



KALPATARU SERVICES

Authorised Service Centre
Havells, LLOYD

Shop No.4, C/3, Shanti Vihar CHS,
Opp. P.G.Vora School,
Mira Road (East),
Thane - 401 107.
Contact No.7021116242

Date : 03/June/2020

To,

Ms. Sarita

This letter certify that Ms. Sarita Chaudhary worked a an "ACCOUNTANT" at kalpatru service centre from 1st September 2019 to 31st March 2020.

During this term, we found that she rendered all her duties with meticulousnes and all her service were found to be satisfaction. Her main job duties included.

- **Preparing and analysing accounting records, financial reports and financial statements.**
- **Check accuracy of report and procedural standards.**
- **Record keeping and maintenance of accounting system.**
- **Preparing manuals and form for bookkeeping and accounting staff.**
- **Maintaining inflow and outflow of petty cash.**
- **Comply with internal controls.**

We wish that Ms. Sarita Choudhary excels in this feild and attain all her career goals.



For, KALPATARU SERVICES