

HIRDHAV DATA PROCESSORS

301F, A Wing, Sumit Samarth Arcade, Taty Tope Nagar, Aarey Road, Goregaon (West), Mumbai - 400104

Date: 06/04/2024

APPOINTMENT LETTER

Dear KAVITA DINESH GUPA

Congratulations, MRS. KAVITA DINESH GUPTA, you are appointed as trainee cum job with salary in our company HIRDHAV DATA PROCESSORS.

Office Timing: 10.00 am to 7.00 pm, Lunch Time: 1.00pm to 2.00pm

Appointed Date: 06/04/2024

Leave Policy: 2 extra leave allow in every month.

You are appointed as Accountant in our organization.

1. As an accountant you have to do accounts of our clients.
2. Need to create their Balance Sheet, Profit and Loss.
3. Filling of GST Return

Terms & Conditions:

1. You have to be loyal to your work.
2. You have to take permission 1 day prior to leave except emergency.
3. You should not engage with other company for any work.
4. Need to give one month prior notice to leave the job. If notice will not receive, one month salary will be held.
5. Salary will be paid within every 10 working days after completion of month work.
6. Please sign the duly copy of the appointment letter and submit it before joining.


Accepted

For HIR-DHAV DATA PROCESSORS


Proprietor

HIRDHAV DATA PROCESSORS

301F, A Wing, Sumit Samarth Arcade, Taty Tope Nagar, Aarey Road, Goregaon (West), Mumbai - 400104

Date: 03/01/2025

EXPERIENCE CERTIFICATE

THIS CERTIFICATE IS PRESENTED TO MISS. KAVITA DINESH GUPTA

This is to certify that MISS. KAVITA DINESH GUPTA is an employee of M/S HIRDHAV DATA PROCESSORS from 06/04/2024 as an accountant.

During her tenure, we found that she is very punctual on office timings. She is very loyal to her work, takes responsibility towards works. And always complete her work on or before time. She is very hard working. She was doing sales, purchase entry, bank entries and Income Tax Audit work.

We wish her good luck for her bright future.

For HIR-DHAV DATA PROCESSORS



Proprietor