THE SAGAR SCHOOL

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July 7, 2016

To Whom It May Concern

Mr. PRANAB JYOTI THAKURIA, S/o Late Dwijendra Nath Thakuria, worked as Personal Assistant (PA) to the Principal of The Sagar School from August 25, 2014 until April 18, 2015.

As the Principal's PA, Mr. Thakuria played a pivotal and responsible role in the efficient running of the Principal's office, providing excellent administrative support and highly confidential secretarial services. He successfully shouldered his duties & responsibilities including those of – Parent Relation, Liaison, Correspondence & Communication, Designing work, Assisting wherever required in Events and Activities, Coordinating with Visiting Faculty and Resource Persons etc.

He possesses a cheerful and positive outlook and is sincere and committed to his work and organization.

I wish him the very best in his future endeavours.

Sincerely,

Sharmistha Julka
Director

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