

## To Whom It May Concern

This is to certify that **Leona Joseph** has been an integral part of our team at **Saro Sanitary**, serving as an Office Administrator from September 3, 2021, to present. During her tenure, Leona has demonstrated exceptional organizational skills, ensuring seamless day-to-day operations in the office. Her responsibilities have included:

- Managing front desk operations and reception duties
- Coordinating administrative tasks, such as filing and data entry
- Providing exceptional customer service and support
- Assisting with accounts and bookkeeping
- Maintaining office supplies and inventory

Leona has consistently displayed a strong work ethic, attention to detail, and excellent communication skills. Her positive attitude and team spirit have made her a valuable asset to our organization.

We appreciate Leona's contributions to Saro Sanitary and are grateful for her continued service.

If you have any further questions, please do not hesitate to contact us.



Sincerely,

  
10-06-2024  
Unnikrishnan Nair B

Managing Director

Saro Sanitary