training and tasks related to Social Media Marketing, SEO, Content Writing and Google Workspace Management.

This experience provided him with valuable insights & practical exposure into essentials of digital marketing, enabling him to provide integrated marketing solutions.

We are confident that Manoj will bring his optimism, passion, and creativity to any digital setting he becomes a part of.

If you have any questions about our recommendation of Manoj, please do not hesitate to contact IIDE.

Sincerely,



Karan shah

Founder & CEO, IDE



IIDE Campuses: Mumbai | Delhi | Kathmandu

H.K. Godhia Associates, Chartered Accountants
27, B.K. Co-op. Housing Society, Shanker Lane, Kandivali West, Mumbai 400 067.
Phone: 022-28021219, Mobile: 9892 1234 04.
Email: hkgodhia@gmail.com

TO WHOMSOEVER IT MAY CONCERN

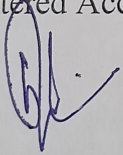
This is to certify that, Kum. **Sanjana Kamal Pania** was working with us as Intern Accounts assistant from 2nd May 2024 to 30th May 2024. She has been working sincerely in data entry in Tally ERP Software, Audit and administrative work for our day-to-day routine.

To the best of our knowledge, she possesses a good moral character. She has been found to be hardworking in her work.

This certificate was issued to her on request, to be produced before the college authorities as a part of her curriculum.

We wish her all the best in her future endeavors.

For H.K. Godhia Associates
Chartered Accountants



(CA Haresh K. Godhia)
Proprietor



Mumbai 400 067
03.06.2024

Harshavardhan & Co.,
Chartered Accountants

B.4/401-A, Golden Pebble,
Yashodham School Marg,
Yashodham, Goregaon (E),
Mumbai: 400 063
☎28400822(O) 28413488(R)

Certificate No: 12/052024
Date : 30/05/2024

CERTIFICATE OF INTERNSHIP

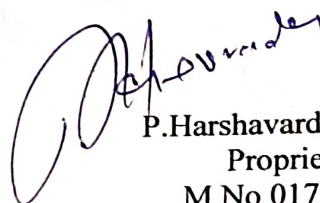
Mr. Vishnu Pisharody (Roll No.37), Student of Ghanshyamdas Saraf College of Arts & Commerce, Malad (W) studying for M.Com –Part 1, did his Internship for a period from 1st May 2024 to 30.05.2024, as per the Curriculum of the course.

During his internship, he was associated with Audit assignments.

We found him industrious and hard working.

This Certificate is issued for confirming his internship which is part of the Curriculum

For Harshavardhan & Co
Chartered Accountants


P. Harshavardhan
Proprietor.
M.No 017969



PAMAC FINSERVE PRIVATE LTD

A-21, Shriram Industrial Estate, 13 G. D Ambedkar road Wadala , Mumbai-400031, India.

Date: - 11-06-2024.

TO WHOM IT MAY CONCERN

This is to certify that **Miss. VINITA KUMARI VINOD RAJAK. D/O• Mr. VINOD RAJAK**, a student of Ghanshyamdas Saraf College of Arts and commerce working as an intern with in ICICI HFC as a **Document Verification employee from 11th September, 2023** to till date.

During the period of her internship programme with us she was found punctual, hardworking and inquisitive.

We wish her every success in life.

PAMAC FINSERVE PVT LTD



Viraj Raut

Assistant Vice President - Human Resource

Experience Certificate

Date: 31st May 2024

TO WHOM SO EVER IT MAY CONCERN

It is to certify that Miss. Disha Prakash Salunkhe was working as employee with us Finglobe Advisors LLP from period 16th May 2023 till 31st May 2024.

During her employment Miss. Disha Prakash Salunkhe has perused knowledge & experience in field of Audit / Accounting, Taxation, etc. from our organization. During her employment we found her to be Professional, knowledgeable and result oriented with theoretical & practical understanding of work requirements. She has a friendly & having good sense of humour and works well as individual or member of a team as required by management.

Overall Miss. Disha Prakash Salunkhe performed her duties and responsibilities cheerfully with attention to detail at all times. With her enthusiasm to work, learn and progress, I am certain that she would make a great employee to any enterprise.

For FINGLOBE ADVISORS LLP



Navin Jain

Designated Partner

Place: Mumbai

Date: 31-05-2024



Tel. : 32
Mob. : 9820

Jack & Jill Kids Parlour

Play Group, Nursery, Jr. Kg., Sr. Kg.

2,3,4,5, Walchand Ashish, Near Fly Over Bridge, 150 Road, Bhayandar (W), Thane - 401101

Date :

To whomsoever it may concern

This is to certify that MS. DHRUVI SHAH worked in our school as a pre- primary teacher from 2023 to May 2024 & still in continue working with our organisation

She was designated as main teacher for NURSERY

During her service at JACK AND JILL KIDS PARLOUR, she demonstrated outstanding teaching skills, excellent classroom management, and a true passion for educating young minds. She is highly skilled and dedicated educator who brings a wealth of knowledge, creativity and energy to classroom.

She has a unique ability to connect with the students and create positive learning environment. She is skilled at adapting lesson plans to meet the needs of individual students, and her teaching methods are innovative and engaging.

I highly recommend MS. DHRUVI SHAH as a pre-primary/ primary teacher in your school.

We wish her all the success in her future endeavors.

JACK & JILL KIDS PARLOUR
BHAYANDAR (W)
MOB : 9820420037



Desai & Associates

Trusted Advisors, Trusted Advice

TO WHOMSOEVER IT MAY CONCERNED

This is to certify that **Ms. Aditi Vinod Sharma**. Daughter of Mr. Vinod Sharma worked as Accounts and Indirect Tax Executive in Desai & Associates, firm of Tax Consultant from July 1, 2023 to till date in the area of Taxation, Accounting and Audit.

During her work period we found her a sincere, honest, hardworking, dedicated trainee with the professional attitude and very good job knowledge. She is amiable in nature and his character is well.

We wish her every success in life and all the best for future endeavors.

With Regards,

For **Desai & Associates**,

For **DESAI & ASSOCIATES**

Nitesh Agarwala
Partner



CA Nitesh Agarwala
Partner

Place: Mumbai

Date: June 8, 2024

03rd June 2024,

To,

Ghanshyamdas Saraf College of Arts and Commerce

S.V. Road, Malad (West)

Mumbai – 400104

This is to certify that Miss Anjali Sharma D/o Mr. Ajay Dularchand Sharma is a student of Masters of Commerce, (Part one in Accounting for II Semester) in Ghanshyamdas Saraf College of Arts and Commerce, Mumbai University, Maharashtra.

She is an employee in our Firm w.e.f. 1st November 2021 to till date and she is continuing her employment with us. During the period of her employment with us, we found her hardworking, sincere, responsible in her work and well behaved.

This Certificate is issued on her specific request for submission to your college.

For K M Garg & Co.

Chartered Accountants



CA. K K Garg

Partner



Experience Letter

Date: 04-06-2024

To Whom It May Concern

This is to certify that **Ms. Divya Mahadev Shirali** was employed with M.R. Electrical as an Assistant Accountant from April 22, 2024, to May 21, 2024. During her tenure with us, Ms. Shirali demonstrated exceptional accounting skills and a strong grasp of financial principles. We wish her all the best in her career.

Sincerely,



M.R Electrical

Mob:- 93721 61393
83559 17257

New Jayashree Medical & General Stores

Shop No.3, Corporate Corner, Sundar Nagar, Malad West, Mumbai 400064.

Date:- 31/05/2024

TO WHOM IT MAY CONCERN

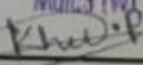
This is to certify that **Mr. ROSHAN SHYAMJI SINGH. S/O• Mr. SHYAMJI SINGH**, a student of Ghanshyam Das Saraf College of Arts and commerce working as an intern with us in **NEW JAYASHREE MEDICAL & GENERAL STORES** as a **BILLER** from **1st March, 2024** to till date.

During the period of his internship programme with us he was found punctual, hardworking and inquisitive.

We wish him every success in life.

NEW JAYASHREE MEDICAL AND GENERAL STORES

Shop No. 3, Corporate Corner, Sundar Nagar,
Malad (W), Mumbai-64.


Authorized Signature & seal

CERTIFICATE

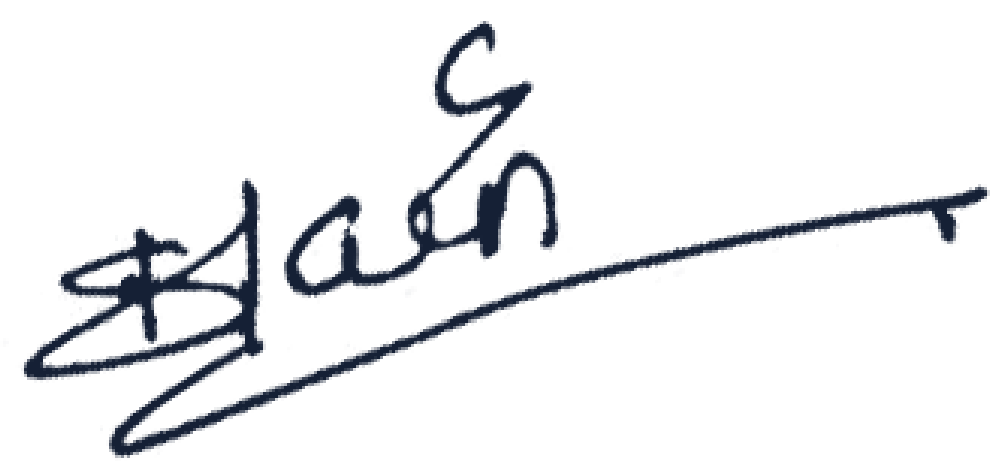
OF COMPLETION

THIS CERTIFICATE IS PROUDLY PRESENTED TO

Mr. Satyam Singh

For Completion of Finance &
Research Internship Program

From 15-04-2024 To 01-06-2024



Authorised Signatory

Arihant Capital
Generating Wealth

03-06-2024

Issued Date



VIVEK DANGI & Co.

Chartered Accountant

A-45, 404, Gurukrupa CHS, Goregaon east, Mumbai -400063

Mob- 8104394690, Email- vivekdangi60@gmail.com

TO WHOMSOEVER IT MAY CONCERN

Ms. Sakshi Singhvee has been associated with Vivek Dangi and Co. as an intern for a period of approximately 3 months from 1st March 2024 and still continuing as an associate. Working as an Accounts Executive.

Ms. Sakshi Singhvee is highly enthusiastic, efficient and a team player. She has completed the Work and projects on time to our satisfaction.

For M/s Vivek Dangi & Co.

Chartered Accountants

CA Vivek Dangi

Proprietor

M. No: - 612748

FRN No: - 157636

Place: Mumbai



LETTER OF EXPERIENCE

To whom it may concern,

This Letter of Experience is for **Dhanashree Suryavanshi** who was a part of IIDE's Global Virtual Internship Programme. Dhanashree has successfully completed a 1-month internship under the leadership of her manager, Shreya Ravaria.

During the tenure, her performance was more than satisfactory and she showcased a degree of professionalism.

The internship included training and tasks related to Social Media Marketing, SEO, Content Writing and Google Sheet Management. This not only gave her a practical exposure to various essentials of Digital Marketing but also enabled her to provide Integrated Marketing solutions.

We sincerely believe Dhanashree will bring her optimism, passion, and creativity to any task in any Digital setup she joins.

If you have any questions about our recommendation of Dhanashree, please do not hesitate to contact IIDE or me.

Sincerely,



Karan Shah
Founder & CEO, IIDE

TO WHOM IT MAY CONCERN

This is to certify that Ms. **Ameena Seemab Tajir**, worked as an Accounts Trainee in our Company, has successfully completed a one-month internship from 01/04/2024 to 30/04/2024.

During the period of her internship program with us, she had been exposed to different processes and was found diligent, hardworking and inquisitive.

We wish her every success in her life and career.

For Noble Enterprises



Authorized Signature



GIRISH ASSOCIATE

(TAX CONSULTANT)

303/304, 36, JAWAHAR NAGAR, ROAD NO. 617 CORNER, ABOVE CENTRAL BANK OF INDIA, GOREGAON (WEST), MUMBAI - 400 062. ■ TEL. : +91 - 22 - 2872 0654
MOB. : 98300554111 ■ 9867775607 ■ E-MAIL : girishgala21@gmail.com ■ girishassociate21@gmail.com

INTERNSHIP LETTER

TO WHOM SO EVER IT MAY CONCERN

It is to certify that Miss. Kritika Pradeep Tiwari, student of masters in commerce (Advance Accounting) 1st year Ghyanshyamdas Saraf College (Arts and Commerce), working with us, as an accounts trainee.

In our company from 2nd November 2023, with our entire satisfaction. During the working period she was found sincere, honest, hardworking, punctual and dedicated employee with a professional attitude and very good job knowledge.

She is amiable in nature and character is well.

We wish her every success in life.

GIRISH ASSOCIATES

TAX CONSULTANTCY


GIRISH P GALA

TAX CONSULTANT

LAK & ASSOCIATES

Chartered Accountants

Behind Regency Hotel, Gohana Road, Panipat-132103

Mobile No. 8930007014, 0180-4000414

Date: 16/05/2024

TO WHOM IT MAY SO EVER CONCERN

This is to certify that **Ms. Minakshee Saurabh Krishna Tiwari D/O Saurbh Krishna** student of Ghanshyamdas Saraf College of Arts & Commerce was working as an intern in our organization.

This is to certify that Ms. Minakshee Saurabh Krishna Tiwari has successfully completed her training in our organization from **March 08, 2024 to May 07, 2024.**

She has worked on the project tasks,

- Accounting & Taxation Session Projects.

During the tenure, she was found sincere and meticulous. We wish her all the best for her future endeavors.

Thank you

Regards,

FOR LAK & ASSOCIATES

CHARTERED ACCOUNTANTS

CA VIKAS KUMAR

DATE- 16/05/2024

Membership No-524660



MASTER OF COMPUTER EDUCATION



SMART COMPUTER ACADEMY

AN ISO 9001-2008 CERTIFIED ACADEMY

**सरकार द्वारा मान्यता प्राप्त
स्मार्ट कंप्यूटर एकादमी**

E-mail: smartcomputeracademy51@gmail.com

Ref: SL/HR/EXP/230

June 13, 2024

Emp Code: SL/124

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Ms. Sikha Jitendra Tiwari has worked with as a "Computer Faculty" From June 01, 2023 to June 13, 2024 at our Head Office.

We have found her honest, positive & enthusiastic to take up any kind of responsibilities during tenure of her services.

We wish her all the success in her future endeavors.

Yours Sincerely,

For SMART COMPUTER ACADEMY.

Rahul Gupta
(Managing Director)



EXPERIENCE LETTER

This is to certify that, Miss. Shabnam Abdul Rehman Samani is working with our organization at Kandivali Mumbai location as a trainee from 25th October 2023. She is sincere and hardworking. She is having enthusiasm to work hard and ability to learn fast.

During her tenure she is having basic experience in GST filing, TDS filing, RoC form filing.

For RAKCHAMPS & Co. LLP

th *RO*

Ramanatha Shetty.
(Partner)

Date: 10/04/2024



RAKCHAMPS, Chartered Accountants
GF-9, H- wing, Building No.2, Rock Enclave, Sahyadri, Next YES Bank to SBI, Hindustan Naka, Charkop Industrial area,
Kandivali West, Mumbai-67.

Tel.: (+91) 22 6127 3996, (+91) 22 6725 2355, (+91) 81083 01555, (+91) 91676 36555, (+91) 96640 47555
Email: accounts@rakchamps.com, admin@rakchamps.com, web: www.rakchamps.com

• Mumbai • Navi Mumbai • Bengaluru • Delhi • Haridwar • Mangalore • Udupi

CERTIFICATE


OF COMPLETION

THIS CERTIFICATE IS PROUDLY PRESENTED TO

Mr. Deepak Yadav

For Completion of Finance &
Research Internship Program

From 15-04-2024 To 01-06-2024



Authorized Signatory

Arihant Capital
Generating Wealth

03-06-2024

Issued Date

LETTER OF EXPERIENCE

To whom it may concern,

This Letter of Experience is for **Pooja Yadav** who was a part of IIDE 's Global Virtual Internship Programme. Pooja has successfully completed a 1-month internship under the leadership of her manager, Shreya Ravaria.

During the tenure, her performance was more than satisfactory and she showcased a degree of professionalism.

The internship included training and tasks related to Social Media Marketing, SEO, Content Writing and Google Sheet Management. This not only gave her a practical exposure to various essentials of Digital Marketing but also enabled her to provide Integrated Marketing solutions.

We sincerely believe Pooja will bring her optimism, passion, and creativity to any task in any Digital setup she joins.

If you have any questions about our recommendation of Pooja, please do not hesitate to contact IIDE or me.

Sincerely,

Karan S

Karan Shah
Founder & CEO, IIDE





RAJ COMPUTERS ACADEMY

A Div. Of : RAJ SOFTWARE TECHNOLOGY (INDIA) LTD.

AN ISO 9001 : 2008 CERTIFIED COMPANY

Shop No.12, Ekta Bhoomi Classic, Nr.Naturals Ice Cream, Mahavir Nagar, Kandivali (W), Mumbai- 400067 Tel: 022 28643577

Date: 5th April 2024

To Whom It May Concern

This is to certify that **Priyanka Yadav** has worked as a Computer Teacher at our Institute from August 2023 to March 2024. During this tenure, she exhibited exceptional dedication, expertise, and commitment to providing high-quality education and guidance to our students.

We are confident that **Priyanka Yadav** will continue to excel in her future endeavors and contribute positively to any company she joins.

We wish **Priyanka Yadav** the best of luck in her future endeavors.

Regards,

Hitesh
5/4/2024
Hitesh Nisar
Centre Associate





Certificate of Internship

This Certificate is Awarded to

Sujata Yadav

This is to certify that Sujata Yadav has completed a successful internship as a Business Development Officer at Global Software Technologies. Throughout the duration of 1 month, from April 1st to May 30th, they demonstrated exceptional dedication and contributed significantly to our business growth initiatives.

AJINKYA KADAM

Manager



CERTIFICATE OF INTERNSHIP

This internship program certificate is proudly

Awarded to

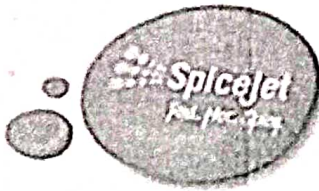
PRANJAY SINGH PATHANI

For him/~~her~~ outstanding completion of the internship program at
firm IBOP Academi for the role of Advisor under the guidance of

Akash Sir from date 01/04/2024 to 30/04/2024

He/~~She~~ is found to be hardworking, sincere and diligent. We wish
him/~~her~~ all the best for future.


PROGRAM MANAGER



SpiceJet Limited
319 Udyog Vihar, Phase IV
Gurgaon 122016, Haryana, India
Tel: +91 124 3913939
Fax: +91 124 3913844

LETTER OF OFFER

26-Dec-23

Mr. Ashish Anup Gupta
Banka Banvari Chawl, M D. Road, Behind Railway Power House,
Kandivali East, Mumbai,
Maharashtra - 400101
Phone No: 9137903402

Dear Mr. Ashish Anup Gupta,

We are pleased to offer you the position of **Trainee Security Executive in Ground Services (Security)** at SpiceJet Ltd.

The following are the terms & conditions of your employment with SpiceJet Ltd:

1. The Details of your total compensation is given in **Annexure - 1**.
2. Your initial place of work will be at **Mumbai Airport**. Your services are transferable as per Company's discretion and operational requirements.
3. Your appointment is subject to you being medically fit and the receipt of satisfactory medical check-up report, references and background checks. The Company will conduct a formal background verification as per Company policy.
4. Your probation will be for a period of **Six Months** from the date of joining. Confirmation of your appointment will be subject to assessment of your performance during the probationary period.
5. During probation either party may terminate the employment by giving **One (1) Month** notice in writing or **One (1) Month** basic salary in lieu thereof. On confirmation of services, either party may terminate the employment by giving **Three (03) months' notice in writing or Three (03) months' Gross Salary** in lieu thereof, as per Company policy. However the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period due to operational reasons.
6. Due to unsatisfactory performance, absence for a continuous period of eight days without prior approval of your supervisors, (including overstay of leave / training), and/or integrity issues, your employment may be ceased without any notice at any time during your employment with the Company.
7. By accepting his offer and its terms, you also undertake that you shall work for a minimum service period of **Thirty Six (36) Months** with the Company in such functions as may be assigned to you from time to time. The **Thirty Six (36) Months' service period** shall commence from the date of your joining the Company.
8. You also undertake to deposit **Two (02) Cheques** in favour of the Company "SpiceJet Limited" amounting to **INR. 25,000/- each (total of INR 50,000/-)** towards the Security Deposit for a period of **Thirty Six (36) Months**. You also understand that the above arrangements are towards opportunity provided to you over other aspiring candidates by the Company and the time spent on your recruitment/training comes with a considerable expenditure direct and indirect, financial and unliquidated - related to faculty, computer time, support facilities, salary while under employment with the Company.
9. **Signature Not Verified**
Upon completion of the **Thirty Six (36) Months** period of service with the Company from your date of joining, the **Two (02) cheques** amounting to **INR 50,000/-** shall be rewarded back to you.

Signature Not Verified

26.12.23

Registered Office: Indira Gandhi International Airport, Terminal 1D, New Delhi 110037, India Website: www.spicejet.com
CIN: L51909DL1984PLC288239

10. In the event of your leaving the Company prior to the stipulated period of Thirty Six (36) Months, you authorise the Company to encash the above referred cheque(s) to recover the amount of INR 50,000/- in the manner as may be decided by the Company at its sole discretion.
11. By accepting this offer, you further undertake that, you shall not instruct the concerned bank to stop the payment of above mentioned cheque(s) and that you shall further intimate the company about the change (if any) of your bank account and replace the cheque(s) with fresh cheques of such new bank account. You also undertake to maintain sufficient bank balance in the concerned bank account in the event of your leaving employment with the Company before completing the minimum service period of Thirty Six (36) as envisaged herein above.
12. You will not interact with the media to give any information with regard to Company, its employees and operation etc.
13. All terms and conditions will be governed by the Company policies as stated from time to time.
14. While accepting this offer you will confirm that you have settled all liabilities and service obligations with all your previous employers. In case any disputes arise with any of your previous employers with regard to your taking up employment with us, you undertake to indemnify SpiceJet Ltd for any loss / damage / legal action(s).
15. The terms of this offer shall be kept strictly confidential. You shall execute all other documentations as required.

You are advised to report at Mumbai Airport as soon as possible along with all documents as set forth in Annexure - 2.

A formal letter of appointment containing your terms and conditions will be given to you on completion of your joining formalities.

As a token of acceptance of the above offer, you are requested to sign this letter and send us a copy of the same latest by 02-Jan-24.

We look forward having you on board soon.

Yours Sincerely,
For SpiceJet Limited

Niti Verma
Vice President and Head - Human Resources

I hereby agree to the terms and conditions of offer stipulated above. I agree to join SpiceJet Ltd. on or before 25-Jan-24.
I also authorize SpiceJet Ltd to conduct my formal background verification as per company policy.

Date: 27/12/2023

Place: Kandivali, Mumbai

Signature Not Verified
Niti Verma

26.12.23

Candidate's Signature

Ashish

Candidate's Name

Ashish Anup Gupta



ZENITH EDUCATIONS

3 - DIMENSIONAL ACADEMY

V to IX - SSC - HSC - SCIENCE - COMMERCE - ICSE - CBSE

Date: 08-06-24

EXPERIENCE CERTIFICATE

This is to certify that Miss **Qureshi Eman Anis** has worked with our academy as a lecturer. As per our records she has served between **1st May 2024** to **31st May 2024**.

During her stay we find her obedient and dedicated to her assignment.

We wish her a bright future and the very best for all her future endeavors.

ZENITH EDUCATIONS
3-DIMENSIONAL ACADEMY

Proprietor

Authorized Signatory



EduPoint Academy

"We work for student fame not for our name"

Subject: Internship Completion letter.

Respected Mr Shaikh Mohammed Kaif

This is to certify that **Shalkh Mohammed Kaif** has completed his internship with **EDUPOINT ACADEMY**. for the period **February 01, 2024 to April 30, 2024**.

Congratulations on completing your internship with **EDUPOINT ACADEMY**. Your dedication and hard work have been commendable. Throughout your internship, you consistently demonstrated exceptional skills, professionalism, and a strong work ethic. Your contributions to our classes have been invaluable.

We appreciate your efforts in successfully completing Internship. Your attention to detail, ability to meet Parents, and high-quality work have been impressive. Thank you for your positive attitude and collaboration with the Faculty. Your ability to work well with others and contribute to our success has been greatly appreciated.

We are confident that you have a bright future ahead. We wish you every success in your future endeavors.

Regards,

EDUPOINT ACADEMY

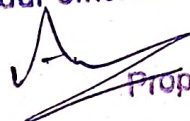
EDUPOINT ACADEMY:

23/ 177, MHB Colony, Gaekwad Ngr.,

Near Fish Market, Gate No. 7, Malwani,

Malad West, Mumbai - 400 095

For **EduPoint Academy**


Proprietor

Mob:-9372161393
8355917257

New Jayashree Medical & General Stores

Shop No.3, Corporate Corner, Sundar Nagar, Malad West, Mumbai 400064.

Date:-31/05/2024.

TO WHOM IT MAY CONCERN

This is to certify that M/s. Khushi Gulabchandra Patel. D/O. Gulabchandra Patel, a student of Ghanshyam Das Saraf College of Arts and commerce working as an intern with us in New JAYASHREE MEDICAL & GENERAL STORES from 1st April, 2024 to till date.

During the period of her internship programme with us she was found punctual, hardworking and inquisitive.

We wish her every success in life.

NEW JAYASHREE MEDICAL AND GENERAL STORES

Shop No.3, Corporate Corner, Sundar Nagar,
Malad (W), Mumbai-64.


Authorized Signature & Seal



**KATHAVERSSE MEDIA
NETWORK PRIVATE LIMITED.**

GST: 27AAJCK4897K1ZP CIN: U92100MH2022PTC381523

Mail: connect@kathaverse.com
Web: www.kathaverse.com

Contact : +91 9555-927-976

TO WHOMSOEVER IT MAY CONCERN

Subject: Completion of Internship at KathaVersse Media Network Private Limited

Dear Neel Jani,

This is to certify that Neel Jani has successfully completed an internship with KathaVersse Media Network Limited from **May 1, 2023, to July 31, 2023**. During this period, Neel worked as an intern with the Production Team.

We are pleased to note that Neel has demonstrated exceptional dedication and skill during his internship. Due to his exemplary performance, he was offered an extended opportunity to continue working with us. As of the date of this letter, he is still actively contributing to our team as a Production Executive at KathaVersse Media Network.

We appreciate for his hard work, professional attitude, and the valuable contributions he has made to our projects. His role within the Production Team has been integral to our ongoing success.

Warm regards,

Kanchan Purswani

Human Resource Executive

June 07, 2024

To,
Ghanshyamdas Saraf College of Arts and Commerce,
Malad, Mumbai.

Sub: Employment Letter

Dear Sir/Madam,

This is to certify that **Mr. Mayank Vishwakarma** (Emp No. **306655**) is working with Kotak Mahindra Bank Ltd. in Common Services Division. He is working with Kotak Group on contractual basis since November 06, 2023 to till date. His current designation is Junior Associate.

This letter is being issued at the request of the above named employee as an employment certificate in order to submit for academic education into Master of Commerce and should not be used for any other purpose.

For Kotak Mahindra Bank Ltd.



Digitally signed
by Manoj
Phadnis
Date:
2024.06.07
16:12:22 +05:30

Manoj Phadnis
Executive Vice President – Human Resources
Email ID – Manoj.Phadnis@kotak.com

Kotak Mahindra Bank Limited

CIN L65110MH1985PLC038137

Kotak Infinity, Building No 21,
Zone 4, 2nd Floor, Infinity Park
Off Western Express Highway
General A K Marg,

Malad (E), Mumbai - 400097
India

T +91 22 66056825
F +91 22 67259071
www.kotak.com

Registered Office
27 BKC, C 27, G Block,
Bandra Kurla Complex
Bandra (E), Mumbai - 400 051
India



BHAVNA SIRVI & ASSOCIATES

Chartered Accountants

Certificate of Internship

This is to certify that **Ms. Indira Bhikaram Choudhary** has done internship at our firm **BHAVNA SIRVI & ASSOCIATES** from May 01, 2024 to May 30, 2024 in "accounting and direct taxation".

For **Bhavna Sirvi & Associates**

Bhavna Sirvi
(Proprietor)



Date: 26th March 2024

LETTER OF EMPLOYMENT

TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Ms. Zubiya Khan** has been working in our organization, from period **05/06/2023 to Till date**. During this tenure she has undertaken various tasks as **Marketing** and has successfully completed them to the best of her abilities. Her conduct has been good during this tenure.

Please reach out to us at hr@punontechnologies.com with any further questions you have about her employment.

For Punon Technologies Pvt Ltd



Mr. Raj Singh
(Director)

KNAV & CO. LLP

Chartered Accountants

June 13, 2024

This is to certify that Aryan Kanodia undergoing internship programme under Neha Robin Kala of “R Verma & CO.” and is deputed to “KNAV & CO. LLP” in India Assurance department since May 02, 2023 to till date.

During the internship period, Aryan Kanodia has been demonstrating commendable dedication, professionalism, and eagerness to learn.

SAMIR P
PARMAR

Digitally signed by
SAMIR P PARMAR
Date: 2024.06.13
19:29:17 +05'30'

Samir Parmar
Partner – India Assurance

KNAV & CO. LLP

Chartered Accountants

7th Floor, Jet Airways-Godrej Plot No. C-68, G-Block, Bandra Kurla Complex, Bandra (East), Mumbai, Maharashtra, India. Pincode: 400051
Telephone: +91 22 6164 4800 Email: admin@knavcpa.com

KNAV & CO. (a Partnership Firm – with ICAI registration number 120458W) is converted with effect from May 12, 2020, into KNAV & CO. LLP (a Limited Liability Partnership with LLP identity no. LLPIN AAS-4252 and ICAI registration number 120458W/W100679).



Mob. : 9321950906
9221625085

Murli V. Sharma
B.Com. A.C.A.

Murli Vishwanath Sharma & Co.
CHARTERED ACCOUNTANTS

Add. : Shop No. 1, Geeta Kunj, Ram Mandir Road, Gomes Street, Bhayandar (W), Thane - 401 101
Email : camurli1980@gmail.com / murli_ca@yahoo.co.in

REF. NO. _____

Date : _____

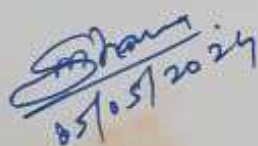
Date- 05-05-2024

TO WHOM-SO-EVER IT MAY CONCERN

This is to certify that **Mr. ASHUTOSH ANGAD CHAUHAN** Son of **Mr. ANGAD CHAUHAN** worked as **TRANIEE** in our company from **Feb, 2024** to **Apr, 2024** with our entire satisfaction. During his working period we found him a sincere, honest, hardworking, dedicated employee with a professional attitude and very good job knowledge. He is amiable in nature and character is well. We have no objection to allow him in any better position and have no liabilities in our company.

His basic pay is **3000** only.

We wish him every success in life.


05/05/2024

Sincerely,

Name- **MURLI V SHARMA**

Designation- **PROPRITOR**

Company Name- **MURLI VISHWANTH SHARMA & CO**



RAMDATT MEDICAL & GENERAL STORE
CHEMIST & DRUGGIST

Experience Certificate

TO WHOM SO EVER IT MAY CONCERN

This is to certify that MS. Anshu Gupta, has been working at Ramdatt Medical and General Store as an intern from 01/01/2024 to 28/02/2024.

During this period, we found her very Sincere and Hardworking. She was always willing to accept her Responsibilities and Showed lot of interest in her work.

Her conduct and progress were Satisfactory. We wish her all success in her Future.

Authorised Signatory and Stamp

For RAMDATT MEDICAL AND GENERAL STORE

Ramdatt Medical and General Store

(Mr. Somesh. M. Gupta)

Plot No. 158-163, Shop No. 1, Near Bank of Baroda, Gorai-1, Borivali West, Mumbai-400092.

Call: 8286434415



JAGRUTI COACHING INSTITUTE® (J.C.I.)

We Create Value....

MCOA Regn. No. Mah / Mum / 316 / 2002 Membership No.: MCOA - MWZ-2397

To Whom It May Concern

This is to certify that Ms Sandhya Santosh Gupta was working in our institution since 1st September 2023 to 30th April 2024 as a primary teacher for 8 months of tenure.

During her working tenure we found her enthusiastic and motivated person whenever she will move on she will be proof to be a best teacher as she as got command over her subjects. We wish her very best for her career and she will definitely proof to be an asset

Warm regards,



Signature,

Head Of Jagruti Coaching Institute

May 8, 2024

LETTER OF EXPERIENCE

To whom it may concern,

This Letter of Experience is for **Sheetal Gupta** who was a part of IIDE's Global Virtual Internship Programme. Sheetal has successfully completed a 1-month internship under the leadership of her manager, Shreya Ravaria.

Throughout her internship, Sheetal displayed a commendable level of professionalism and actively participated in training and tasks related to Social Media Marketing, SEO, Content Writing and Google Workspace Management.

This experience provided her with valuable insights & practical exposure into essentials of digital marketing, enabling her to provide integrated marketing solutions.

We are confident that Sheetal will bring her optimism, passion, and creativity to any digital setting she becomes a part of.

If you have any questions about our recommendation of Sheetal, please do not hesitate to contact IIDE.

Sincerely,



Karan Shah
Founder & CEO, IIDE



IIDE Campuses: Mumbai | Delhi | Kathmandu

SHUKLA CLASSES (Regd.)

Malad (W), Mumbai, Maharashtra



Certificate

This is to certify that Miss Sonia Sarbjeet Gupta is teaching in primary section as a teacher from June 2023 to June 2024 she is good and hard working teacher of our coaching classes.



Date 12-06-2024.
Mumbai: Malad

Principal SHUKLA ENGLISH MEDIUM CLASS
Mumbai Maharashtra

2024.6.12 21:03

Letter of experience

Dear, Ritu Sunil Jha

We are pleased to confirm that you have successfully completed a two-month internship with Kotak Mahindra Life Insurance Company Limited, commencing from 21st March 2024 to 21st May 2024.

During your internship, you were an integral part of our team, working closely with our PCVC department to support various ongoing initiatives. Your dedication, enthusiasm, and willingness to learn were evident throughout your tenure with us.

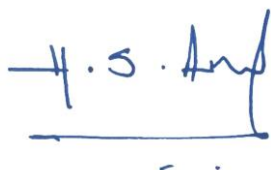
Throughout your internship, you had the opportunity to work on live projects and assignments, gaining valuable experience and insights into the insurance industry. Your contributions were greatly appreciated by the team, and your efforts have undoubtedly added value to our organization.

We hope that your internship experience with us has been enriching and has provided you with valuable skills and knowledge that will benefit you in your future endeavors. We wish you all the best in your future academic and professional pursuits.

Thank you for your hard work and dedication during your time with Kotak Mahindra Life Insurance Company Limited. We hope to cross paths again in the future.

Yours Sincerely,

For Kotak Mahindra Life Insurance Company Limited



Harpreet Singh Anand

Kotak Mahindra Life Insurance Company Limited
CIN: U66030MH2000PLC128503 | IRDAI Reg No.: 107

Registered Office

8th Floor,
Plot # C-12,
G-Block, BKC, Bandra (E),
Mumbai - 400 051.

Corporate Office:

9th Floor,
Intellion Square,
Infinity IT Park, Gen. AK Vaidya Marg,
Malad (E), Mumbai - 400 097.

T+91 22 6994 8000
F+91 22 6725 6166
www.kotaklife.com

 **Hum hain... hamesha**



INSTITUTE OF COMPUTER EDUCATION

66/2857M GANDHI NAGAR, MIG CRICKET CLUB, NEAR AGARWAL CHILD HOSPITAL, BANDRA
(EAST), MUMBAI 400051. (CONTACT: 9867914107/9167683259)

Date: 29th May 2024

TO WHOM IT MAY CONCERN

We hereby certify that **Ms. KARINA KAMTEKAR** worked as a **Receptionist** in our institute from **1st April 2024** to **28th May 2024**.

She worked enthusiastically and with sincere efforts and demonstrated diligent interpersonal skills. She has been very helpful and dedicated throughout her period served in Institute of Computer Education.

Her character and conduct is good to our knowledge. We wish her success in future career.

Regards

The Principle



03/06/2024

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Ms. Sadiya Karrar Husain Khan has completed her internship of **2 months** from **28th March 2024 to 29th May 2024** as an Intern.

Ms. Sadiya Karrar Husain Khan has worked as **Intern** where her activities mainly include the Demat Account Opening, Lead Generation, Client Relationship Management.

She is dedicated & sincere towards the assigned roles & responsibilities. She completed assigned tasks with her excellent communication and interpersonal skills.

We wish all the best for her future endeavors.

With Regards,



Sudhir Dhar

Executive Director – HR and Admin

JYOTI BANGLES COMPANY

Durga Nagar, Kandivali(E), Mumbai 400101

T: 9969369078/ 9892778116 E: JB@bangles.com

LETTER OF EXPERIENCE

May 20, 2024

To Whom It May Concern,

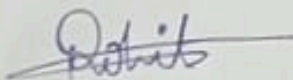
This is to certify that **Deepa Patel** has successfully completed an internship in the Production Department of JB Company from April 10, 2024 to May 12, 2024. During this period, she worked as an accountant, diligently fulfilling her responsibilities and contributing effectively to our operations.

Throughout the internship, Deepa Patel demonstrated a strong understanding of accounting principles and applied them meticulously to various tasks within the production department. She exhibited excellent analytical skills and attention to detail, ensuring accurate recording and reporting of financial transactions related to production activities.

She actively participated in team meetings, offering valuable insights and suggestions to enhance our financial processes. Her ability to adapt to new challenges and learn quickly was commendable, and she consistently displayed a positive attitude towards her work and colleagues.

Based on her performance and dedication during the internship, we believe that Deepa Patel has gained valuable experience and skills that will benefit her in her future endeavors. We wish her all the best in her future career pursuits.

Sincerely,



Rohit Rajak

Accountant Head, JB Company





B.KUMAR'S ACADEMY

A-1, Ground Floor, Green Park Building
Shastri Nagar, Vasai West, Palghar-401202.

TO WHOMSOEVER IT MAY CONCERN

Certificate of Employment

This is to certify that Mr. Ashish Kumar Ram was employed as an Administrative Assistant at B.Kumar's Academy from 1st May 2024 to 1st June 2024.

During his tenure with us, Mr. Ashish Kumar demonstrated a high level of professionalism and dedication to his duties. He contributed significantly to the administrative functions of our academy, supporting our mission to prepare students for various competitive exams.

We wish him all the best in his future endeavours.

Date: 2nd June 2024

B. Pandey



Authorized Signatory:

B. Kumar
Proprietor.

Date: 29th May 2024

TO WHOM IT MAY CONCERN

We hereby certify that **Ms. KARUNA RASAM** worked as a **Receptionist** in our institute from **1st April 2024 to 28th May 2024**.

She worked enthusiastically and with sincere efforts and demonstrated diligent interpersonal skills. She has been very helpful and dedicated throughout her period served in Institute of Computer Education.

Her character and conduct is good to our knowledge. We wish her success in future career.

Regards



The Principle





CORPORATE LAWS PRACTICE

Date: 21st May 2024

To Whom It May Concern,

This is to certify that Rafiza Shaikh completed a successful internship as an Assistant to Adv. Kadar Sayani and Adv. Ibrahim Shyamsunder Gupta at Corporate Laws Practice from 01st February 2024 to 17th May 2024, with a stipend of INR 8000 (Rupees Eight Thousand Only)

During her internship, Rafiza displayed exceptional proficiency in computer skills and worked diligently, contributing significantly to me and our team. Her attention to detail and dedication were commendable.

We wish Rafiza all the best in her future endeavors.

Sincerely,

Adv. Ibrahim Shyamsunder Gupta
Corporate Laws Practice

MOBILE No: +91 9769662262 / 8692890870

EMAIL ID: advkadarayani@gmail.com

REG. OFFICE: 7/2 1ST floor, Sudrays Shopping Center Near Apna Bazaar Charcop Market Kandivali West, Mumbai-400067

CITY OFFICE: 00/7 Ground Floor Yusuf Building Opposite Bombay High Court Flora Fountain Mahatma Gandhi Road Mumbai-400023

DELHI OFFICE: 317, New Lawyers Chamber, Bhagwandas Road, Supreme Court of India New Delhi-110001

Date: June 07, 2023

Emp Temp Code: 2221726474

Akanksha Dhananjay Shukla

D/101, Chandresh Jyoti Chs Ltd Gala Nagar Achole Road Nalasopara
East Mumbai - 401209,
Maharashtra, India

Letter of Appointment

Dear Akanksha,

With reference to the interviews you have had with us in the recent past, we are pleased to make you an Offer of Employment in our Company. Your Grade will be **Grade I** and you will be designated as **Sr.Customer Service Associate- Non Voice**. You are required to report for duties on **June 07, 2023 ("Joining Date")** at **9:30 AM** or as per the agreed time during work hours.

Your employment will be as per the following terms and conditions:

1. Your remuneration is detailed in the enclosed **Annexure I**. All tax liabilities arising out of your entire compensation package, present or future, shall be borne by you.
2. Your duties and responsibilities will be as assigned by your immediate manager or other superior officer of the Company and the same will also include the jobs assigned by the Management from time to time.
3. The Company's business operates on a **24x7** basis and you may therefore be required to work in shifts including periodic night shifts. The work exigencies and the role may require you to extend your work-timings in accordance with the *Working Hour & Attendance Policy*. By accepting and signing this letter you affirm your willingness to abide by this requirement.
4. While your initial place of posting will be at an agreed place/Company's Office/Site at **Mumbai**, you are liable to be transferred to any department/office anywhere in India/Overseas, or a company/entity formed by the promoters or transferred/assigned responsibility in any associate company or be recalled to your original location. Accordingly, your working hours/shift timings could be changed periodically depending on the work/process requirements. All such transfers shall be governed by the *Transfer Policy* of the company. In the event of you being deputed overseas for training and operations you will be required to and shall sign all required documentation as per the rules, regulation and policies of the Company.
5. Your appointment will be on probation for a period of **six months** from the date of your joining the Company or for an extended period of time ("**Probation Period**") if found necessary. Your employment with the Company will be confirmed on the expiry of your Probation Period unless you are specifically advised otherwise in writing.
6. Your appointment shall continue, during your Probation Period or thereafter upon confirmation, unless your employment is discontinued by the Company, by providing not less than **30 Days** ("**Notice Period**") prior written notice. In the event you decide to leave the employment of the Company, you will be required to provide **30 Days** prior written notice to the Company, and in case you fail to actually serve the aforementioned notice period, your resignation will be deemed to be rejected and you will be treated as "Absent without leave"/"Absconding" and further disciplinary action will also be initiated against you. However, the Company may at its sole discretion relieve you of your duties anytime during the notice period. You will be paid salary up to the last working day.

The Company at its discretion, during probation or on confirmation of your services thereof, without

assigning any reason, can discontinue your employment on payment in lieu of Notice Period. Such payment will be calculated pro rate on the basis of your current Gross Fixed salary (subject to tax).

Incase of violation of any policies, procedures or rules of the Company or any other act of misconduct including but not limited to improper behaviour, theft or fraud, your services are liable to be discontinued without Notice Period or without payment in lieu of Notice Period.

7. You agree that this employment is conditional upon you successfully clearing the training as required. In the event of your in-ability to clear the training, the Company may relieve you of your duties with immediate effect without Notice Period or without payment in lieu of Notice Period.
8. You are employed as a permanent employee of the Company and are therefore not permitted to undertake any other employment or engage in any commercial activities, outside the Company, either honorary or otherwise, without prior written approval of the Company.
9. You are required to maintain the highest order of discipline and secrecy about the work of the Company and/or its subsidiaries or associate companies and in case of any breach of trust/discipline, your services may be discontinued by the Company with immediate effect without notice period or without payment in lieu of notice period.

You are required to always maintain the highest standard of confidentiality towards Company information which includes but not limited to documents, files, records, customer details, project plans, strategies, developments, execution process, contracts, billing information, quality metrics, financial information about the Company etc. relating to business of the Company, which is proprietary to the Company and / or its clients and other information relating to the business of the Company which may be known, provided or confided to you ("**Confidential Information**"). You will not divulge or use such Confidential Information other than to fulfil your duties as an employee of the Company and while ensuring the best interests of the Company. Under no circumstances will you disseminate information regarding the affairs or business matters of the company or information regarding its customers without proper authorization and / or prior written approval. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be Confidential Information. Upon ceasing to be an employee of the Company, you shall immediately return any records, documents and other information of the Company which are in your possession and shall not retain or transmit any copies (electronic or otherwise) of the same. You will be required to sign a separate confidentiality agreement along with this letter and may be required to sign further confidentiality agreements as may be required by the Company. The Company acknowledges that individual marketing packages, Web sites, and other communications that have been developed for a client and have been placed in the "public domain", once distributed to the public may be no longer subject to client confidentiality provisions.

10. You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all the Company's current rules, regulations, policies and procedures, including **Global Essential Compliance & Security Policies and Social Media Policy** as may be in force from time to time and as may be notified and displayed. You will be bound by the existing and new security rules, regulations and policies of the Company, including physical frisking (pat down) process wherein, a search would be conducted of outer clothing to detect any concealed prohibited articles. All policies mentioned in this letter, as well as others, are available on the Company intranet and may be changed/modified, at the Company's discretion. You are required to keep yourself updated with the Company's policies.
11. The Company shall have the right to vary, delete, and modify these terms and conditions of employment.
12. You will automatically **retire** from the services of the Company on the last day of the calendar month in which you attain the age of **Fifty-Eight years**. Your date of birth as per official records is **February 22, 2002**.
13. You are required to make a full and complete disclosure of any issues in past employment records, any relationships or dealings you have or propose to have/ enter into directly or through any of your relatives or family members, with any of the Company's agent, dealers, vendors, suppliers, subcontractors or the like

14. This appointment is subject to satisfactory verification of your credentials, character, antecedents and testimonials as provided in your application to the Company and your curriculum vitae. All cost incurred for such verification will be borne by the Company. If it is found at any time that you have made any false statements or suppressed any material information, it shall lead to immediate discontinuation of your employment with the Company without any notice or compensation.
15. You agree to undergo a drug test or any other medical/fitness test including breath analyzer, as asked for and at such a place and location as advised by the Company during the course of your employment. In the event you become unfit for performance of your assigned duties; you shall be liable to be discharged from the services without any notice.
16. You hereby consent to share your payroll, personal and employment related data for processing and review outside of the country, subject to adherence to applicable law.
17. Your address as provided by you in the employment forms shall be deemed to be correct for sending any communication to you and every communication addressed to you at the given address shall be deemed to have been sufficiently served upon you.
18. You are required to return the duplicate copy of this letter and report to work on or before the date of joining specified above. In the event you do not do so, it shall be deemed that you are not interested in this offer/appointment and this letter shall stand automatically withdrawn with effect from the Joining Date.

If the above terms and conditions are acceptable to you, please sign on each page and return the duplicate copy of this letter as a token of your acceptance of this Letter of Employment.

Welcome to **Teleperformance** and here's wishing you a rewarding career.

Yours Truly,

For Teleperformance Global Service Private Limited,



Preeti Amit Shirke

Executive Vice President - Human Resources & Recruitment

I, **Akanksha Dhananjay Shukla**, residing at **D/101, Chandresh Jyoti Chs Ltd Gala Nagar Achole Road Nalasopara East Mumbai - 401209, Maharashtra, India** do hereby accept the

Employee Signature	Accepted On 02 Jun 2023 shuklaakanksha952@gmail.com
Employee Name	Akanksha Dhananjay Shukla

Enclosures:

1. Compensation/ Salary details (**Annexure I**)
2. Non-Disclosure- Declaration and Undertaking (**Annexure II**)
3. Personal Data- Declaration (**Annexure III**)
4. Work from Home- Declaration, **applicable under WAHA-[Work at Home]** (**Annexure IV**)

NOTE: For purposes of brevity and ease of reading, the term "**the Company**" or the term "**Teleperformance**" (wherever it appears in this letter) means **Teleperformance**.

Emp Temp Code : **2221726474**

Annexure I
Compensation Details

Employee Name:	Akanksha Dhananjay Shukla
Designation:	Sr.Customer Service Associate- Non Voice
Grade:	Grade I
Date Of Joining:	June 07, 2023
City:	Mumbai
Pay Components	Amount in Indian (INR)
Basic Pay	11,938.00
Housing Rent Allowance (HRA)	7,162.00
Transport Allowance	0.00
Flexible Benefit Plan	0.00
Statutory Bonus#	2,388.00
Gross Fixed Salary (1)	21,488.00
Provident Fund (Employee) (2)	1,433.00
ESIC (Employee) (3)	0.00
Net Take Home [1-(2+3)]	20,055.00
Provident Fund (Employer) (4)	1,433.00
ESIC (Employer) (5)	0.00
Gratuity* (6)	574.00
Total Fixed Cost (1+4+5+6)	23,495.00
Annual Fixed CTC	281,940.00
Annual Performance Pay**	0 % of Annual Fixed CTC
Annual Performance Linked Incentive (PLI)	18,000.0

For Teleperformance Global Service Private Limited,



Preeti Amit Shirke
Executive Vice President - Human Resources & Recruitment

***Gratuity** shall be payable as per "The Payment of Gratuity Act".

****Performance Pay** will be payable subject to assessed performance achievement level,, the pay-out criteria

and the frequency, as per the "**Performance Pay policy/ note**."

#**Statutory Bonus** is paid monthly as per "The Payment of Bonus Act".

- All Reimbursements will be paid as per prevailing Income Tax rules and company policies in effect
- The above compensation will be subject to Income Tax regulations in force from time to time .
- The above compensation is subject to deduction towards Medi-claim Insurance, transport, if/as applicable and any other statutory deduction/contribution including Professional Tax, labour
- Any Incentive payable, as part of the compensation structure or otherwise, shall have a "**Minimum Attendance Threshold/Performance**" as qualifying criteria for such payout.

Employee Signature	Accepted On 02 Jun 2023 shuklaakanksha952@gmail.com
Employee Name	Akanksha Dhananjay Shukla

ANNEXURE II
DECLARATION AND UNDERTAKING REGARDING NON-DISCLOSURE

I, **Akanksha Dhananjay Shukla** residing at **D/101, Chandresh Jyoti Chs Ltd Gala Nagar Achole Road Nalasopara East Mumbai - 401209, Maharashtra, India**, and working as **Sr.Customer Service Associate-Non Voice**, do hereby solemnly state, undertake and declare that:

1. I will faithfully, truly and to the best of my skills and ability, execute and perform the duties required of me as an employee of **Teleperformance Global Service Private Limited**, a Company having its registered office at Teleperformance Towers, Plot CST No. 1406-A/28 Mindspace, Malad (West), Mumbai- 400090, Maharashtra, India.
2. I shall comply with all Teleperformance policies.
3. I will maintain the highest standard of confidentiality towards **Confidential Information**, by not, directly or indirectly, making known, or permitting such Confidential Information to be disclosed or made known to any person or entity, either inside or outside the Company. I acknowledge that such information is valuable, sensitive and a unique asset of the Company and/or of the Company's clients. I shall faithfully and diligently hold such Confidential Information from being disclosed to unauthorized persons, which may include, but are not limited to, employees of the Company that do not need to know the Confidential Information, persons not employed by the Company, persons that are not bound by a written confidentiality agreement with the Company, with regard to the specific Confidential Information, persons not directly aware of the proprietary and trade secret nature of the Confidential Information.
4. All documents, files, records, project plans, software tools as well as methods and techniques of doing business, including patents, trade secrets and other proprietary rights associated therewith, Strategies, Customer details and items of information or equipment relating to Company's business are and shall remain the property of the Company, including notes, documents, and files created in the performance of my duties of employment. I shall not under any circumstances remove such property from the Company premises without prior written consent. I further agree that all information relating to existing customers and potential customers of the Products, whether recorded in Company's database or otherwise is confidential to the company and that any ownership in respect thereof resides in the company and that it cannot be used by employee for any purpose not specifically referred to in this employment.
5. I understand and acknowledge that as set forth under the **Login Provisioning and De-provisioning Policy (GECSP 11)**, my employee ID and password used to access Company or its Clients' systems are personal and confidential, are **Proprietary Information**, and shall not be disclosed to anyone. Non-compliance with this Policy may lead to disciplinary sanctions upto and including discontinuation of services, consistent with applicable law.
6. Notwithstanding the separation of my employment with the company for any reason whatsoever I will not communicate or allow to be communicated to any person not legally entitled thereto any information relating to the Confidential Information and affairs of Teleperformance.
7. I will immediately report to the Company, any violation or breach of the commitments made in this declaration, whether the breach or violation is intentional or inadvertent and I agree that:
 - (i) In the event of a breach or threatened breach of the provisions of this declaration, the Company shall be entitled to an injunction restraining from using or disclosing, in whole or in part, such Confidential Information, or from rendering any services, to any person, firm, corporation, association or other entity to whom any such information has been disclosed or is threatened to be disclosed, which injunction shall be available without the posting of any bond or other security and the issuance of which is hereby consented to by Employee,
 - (ii) Any such breach would cause injury to the Company, and

8. The rights to any invention, discovery or creation of any system or method related to the Company's operations and arising out of any work done in the course of my employment will automatically vest with the Company. In this connection, the Company may obtain patent rights in its name (or jointly with others) based on the fact of my invention, discovery, improvement or other creative effort. I acknowledge that I will not be liable for any compensation for such invention, discovery, improvement or other creative effort made by me, and that any reward that the Company may, in its sole discretion, bestow on me will not be deemed to confer any rights towards that invention, discovery or improvement in system or method. I further acknowledge that I may be required to execute further documentation in connection with such inventions, discoveries, improvements or other creative efforts and will execute the same without delay.
9. In the event of my leaving services of the Company, for any reason, during the **12-months** period from the separation date, I shall **NOT** directly or indirectly either on my own account or otherwise:
- engage or attempt to engage in providing services to any customer or prospective customer where such services or products are competitive with the services offered by the Company or any affiliate to the Customer
 - canvass solicit or endeavour to entice away from the Company any client or customer(s) of the Company, or any person(s), who at any time during my employment, were or are clients or customers of the Company, or were in the habit of dealing with the Company;
 - solicit, interfere with, or endeavour to entice away any employee of the Company; or
 - counsel, or otherwise assist any person to do any of the acts referred to in para (i), (ii) & (iii) of this clause.
10. I shall **NOT** offer, promise, give, accept, condone, approve or knowingly benefit from an improper business gratuity, a bribe, 'kickback' or other improper advantage, benefit or reward, or otherwise apply inappropriate influence.
11. I shall **NOT** make a '**facilitation payment**'. Facilitation payment refers to the practice of paying a small sum of money to (usually) an official as a way of ensuring that they perform their duty.
12. None of my relatives are employed or associated with the Company or any of its affiliate companies or its customers/clients/suppliers in any form; and I undertake that I **shall** immediately notify the Company in case-
- any person who is so employed / associated becomes a relative, and/or
 - a relative, in future, is so employed / associated with the Company.

I understand and acknowledge that:

- the restraints contained herein are reasonable in all the circumstances of employment and agree that they are necessary for the protection and maintenance of the Company and its business.
- my services can be suspended pending disciplinary action/enquiry/investigation as per Company policy and I shall abide by decision of investigation/enquiry Committee constituted for such purposes.
- the Company shall be entitled to seek an order for specific performance or injunctive relief or other equitable relief in case I fail to observe or breach any of the restraints herein.

I **shall** indemnify and keep indemnified the company for any loss, damages or injury suffered by the company for any breach of above conditions or any other clause or term of employment.

I understand and acknowledge that my failure to comply with this declaration and undertaking may lead to disciplinary sanctions which may include discontinuation of services, as well as civil liability and/or criminal prosecution under applicable laws.

Executed this _____ day of _____ 20____

Employee Signature	Accepted On 02 Jun 2023 shuklaakanksha952@gmail.com
Employee Name	Akanksha Dhananjay Shukla

Annexure III

Personal Data - Declaration

I **Akanksha Dhananjay Shukla** hereby certify that all statements made on the **Employment Application Form**, my **Curriculum Vitae** or **during my interviews** with the Company are **true and complete**. I understand that any omission or misrepresentation of any fact may result in refusal of employment or immediate dismissal.

I further understand that I shall be bound by the existing and new rules, regulations and policies of the Company including those related to Frisking (Pat Down) process wherein, a search would be conducted of outer clothing to detect any unauthorized / prohibited articles.

I confirm that I have voluntarily furnished my personal information to the Company and the Company shall be free to use such information and all other information that I may provide at any time hereinafter. The Company may share such information in connection with my employment and other related matters, as deemed fit and necessary by the Company.

I recognize that in connection with employment with Teleperformance, I may be the subject of a background enquiry and drug test by the company or its representative, and I hereby authorize the same. I also authorize the Company to take action including penal action against me in case any fact is found contrary to what has been stated by me in the application form mentioned herein above.

I do hereby declare that I will immediately report to my Line Manager or HR team in case of “**Change to Circumstances**”, within **48 hours** of me becoming aware of such “**Change to Circumstances**” which may arise due to the following:

- a) I am found guilty of a criminal offence / is under police caution or investigation;
- b) There is a change in my legal right to work / work status; and
- c) There are any adverse credit judgments against me.
- d) Change in personal status like name change / marital status / permanent or current address change etc.

Executed this _____ day of _____ 20____

Temp Emp Code	2221726474
Employee Signature	Accepted On 02 Jun 2023 shuklaakanksha952@gmail.com
Employee Name	Akanksha Dhananjay Shukla

ANNEXURE IV

DECLARATION AND UNDERTAKING - Work From Home

I, **Akanksha Dhananjay Shukla**, do here-by confirm and declare that while I Work From Home, I will adhere to all company and Client confidentiality and security policies, not limited to the below:

- I understand and agree that 'Working From Home' is an extension of my workplace and all policies as applicable while Working From Office shall continue to apply, including Confidentiality Agreement, Code of Conduct, Data Security and WAHA Security Policy amongst others;
- I understand that I will not use pen, paper, mobile phone, camera, or any other electronic devices while Working from Home;
- I will not have unauthorised people, including family and friends to access or take a look at my device while I am working, however I also understand that their movement around or behind my device might be captured in any monitoring tool;
- I understand and agree that recording of conversations or other Teleperformance /Client/consumer information, outside of standard business processes is prohibited;
- I understand that the use of speakerphone is prohibited while Working From Home;
- I understand that the key privacy considerations around accessing personal data (for example customer, client and employee information), read in conjunction with Teleperformance policies, standards and procedures, while Working From Home is strictly prohibited;
- I shall take particular care to reduce the risk of inappropriate or unauthorised disclosure of personal data while Working From Home; and
- I have a functional internet connection at home and shall ensure that it is operational with enough data availability at all the time. I understand that this is a pre-requisite for Work From Home and I shall maintain good internet bandwidth. I shall be fully responsible for upkeep and usage of this connection.
- I agree to return company or client's systems, assets, records and materials **within 36 hours** from the date of intimation received by the company in the same condition as it was provided to me.
- In case, I delay in returning or fail to return or returned in damaged condition, the company's or client's systems, assets, records and materials within such stipulated time then company has the undisputed right to recover penalties /amount as per the case may be.
- I agree to the use webcam for video calls /collaboration with supervisors and colleagues.
- I agree to the use of cameras available on the Teleperformance Cloud Campus by Teleperformance and the terms and conditions related to it as appended below, which is subject to update, as per the applicable law. This is regardless of whether the camera was provided by Teleperformance, if it is built-in or bundled with the equipment provided to the employee, or in a Bring Your Own Device (BYOD) scenario.
- I understand, that I have the option to raise a helpline ticket to the BHR team over the email id **(HR.TPCCIndia@teleperformancedibs.com)**, if I will have any concern whatsoever, post deployment of Teleperformance Cloud Campus.
- I understand, that in the event, I desire to opt-out as Working-from-Home-Agent in the Teleperformance Cloud Campus, I will reach out to my immediate supervisor with a written notice stating the reason for it and **[HR.TPCCIndia@teleperformancedibs.com]**.
- I hereby give my consent to Teleperformance's use of a Camera as part of the computer sign-on process to authenticate my identity. I further agree to allow Teleperformance to visually monitor me during work

hours via a camera to ensure that my work-at-home environment meets the expectations of Teleperformance and its clients.

- I specifically understand and agree to Teleperformance's use of camera video and audio for security measures assessment, proper and lawful execution of all employment and client related contractual provisions, safety verification and any other business-related purpose. I agree to turn on the camera when requested and/or conduct verification via phone or video call pursuant to random clean desk audits.

For this purpose, I hereby understand that Teleperformance reserves the right to inspect my work area in my Work From Home site or the system virtually with or without advance notice to me. I also understand that at random intervals during your shift, Teleperformance may take snapshots of your workspace to analyze and detect any violations of existing security protocols including, but not limited to, clean desk policy, GISP and standards.

I hereby provide my consent and agree to such inspection and waive-off any claim for invasion of privacy in connection with such inspection. There are a number of situations in which I will activate the camera. These include: for my identification to be confirmed (in particular every time I login to Teleperformance systems); during regular security procedures; during 1-to-1 meetings, coaching sessions, and team meetings to achieve the most effective communication, collaboration and provision of the services. As I am providing services remotely, Teleperformance also recommend camera use during the rest of the time that I am providing services as a way to more effectively engage with my colleagues. When I activate my camera, it will be livestreaming and not recording. Every time recording is required (for Teleperformance business purposes, in a chatroom where you are present, for instance recording informational sessions delivered by TP Representatives), the 'recording icon' will show and I will be able to turn off my own individual camera during the recorded session.

For above purpose, Teleperformance, in its sole discretion, reserves the right to install any system monitoring technology on the work machine including EDR, Webcams or any other software/file that allows for supervision at work-at-home site which includes, but is not limited to:

- Capturing 'facial confirmation', 'ID scan' and 'Geo Tagging';
- Tracking 'multiple people violation'. 'unknown user violation', 'not at desk violation', 'auto idle user detection'; Mobile phone detection and usage;
- Clean desk environment (use of pen/paper or other objects not permitted);
- Capturing Desk-top random image and click pictures when above violations are detected via random scan which could be used as evidence in case of any breach as per the security policy

I understand that failure to comply with the above will lead to appropriate action in accordance with Teleperformance HR policies and manual.

Temp Emp Code	2221726474
Employee Signature	Accepted On 02 Jun 2023 shuklaakanksha952@gmail.com
Employee Name	Akanksha Dhananjay Shukla



GURU KRIPA SAI VEG HOTEL

Shop no 5, Bharat Diamond Brass, Bandra BKC East, Mumbai - 400 051.

Email : gurukripasaiveghotel@gmail.com

Tele no. 022 583078

GST No. : 27AAACS5382F2ZC

Date : 15/06/2024

To Whom so ever it may concern

This is to certify that Mr. Kunal R. Yadav, is working in our Hotel, since 15/01/2022 till date, as a Sr. Executive. During is tenure with us for the above period , we found him efficient, his character and conduct were good.

Thanking you,



(Arun R. Yadav)
(Manager)

Guru Kripa Sai Veg Hotel

February 9, 2024

Dear Priti,

We are pleased to make you an offer of employment at Firstsource Solutions Limited("Company"), for the position of CSA at the company's Mumbai office.

The break-up of the salary offered is provided below:

COMPONENT	AMOUNT (Rs)
Basic	Rs5,600.00
Special Allowance / FBP	Rs2,745.00
House Rent Allowance	Rs2,800.00
Conveyance	Rs1,600.00
Medical	Rs1,500.00
Statutory Bonus	Rs2,842.00
GROSS SALARY	Rs17,087.00
PF (12% of Basic) – Co. Contribution	Rs672.00
Gratuity(4.8% of Basic)*	Rs269.00
ESI (3.25% of Gross) - Co. Contribution	Rs556.00
RETIRALS	Rs1,497.00
FIXED SALARY (p.m.)	Rs18,584.00
FIXED SALARY (p.a.)	Rs223,008.00
Performance Pay (p.a)**	Rs6,000.00
TOTAL ANNUAL CTC (p.a)	Rs229,008.00

A. Statutory Applicability and other Allowances:

- Gratuity will be paid in accordance with the Payment of Gratuity Act, 1972;
- Provident Fund contribution will be in accordance with the Employees' Provident Fund and Miscellaneous Provisions Act, 1952;
- Statutory bonus will be paid in accordance with the Payment of Bonus Act, 1965;
- Taxes as per the Income Tax Act, 1961 will be deducted in each month's salary. Please provide proof of income earned and tax computation sheet of your previous employment so that the same can be considered and appropriate adjustments made.

B. Appointment Details:

Date of joining	February 26, 2024
------------------------	-------------------

Statutory deductions & payments will be applicable in accordance with your eligibility under law, Any incentive / performance / variable, pay will be applicable as per your eligibility under company policies.

You will be given an appointment letter with the terms and conditions of your employment if you accept this offer and are appointed in the Company.

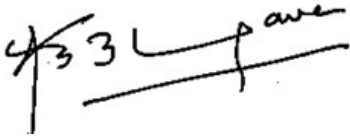
Your appointment in the Company is subject to the submission of documents as requested and a successful background verification check which will be conducted by the Company.

This offer is valid till February 26, 2024 from the date of issue for your acceptance and will be rescinded by the Company in the absence of acceptance by you.

We hope that your association with the Company will be a long and fruitful one.

Thanking You,

For Firstsource Solutions Limited

A handwritten signature in black ink, appearing to read 'Anshul Bhargava', written over a horizontal line.

Anshul Bhargava

Global Head – Human Resources



World Class Services Limited

(Formerly Known as World Class Services Private Limited)

ISO 9001 : 2008, ISO 14001 : 2004, OHSAS 18001:2007 & Member of IFMA

CIN : U74999MH2011PLC222374

Date: 13/01/2023

To,
Raveena Yadav
Emp. Code: WCSPLFSO982
Mumbai

Dear Ms. Raveena Yadav,

We are pleased to appoint you as **“Executive – Talent Acquisition”** at Mumbai Location with our Client **M/s Firstsource Solution Ltd.** on contractual Basis with effective from **15th January 2024 to 13th July 2024**. In addition to this following are the terms & conditions:

- You will be paid salary **INR 33,599/-** per month take home (as per Annexure-I).
- It is a condition of your employment with the company that the management in its absolute discretion may transfer you to any other Project site / Establishment / Department / Division located anywhere in the country or outside the country under the same Management or any other Sister Concerns, Associate Companies or any Holdings or Subsidiaries. Such transfers will not create for you any right to ask for revision in your emoluments or other terms and conditions of your services. Consequent to such transfers, you will be governed by the terms and conditions of service as application to your category of employees in the new place.
- It is understood that our decision to appoint you is based on the information given by you in the bio-data/Application Form during the interview you had with us. If at a later stage, it is found that information you had provided is false / incorrect, your services are liable to be terminated.
- You shall not divulge any information you may come across during your services, in connection with the technology / Business / Trade of the company to any competitor / individual/ Body of individuals / Business organizations etc. In case of violation of this clause, the Management is within its right to terminate your services immediately and can claim damage to this effect.
- You shall not leave the company without a clear notice of 30 working days after the formal acceptance of the resignation or in the lieu of notice by paying a sum equivalent to one months' gross remuneration and salary as the case may be.



World Class Services Limited

(Formerly Known as World Class Services Private Limited)

ISO 9001 : 2008, ISO 14001 : 2004, OHSAS 18001:2007 & Member of IFMA

CIN : U74999MH2011PLC222374

- This appointment is a contract between you and World Class Service Ltd. for a particular project only, once the project gets over this contract between us stand terminate automatically, we shall inform you about the same 30 days before. Management reserved rights to terminate your services anytime after giving you notice of 30 days.
- You shall abide by the Rules and Regulation of the company which may be enforced from time to time.
- If any Letter of Authority or Power of Attorney is issued in your favor, you will have to return it on demand or on separation from the company failing which all the liabilities arising in that case will be borne by you.
- You will keep us informed of any change in your residential address, telephone numbers, any up gradation of your qualification etc.
- During the continuance of your employment with us, without our permission in writing, you will not carry on any business or enter any type of services or be employed by any other firm, company or persons in any capacity, for any part of your time, whether during working hours or otherwise. You shall devote your whole time, attention and efforts exclusively to your duties to promote the interest of the company's affairs, Any business activities existing in your name prior to joining service should be disclosed and permission be taken from the management to continue with the activities.
- You shall, throughout the service of the company conduct yourself in the manner benefiting a responsible member of the staff. In case your behavior found to be undesirable, the company reserves the rights to terminate your services forthwith without any compensation, notice or salary in lieu of notice and all the dues may be forfeiture with this effect.
- Continued absence for 3 days without permission in writing from the management or overstay of sanctioned leave for 5 days shall tantamount to voluntary abandonment of service and your name will be struck off from the rolls of the company without any notice to you.
- All the income tax liability arises on your salary and remuneration shall be on your account & borne by you. Company will not be liable for anything to this account and would not bear anything towards income tax whatsoever. Company will deduct necessary Tax at Source on your salary and remuneration as applicable from time to time.

REGISTERED OFFICE :

REGUS Times Square, Unit-1, Level-2,
B-Wing, Andheri, Kurla Road, Andheri (East)
Mumbai-400 059 (MH)

CORPORATE OFFICE :

380, Goyal Nagar, Service Road, Near Bank of Baroda,
Bangali Square, Indore-452 016 (M.P.) Tel.: 0731-4268167
Email: info@wcspl.org, www.wcspl.org



World Class Services Limited

(Formerly Known as World Class Services Private Limited)

ISO 9001 : 2008, ISO 14001 : 2004, OHSAS 18001:2007 & Member of IFMA

CIN : U74999MH2011PLC222374

As token of your acceptance of the above, you are requested to return the duplicate copy of this letter duly signed all the pages.

For World Class Services Ltd

AUTHORIZED SIGNATORY

I have gone through the terms & conditions of the above order engaging me as and accept the offer keeping in view all the above terms and condition.

Employee Name : **Raveena Yadav**

Signature :

Helpdesk: (Timing 11:00 AM to 05:30 PM, Monday to Friday)

Cell: +91 731 4268167

Mail: For documents:- data@wcsl.co.in & gaurav@wcsl.co.in (for Salary and Payroll)

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B-Wing, Andheri, Kurla Road, Andheri (East)
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Annexure -I

Break Up of CTC

Salary	Monthly	Annual
Basic	10000	120000
HRA	5000	60000
Special Allowance	17157	205884
Advance Bonus	2842	34104
Gross Salary	34999	419988
Employer Contributions		
PF @ 13%	1300	15600
Insurance Premium	1201	14412
CTC	37500	450000
	Monthly	Annual
Net Take Home	33599	403188
Approx Deductions		
	in Rs.	
PF 12%	1200	
P.T.	200	
Total	1400	

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25 November, 2022

Ms. Rupali Triloki Sharma
Om Sainath Kalpvruksh Seva Soc,
Aambejavani Azad Nagar,
Malvani, Kharodi,
Mumbai
Maharashtra - 400095

Dear Ms. Sharma,

With reference to your application and the subsequent interviews you had with us, we are pleased to appoint you in HDFC Sales Pvt. Ltd. on the following terms and conditions:

1. You will be placed in Grade "GT" and will be designated as "Customer Relation - Trainee".

2. Annual Compensation :

In lieu of the Services rendered by you in terms of this Agreement, your total salary CTC will be. Rs. 238,872.00 per annum. (Refer Annexure I for Salary Break - up).

3. Probation Period :

You shall be confirmed after having completed your probation period of 6 months unless otherwise extended or terminated in writing.

4. Statutory Benefits :

(a) Gratuity:

You shall be entitled to payment of Gratuity as per the provisions of the Payment of Gratuity Act, 1972 and the rules applicable there under. [Gratuity shall be paid only on separation/retirement of your employment and on your having completed 5 (five) years of continuous employment with the Company at the rate of half month's salary for every completed year of service or part thereof in excess of six months. For the purpose of this clause, salary shall be the basic salary last drawn by you.

(b) Provident Fund:

You shall be covered under the Provident Fund scheme, in accordance with the provisions of Provident Fund scheme as applicable and the rules applicable as amended from time to time.

(c) Employee State Insurance Scheme:

You shall be covered under the Employee State Insurance Scheme if applicable to you, in accordance with the provisions of the Employees State Insurance Scheme as applicable and the rules applicable as amended from time to time.

5. Welfare Activities :

(a) Medical Insurance Scheme:

All employees are covered from the date of joining under the Medical Insurance Scheme. This scheme provides an Insurance cover for hospitalization treatment for the employee to the extent covered.

HDFC Sales Pvt. Ltd.

A group company of HDFC LTD.

Wing A/4th Floor, HDFC HOUSE, H T Parekh Marg, 165, 166, BackBay Reclamation,
Churchgate, Mumbai - 400020 Tel: +91 22 61552400. Fax: +91 22 61552440
Email : response@hdfcsales.com. Website : www.hdfcsales.com
CIN : U65920MH2004PTC144182

Date: 03rd May, 2024

Name : Rupali Triloki Sharma
Emp No : 54762
Location : Jogeshwari

Dear Ms. Sharma,

*We are pleased to inform you that your salary (Cost to Company) has been increased to **Rs. 259257.00 per annum** w.e.f. **01-April-2024** (refer Annexure I for the Salary break – up).*

We are confident that you will strive to achieve higher levels of performance in the coming years and we look forward to your continued support in taking HDFC Sales to greater heights of excellence.

We wish you a very happy and successful year ahead.

Yours sincerely,

For HDFC Sales Pvt. Ltd



Authorized Signatory

Date: 11/06/2024

To whom so ever it may concern

This is to certify that Mr. Darshan C. Sawant is working in our company since 09/03/2022 till date, as Sr. Executive. During his tenure with us for the above period, we found him efficient, his character and conduct were good.

Thanking You,

Yours Truly,



(Aparna Pandharkar)

(Director)

Impetus Arthasutra Pvt. Ltd.