January 23rd ,2013

 **To Whomsoever It May Concern**

***This is to certify that Ms. Dheeraj Rawat was Associate with our Company ………………. from 01Feb2012 to23 Jan 2013 as an (HR Associate ) for a period of One yrs.

His major responsibilities included working on Human Resource like, Attendance Management, Induction Programs, Administration, Maintaining Personal files of Employees, Employee Relation, Salary Processing, Statutory Compliances,
His Exposure in these areas is very good. During his tenure with us, he ably handled major responsibilities and found his to be hardworking and very productive.
We have found his to be self starter who is motivated, duty bound, and a highly committed team player with strong conceptual knowledge.***

***During his tenure with us for the above period, we found him efficient, his character and conduct were good.***

 ***We at …………….. Limited wish his all success in her future endeavors.

For ……………………………

Harmanjeet Singh
Manager {Human Resource}***