



ASB & ASSOCIATES

Chartered Accountants

- Suite No. 3, First Floor, Harmony Mall, Opp. Vibgyor School, Goregaon (W), Mumbai – 400104.
- Email : admin@asbassociates.in
- : www.asbassociates.in
- : 91 93727 70177

Internship Offer at ASB & Associates

Dated - 10th Oct, 2023

Mithilesh Maurya
A/10, Satguru Welfare Society,
Ganesh Nagar, Naigaon East,
Mumbai-401208

Dear Mithilesh Maurya,

We are pleased to inform you that after reviewing your application and conducting the interview, ASB & Associates is happy to offer you the position of Intern at our firm. We believe that your skills and enthusiasm will be an excellent addition to our team.

Internship Details:

- **Position:** Jr. Accountant
- **Date of joining :** 1st NOV 2023
- **Work Hours:** Monday to Saturday, 11 AM to 6 PM
- **Location:** Suite No. 3, First Floor, Harmony Mall, Goregaon (W), Mumbai – 400104.
- **Stipend/Compensation:** Rs-7000 per month
- **Training and Development:** You will be exposed to various aspects of accounting, auditing, taxation, and other areas of the profession. Our team will provide continuous guidance and mentorship to help you learn and grow in the field.

Responsibilities : You will assist in preparing financial statements, reports, and supporting auditing processes, while also helping senior staff with tax filing and return preparations.

Confidentiality : During your internship, you will have access to sensitive client information. You are required to maintain strict confidentiality of all the firm's internal and client-related data during and after the internship period.

Sincerely,



CA ANAND LUNGER
PARTNER

M/s ASB & Associates, Chartered Accountants
Phone no.-91 9619910077



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EXPERIENCE CERTIFICATE

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mithilesh Rajesh Maurya, son of Rajesh Maurya, has been employed as an Intern at M/s ASB & Associates, Chartered Accountants since 1st November 2023, as per the firm's employment records.

During his tenure, Mithilesh Rajesh Maurya has acquired valuable knowledge and hands-on experience in Audit, Accounting, and related fields. He has demonstrated professionalism, expertise, and a solid theoretical and practical understanding of his work responsibilities.

We found him to be dedicated, result-oriented, and capable of working independently or as part of a team. He possesses a friendly demeanor, a good sense of humor, and excellent collaboration skills.

Overall, Mithilesh Rajesh Maurya has been performing his duties diligently, with great attention to detail, and has consistently demonstrated enthusiasm for learning and professional growth. We are confident that he will continue to be a valuable asset to any organization he joins in the future.

For any further inquiries regarding his tenure with us, please feel free to contact us.

Best Regards,


CA ANAND LUNKER
PARTNER
M/s ASB & Associates, Chartered Accountants
Phone no.s: 91 9619910077



Dated → 23/02/2028

 Goregaon

 Marine Line

 Vashi