

Government College for Girls, Ludhiana

BA Sem-V: Functional English

Session 2023-24

On Job Training

Sr No	Roll No	Student Name	Father Name	Place	Duration From	Duration To
1	3036	APNEET KAUR	MANPREET SINGH	Kanha Prints	15-Mar-2024	30-Mar-2024
2	3059	CHETNA SHARMA	SHAM KUMAR	Naaz International	07-Mar-2024	23-Mar-2024
3	3061	DAMANPREET KAUR	JASWINDER SINGH	S. K. Robin Trophies	12-Mar-2024	29-Mar-2024
4	3082	GAGANDEEP KAUR SIDANA	RAJINDER SINGH	Dr. Ravi Clinic	22-Mar-2024	05-Apr-2024
5	3113	HARNEET KAUR	JAGJIT SINGH	United Immigration	18-Mar-2024	03-Apr-2024
6	3129	ISHPREET KAUR	JAGJIT SINGH	Bharti Airtel Limited Circle Office	12-Mar-2024	28-Mar-2024
7	3140	JIYA SHARMA	RAVI SHARMA	Heal All Pharmaceuticals	15-Mar-2024	03-Apr-2024
8	3146	JYOTIKA	JAI PARKASH	Axis Infotech	01-Apr-2024	15-Apr-2024
9	3165	KHUSHI VADAN	RAVINDER SINGH	Naaz International	07-Mar-2024	23-Mar-2024
10	3361	SONALI	HARKESH PATHAK	Bharti Airtel Limited Circle Office	12-Mar-2024	28-Mar-2024
11	3390	VANITA JAIN	VINAY JAIN	Lic Ludhiana	18-Mar-2024	05-Apr-2024
12	3435	KOMAL ARORA	SOHAN LAL	Vinayak Textile	20-Mar-2024	03-Apr-2024
13	3500	PRABHJOT KAUR	JAGDEEP SINGH	Naaz International	07-Mar-2024	23-Mar-2024
14	3506	LAVANYA JAIN	RAJAT JAIN	Ferro Sona Garments	01-Mar-2024	15-Mar-2024

Principal

Govt. College for Girls
Ludhiana.

KP

KANHA PRINTS

MANUFACTURER OF DESIGNER LADIES SUITS

CONTACT

53-B , GROUND FLOOR ,
NISHANT BAGH ,OPP SHANI
MANDIR , VILLAGE
BHATTIAN BET ,
LUDHIANA - 141008
7988020660 / 7087555069

GST NO - 03ABEPK4672M1ZI

DATE - APRIL 2ND ,2024

TO WHOM IT MAY CONCERN

It is hereby certified that **Miss Apneet Kaur** has worked as receptionist in our firm from March 15 , 2024 to March 30 , 2024

JOB RESPONSIBILTIES

1. She is extremely organized and punctual.
2. She is very delicated to her work .
3. She has good communication skills.
4. She is very well able to do office work such as reporting to the management and performing administration duties.
5. She is very confident and assists visitors in a friendly and professional manner.

AUTHORISED SIGNATORY



KANHA PRINTS

SK ROBIN TROPHIES

Deep Nagar, st.no. 2, Gill Chowk. Ludhiana
MFRS: ALL KINDS OF TROPHIES, MEMENTOS & PRINTING

To whom it may concern that Miss Damanpreet Kaur
has worked as receptionist in our Firm, During 12th March 2024
to 29th March 2024.

DAMANPREET KAUR
#166, St.04, satguru nagar
daba lohara road, ludhiana. 141003.
M. 70097-99277

Job. Responsibilities:

- 1, she is Extremely organised and punctual.
- 2, she is very dedicated to her work.
- 3, she has good communication skills.
- 4, she is very confident and assists visitors in friendly & professional manners.
- 5, she is very well able to do office work such as reporting to management and performing administration duties.


ROBIN
Director,
SK ROBIN TROPHIES
M. 98788-91018

Dr. Ravi Kant

M.D (P.B.A)

R-No. 0291

- Consultant Family Physician & Child Specialist
- Senior Medical Officer
DEEP Hospital Model Town,
Ludhiana.
- Formerly Assistant Professor
K.V.A. Medi. College & Hospital, Agra



Dr. Ravi Clinic

Address : # 19, Gandhi Colony,
Ram park, Near Model Gram
Railway Station, Ludhiana (PB)

☎ +91-78888-50655
+91-94172-54402

Name Gagandeep Kaur Sidana Age/Sex M/F 21/4/F Date 06 APR 2024

To Whom It May Concern

This is to certify that Gagandeep Kaur Sidana has successfully completed a 15-day internship program as a receptionist at Dr. Ravi's Clinic from March 22, 2024, to April 5, 2024.

During the internship, Gagandeep Kaur Sidana acquired significant expertise in :

- Greeting patients and visitors in a professional and courteous manner.
- Answering phones and directing calls appropriately Scheduling appointments
- Maintaining office records and paperwork.

We are confident that the skills and knowledge gained during this internship will be beneficial to Gagandeep Kaur Sidana's future endeavors.

Dr. RAVI KANT

Dr. RAVI KANT
M.D. (P.B.A)
19, Gandhi Colony, Ram Park
Near Model Gram Railway Station, LDH.
M. 78888-50655, 94172-54402

NOT VALID FOR MEDICO-LEGAL PURPOSE

NO CONSULTATION ON TELEPHONE

For Sample Collection Call Mr. Sanjeev : 98783-26794

Timings : Morning 10-00 am to 2-00 pm
Evening 6-00 pm to 8-00 pm

UNITED IMMIGRATION

Head Office : Gill Complex, Sahnewal - Kohara Road,
Opp. Petrol Pump, Jandiali, Ludhiana-141112 (Pb.) INDIA.
Mobile : 98723-50124, 98723-90124 E-mail : info.unitedimmigration@gmail.com

Ref. No. U.I.E.C./581

Dated 04/April/2024

To Whom It May Concern

This is to certify that Miss. Harneet Kaur D/O Jagjit Singh Grewal has completed her internship from 18 March 2024 - 3 April 2024 as a receptionist at our company.

Her Job responsibilities include:

- She is extremely organized and very dedicated to her work.
- She is very well able to do office works such as reporting to the management and performing administrative duties.
- She helps in welcoming and assisting visitors in a friendly and professional manner.

During this tenure of her internship, we found her quite active in taking up the task assigned to her and thus she possesses all the great habits of the good citizen.

For UNITED IMMIGRATION

Prop.

Our Branches : LUDHIANA - SAHNEWAL

ABLE
AIRTEL BUSINESS
LEARN & EVOLVE

Certificate of
Completion



This is to certify that
Ishpreet Kaur
has successfully completed the course on
Airtel Postpaid for Business _ABLE_F2I30 on
March 12,2024 to March28,2024

Pushpinder Singh

Pushpinder Singh Gujral
Director of CEO-Airtel business

Heena Naithani
Head-HR, Airtel Business

Circle Office Bharti Airtel Limited

snqb93, 148 Gill Road,
Campa Cola Chowk,
Dashmesh Nagar, Industrial
Area, LUDHIANA, PUNJAB,
141003, +91 8968740018.



Date: April 25, 2024

Subject: Internship Completion Certificate

To whomsoever it may concern

This is to certify that Ms. Ishpreet Kaur pursuing BA from Government Girls College, Ludhiana, PUNJAB has successfully completed the internship program March 12, 2024 to March 28, 2024 at Bharti Airtel AP&TS circle office.

During this time, Ishpreet Kaur worked successfully on tasks pertaining to Increasing Airtel store productivity, underperforming sites, root cause analysis of high PO of retail outlets.

She displayed professional job training during his internship period and managed to complete all assigned tasks as requested. She was hardworking, dedicated, and committed. It was a pleasure having her with us in this short period

For: **Bharti Airtel Limited**

A handwritten signature in black ink that reads 'Pushpinder Singh'.

Pushpinder Singh Gujral
Director of CEO-Airtel business

Heena Naithani
Head-HR, Airtel Business

Registered Office: Airtel Center, Plot No. 148 Gill
chowk, Phase IV, New Janta Nagar 141003, Punjab, India
Corporate Office: Bharti
Airtel Company, 14222222-10124-4243252121.com
Corporate Identity
Phone No: 174899HR1995PLC095967

HealAll Pharmaceuticals (P) Ltd.



701, Chinmaya Apartment, Adajan, Surat-395009, Gujrat, India
Website : www.healpharmaceuticals.in : healallpharma@gmail.com

Ref No.: HL/Off/377

Dated 3rd April'24

Experience Certificate

WHOM SO EVER IT MAY CONCERN

This is to certify that Ms. Jiya Sharma, D/o Mr. Ravi Sharma residing at H.No-29 Nehru Nagar. Model Town, Ludhiana has worked with HealAll Pharmaceuticals Pvt. Ltd. as an Intern as a front desk receptionist from 15th March'24 to 3rd April'24.

She is a hardworking, enthusiastic and inquisitive person.

We wish her success in her future endeavors.

For Healall Pharmaceuticals Pvt. Ltd.


Authorized Signatory



AXIS INFOTECH DIGITAL TRAINING & SKILL DEVELOPMENT WELFARE SOCIETY

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Ref. No.

Dated 15-04-2024.

INTERNSHIP CERTIFICATE

This is certified that Miss. Jyotika D/o. Mr. Jai Parkash has completed internship with us from 1st April 2024 to 15 April 2024.

During this period she learned coordination skills, counselling and handling day to day tasks of the office.

We wish her a prosperous carrier ahead.


Authorized Signatory



Plot No. 1, Jai Singh Nagar, Near Satsang Ghar,
Kailash Nagar Road, Ludhiana (Pb.) INDIA.
Mobile : +91-98140-46468
Website : www.naazinternational.com E-mail : info@naazinternational.com

Ref. No.

Dated.....

Date : 01-04-2024

TO WHOM IT MAY CONCERN

This is certify that **Ms Khushi Vadan** , Student of Government College of Girls , has successfully completed a internship in the field of **Garment Manufacturing** from 07/03/2024 to 23/03/2024 under the guidance of our staff.

During the period of her internship program with us, she had been exposed to different processes and was found diligent and hardworking .

We wish her every success in her life and career.

For NAAZ INTERNATIONAL

For NAAZ INTERNATIONAL

Authorised Signature

Prop.

Circle Office
Bharti Airtel Limited

snqb93, 148 Gill Road,
Campa Cola Chowk,
Dashmesh Nagar, Industrial
Area, LUDHIANA, PUNJAB,
141003, +91 8968740018.



Date: April 25, 2024

Subject: Internship Completion Certificate

To whomsoever it may concern

This is to certify that Ms. Sonali Pathak pursuing BA from Government Girls College, Ludhiana, PUNJAB has successfully completed the internship program March 12, 2024 to March 28, 2024 at Bharti Airtel AP&TS circle office.

During this time, Sonali Pathak worked successfully on tasks pertaining to Increasing Airtel store productivity, underperforming sites, root cause analysis of high PO of retail outlets.

She displayed professional job training during his internship period and managed to complete all assigned tasks as requested. She was hardworking, dedicated, and committed. It was a pleasure having her with us in this short period

For: **Bharti Airtel Limited**

Pushpinder Singh

Pushpinder Singh Gujral
Director of CEO-Airtel business

Heena Naithani
Head-HR, Airtel Business

Registered Office: Airtel Center, Plot No. 148 Gill
chowk, Phase IV, New Janta Nagar 141003, Punjab, India
Corporate Office: Bharti
Airtel Company. 1422222-10124-4243252121.com
Corporate Identity
Phone No: 174899HR1995PLC095967



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

सौरभ जैन [एजेन्सी कोड :-04910175]

सदस्य अभिकर्ताओं के लिये मंडल प्रबंधक क्लब

Sourabh Jain [Agency Code :- 04910175]
Member of the Divisional Manager Club for Agents



14

CERTIFICATE OF INTERNSHIP

This internship program certificate is proudly

Awarded to

MISS VANITA JAIN

For her outstanding completion of internship program at

Sourabh Jain Insurance & Financial Services

From 18th March to 5th April 2024.

SOURABH JAIN

SOURABH JAIN

M.D.R.T. Agent
Chairman Club Member
Agency Code - 04910175
LIC OF INDIA UNIT-I
M : 98149-02205

ऑ : यूनिट 1, श्री पी.ओ. रोड, बहादूर हाउस के सामने, लुधियाना। दूरभाष:- 2761102
फि: 4072, स्ट्रीट नं 7, न्यू माधोपुरी, लुधियाना। मोबाईल :- 98149-02205



CONTACT DETAILS

B-XI-315, BENJAMIN ROAD, NEAR JAIN PUBLIC SCHOOL, MOHALLA FATEHGANJ
LUDHIANA-(141008) PH: (M):75269-90625 GSTIN:03CZZPA5460Q1ZO

TO WHOM IT MAY CONCERN


It is hereby certified that **MISS KOMAL ARORA** has worked as Receptionist in our firm from **20 March 2024 to 3 APRIL 2024**.

JOB RESPONSIBILTIES

- ❖ She helps in Greeting Visitors.
- ❖ She Manages Telecommunications systems.
- ❖ She has a good Communication Skill.
- ❖ She Ensures Messages are passed to appropriate staff members on Time.
- ❖ She is very punctual.

AUTHORISED SIGNATORY

VINAYAK TEXTILES


VINAYAK TEXTILES

CIN : U18101PB2009PTC032874
PAN NO. AABCF6789R
GSTIN : 03AABCF6789R1ZV

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TO WHOM IT MAY CONCERN

This is certify that Ms.Lavanya Jain D/o. Rajat Jain has done internship in Designing Department with our organization from March 01,2024 to March 15, 2024.

She bears a good moral character. All through her association with us we observed her as a dedicated and hardworking student having a keen sense of responsibility.

We wish her success in every sphere of her life.

For Ferro Sona Garments Pvt. Ltd.


Auth. Sign.

www.ferrosona.com

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Tel.: (O) 0161-6767133 Cell : 92170-33333, 99148-33333, 99142-00004, 98143-40466

E-mail : info@ferrosona.com, sonatraders3333@yahoo.in



Sedex²