

GSTIN : 03AIPPS7581K1ZI

Bal Krishan Singh (B.K.)
Prop.

B.K. Jewellers
(BHAMMIPURE WALE)



📍 Main Bazar, Chownk Nalkian Wala, JAGRAON
☎ 98140-32944 (S) 01624-223179
✉ bkseda1@yahoo.co.in

JOB EXPERIENCE LETTER

Date: 08-04-2024

This experience certificate is to certify the employment of Mr. Khushdeep Singh Gill (Emp. ID: KG396) with B.K Jewellers from July 2023 to till present as an Office Assistant. His annual Salary is Rs.1,32,000/- (that is 11000/- monthly).

His job duties as below:

- Organize office and assist associates in ways that optimize procedures.
- Sort and distribute communications in a timely manner.
- Create and update records ensuring accuracy and validity of information.
- Maintain trusting relationships with customers and colleagues.
- Handling incoming calls and other communications.
- Manage daily data entry and kept clerical information accurate and up-to-date.
- Greet incoming visitors and customers professionally and provide friendly, knowledgeable assistance.
- Collaborate with various departments to complete assigned tasks.

Mr. Khushdeep Singh is very obedient, honest and dedicated employee. We wish him best of luck for his future.

Warm Regards,

B.K Singh (Director)

For B.K. JEWELLERS

B.K. Singh Prop.