Ganpat University
॥ विद्यया समाजोत्कर्षः ॥

NAAC A Grade Accredited University

TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Mr. Mohan Kumar Singh** has worked as **HR Executive** at **Human Resources Section, Ganpat University** from **25th September 2019** to **19th March 2024**.

His employment history was as under;

Designation	Period
Management Trainee - HR	25/09/2019 to 05/02/2022
HR Executive	20/05/2022 to 19/03/2024

During his tenure at Ganpat University, he has performed the undermentioned duties;

- Looked after the end to end Recruitment and Section Process for teaching and non-teaching staff.
- Handled Onboarding and Offboarding Process along with updating various data at HRMIS.
- Looked after the various University provided Employee's Group Medical, Personal Accidental and Term Life Insurance Policies.
- Supported in preparation of various Guidelines / SOPs / Circulars.
- Supported in arranging trainings for non-teaching staff.
- And other administrative activites at HR section as and when assigned.

During the employment we found him sincere and hardworking with adequate knowledge.

We wish him the best of luck for his future endeavours.

F. No. 58/GUNI/HR/Exp./145/2024
Date: 19th March 2024

Mr. Sandeep V. Patel
Deputy Registrar - HR

To,
Mr. Mohan Kumar Singh, 140177
HR Executive
Human Resources Section, Ganpat University

Copy to:
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C.f.w.c to:
1. The Pro Chancellor & The Director General 2. The Pro Vice Chancellors 3. The Executive Registrar