



Rajiv Kumar Mathur & Co.

Chartered Accountants

13TH FEB 2025

WORK EXPERIENCE LETTER

TO WHOM IT MAY CONCERN

This letter certifies that Mr Jay Santosh Rane is working with our organization since 14th August 2023 and he has been assisting Accounting and Audit related work of small and mid sized companies with our firm Rajiv Kumar Mathur & Co Chartered Accountants from 14th August 2023 still 20th January 2025.

During this time Mr Jay Santosh Rane has remained dedicated, hardworking and loyal to his work and responsibilities with our firm. His responsibilities included maintaining books of accounts in tally of various enterprises, assisting seniors in preparation of GST returns, auditing of companies, cash ,sales and purchase vouchers, follow up with the clients etc. He has done an excellent job while in this role. Mr Jay Santosh Rane has always maintained a professional and courteous attitude and appearance while with our Firm.

We find him quite diligent, sincere and hard working.

Sincerely,

For Rajiv Kumar Mathur & Co
Chartered Accountants

Rajiv K Mathur

Rajiv Kumar Mathur
Proprietor





Rajiv Kumar Mathur & Co.

Chartered Accountants

August 12, 2023

To,

Mr. Jay Santosh Rane

Address :- Rm No.37 Building No.09,
B.I.T Chawl, Keshavrao Kadam Marg,
Nr Mumbai Central ST Bus Stand,
Mumbai Central,
Mumbai- 400008.

Appointment Letter

Dear Jay,

With reference to your application and the subsequent interview you had with us, we have pleasure in offering you the position of Assistant Account & Audit Executive in Rajiv Kumar Mathur & Co (Chartered Accountants), based at our Mumbai Office, on the following terms and conditions.

Salary:

Your total stipend will be Rs.5,500/- (Rupees Five Thousand And Five Hundred Only) per annum. Further, you will be eligible for a performance incentive in accordance with the Performance Incentive programmed of the company.

Joining Date:

As discussed and agreed, you will join not later than August 14, 2023.

Other Terms:

Your appointment is subject to you being medically fit and the receipt of satisfactory references and background checks. In this regard you are requested to furnish the necessary declarations and details as per existing Company Policy.

Yours Faithfully,

Rajiv Kumar Mathur & Co
Chartered Accountants

Rajiv K Mathur
Rajiv Kumar Mathur
Proprietor

