

Ref. : San/12/23

Issue Date : April 30, 2023

To whom it may concern

This is to certify that; **Mrs. Amina Khatun** wife of, Md. Jahangir Alam Address : House-12, Dakhin Khan Nama Para, Dakhin Khan, Dhaka, Bangladeshi Citizen, bearing National Identity Card Number : 345634564555454, Religion : Islam has been working as **an Administrative Assistant** from the appointed date March 30, 2019 to April 30, 2023 at **Symbol Technologies Limited**.

During this period, We found this employee a fully committed, sincere, honest, hard-working, dedicated employee with a professional attitude and very good job knowledge.

Her main job responsibility was:

Coordinate office activities and operations to secure efficiency and compliance to company policies. Supervise administrative staff and divide responsibilities to ensure performance Manage agendas/travel arrangements/appointments etc. for the upper management. Manage phone calls and correspondence (e-mail, letters, packages etc.). Support budgeting and bookkeeping procedures. Create and update records and databases with personnel, financial and other data. Track stocks of office supplies and place orders when necessary. Submit timely reports and prepare presentations/proposals as assigned. Assist colleagues whenever necessary.

I have no objection to allow her in any better position and have no liabilities in our Company.

I wish her all success in her future endeavors.

Dalim Mosarrof
Manager, HRD
Symbol Technologies Limited

