



PRUDHVI CONSTRUCTIONS

Engineers & Contractors 103, Sakuntala Residency, RK Street, Vivekanandanagar Colony, Kukatpally, Hyderabad-500 072
Phone : 9133274300
E-mail : prudhviconstructions12@gmail.com

Place: Hyderabad
Date: 26/12/2016

To Whom It May Concern

It is hereby certified that **Mr.Kuskuntla Prabhanjan Reddy** employed with us as an **Account Assistant** starting from **02/06/2014** to **20/12/2016**.

We have been satisfied with his performance for the above period of work. His job responsibilities are as under:

- Making entries in Tally ERP
- Maintaining accounting records
- Invoicing
- Filing GST, TDS, service tax and professional tax returns
- Salary sheets preparation

Owing to his skills he provided his services to our organization in adequate manner. Management is satisfied with his working capabilities. His job tenure was full of challenges and he dealt with all very well. During the span we found him diligent and punctilious. Moreover, he is keenly indulged in extravaganza official tasks. He was an active member of the team.

We wish every success in all his/her future endeavours.

For the [**Prudhvi Constructions**]

Signature.

Name :- **M Venkata Sai Kiran**

Contact Number :- 9908006193