

Date: 1st January 2024

TO WHOM IT MAY CONCERN

This is to certify that **Mr. Bishal Kewat** son of **Mr. Raj Kumar Kewat** and **Mrs. Sunita Devi Kewat**, resident of **Piparahawa, Palhinandan 02, Nawalparasi (West) Lumbini Province, Nepal** worked as an “**Office Assistant**” in “**Reward International Education Pvt.Ltd.**” since **18th September, 2022 to 26th November 2023** with entire satisfaction. He was sincere, honest, hardworking, dedicated employee with professional attitude and very good job knowledge. As an **Office Assistant**, he handled and managed all Official Task effectively and efficiently. He was amiable in nature and character as well. Other employees also motivated by him due to his elegant performance and by his unique work style. His matured behavior was good and never leaves any opportunity to express dissatisfaction.

Some of his duties and responsibilities were;

- Organizing the office and assisting associates to optimize processes.
- Sorting and distributing communications in a timely manner.
- Using “back-office” computer systems (ERP software).
- Schedule and plan meetings and appointments.
- Monitor level of supplies and handle shortages.
- Resolve office-related malfunctions and respond to requests or issues.

We wish for her bright future.

Regards,

Managing Director
Mr. Shri Paudel
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