



#2, Santhrupthi, 2nd Cross, Mangalanagar, Mangaladevi , Mangalore-575001.

Ref: ATMLR/2021-22/EL/028

Date: 01-07-2021

To Whomsoever It May Concern

This is to certify that Ms. Sushma Kiran was working in our organisation as a Human Resources & Administrative Coordinator from September 17 2018 to June 30 2021.

During her tenure, Ms. Sushma Kiran was responsible for,

- Coordinate recruitment activities: job postings, interview scheduling and candidate communications.
- Facilitate on boarding processes: prepare documentation, conduct orientations and ensure compliance with company policies.
- Provide administrative support: manage employee records, handle correspondence and maintain filing systems.
- Assist in employee relations: address inquiries, support conflict resolution, and promote a positive work environment.
- Support accounting functions: process invoices, assist with payroll, and maintain financial records.

Ms.Sushma Kiran consistently demonstrated professionalism, dedication and a strong work ethic. Their contributions significantly impacted the success of our team.

We wish her all the best in her future endeavours.

Sincerely,
For Automation Technologies



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