Gyanjyoti
# Podar Learn School
School Address : Bendi, Kinwat, Dist. Nanded
Office : Murkute Complex, Gokunda.
Ph.: (02469) 224004, 9130787535

Gyanjyoti
Podar Learn School
CBSE (PROPOSED)
Quality Education, Wherever We Go

Place: Kinwat, Nanded
Date: 31-03-2021

## To Whom It May Concern

It is hereby certified that **Mr. Sumit Swapan Chakraborty** worked as an **ADMINISTRATOR** from **Aug 2019** to **Mar 2021**.

During his term, he was knowledgeable, problem-solving, and a good communicator.

His job responsibilities include recruitment, compensation & benefits, attendance management, housekeeping dept, store dept, annual budget making, C.B.S.E documentation work, gardening dept, transport dept, security dept, material management, School Marketing, purchase dept and organizing employee engagement activities wise versa.

We wish him all the best for continued success.

For the **Gyanjyoti_PLS, Kinwat**

SEAL

PRINCIPAL
Gyanjyoti Podar Learn School,
Bendi,Tq.Kinwat Dist-Nanded