

21 December 2023

Ahalya Sudhish (TNL21836570)

**LETTER OF RECOMMENDATION**

This is to certify that **Ahalya Sudhish (TNL21836570)** is employed on a full-time basis with Think & Learn Pvt. Ltd. in **Byjus Bangalore - Prestige Tech Park** India, since **June 12, 2020**, and is designated as **Senior HR Specialist - Statutory Compliance**.

Their job duties and responsibilities are:

- ESIC IP and UAN Generation
- Joint Declaration and DOE corrections
- Employee grievance handling
- Successfully oversaw the implementation and ongoing support of HR chatbot and ticketing dashboard, ensuring seamless operation and compliance with organizational standards.
- Maintained strict compliance of the chatbot database with organizational standards, prioritizing data integrity and security.
- Designed and executed strategic backend configurations for the ticketing dashboard, enhancing its performance and functionality.
- Collaborated closely with vendor teams to provide expert guidance and improve HR functionality and user experience, ensuring smooth integration with HRMS portals and efficient data flow and reporting.
- Led onboarding processes for sales associates and non-sales staff, and innovatively established a Senior Staff Onboarding program, ensuring exceptional experiences for top executives.
- Accountable for key responsibilities, including document verification, HR induction, HRMS updates, stakeholder report management, detailed analysis, meticulous auditing, and comprehensive training and development initiatives.
- Proficiently coordinated travel arrangements for associates and senior staff, ensuring smooth and well-organized business trips.
- Collaborated closely with multiple vendors and stakeholders to plan and execute travel logistics effectively, guaranteeing seamless travel experiences.

This letter has been issued at the request of the employee for **Higher Education** only.

Issuance of this certificate does not confer any financial and legal liabilities to the issuer.

With Best Regards,

  


**Deeptha AR**

Head – Human Resources

BYJU'S – Think & Learn Pvt. Ltd.

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