


LETTER OF APPOINTMENT AND APPRECIATION

**Pramod & Associates**  
Chartered Accountants



Navjivan Comm. Premises Society Ltd.  
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**TO WHOM-SO-EVER IT MAY CONCERN**

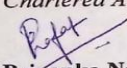
This is to certify that Mr. **Tejas Phafat** an Indian inhabitant residing at 7/505, Old MHB Colony, Gorai Road, Borivali (W), Mumbai – 400092 was working with us as an Employee from 20<sup>th</sup> May 2019 to 31<sup>st</sup> August, 2019.

During this period, the assigned job responsibilities to Mr. Tejas Phafat include but not limited to:

1. Passing Accounting entries in Tally
2. Conducting Stock Audit
3. Statutory Audit of Co-operative Societies
4. Vouching and verification of KYC Documents in Banks
5. Co-ordinate with Finance Team to complete assigned accounting tasks within deadlines.

We found Mr. Tejas Phafat a good team player who can work under dynamic environment and under pressure situations. He has the ability to understand critical situations and possess quality to meet deadlines.

**For M/s Pramod & Associates**  
Chartered Accountants

  
**Priyanka Navandar**  
Partner  
(UDIN: 20150311AAAA AC7996)  
Date: 12<sup>th</sup> February, 2020  
Place: Mumbai  
(Mem No. 150311)

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