

06 June 2021

TO WHOM IT MAY CONCERN

This is to certify that **MISS. GAYATHRI K A** (D/O. Ashokan Kolangaraparambil, Kolangaraparambil House, Njellur, Kallur, Thrissur) from 2nd Semester, MSC Statistics, Vimala College, Thrissur has successfully accomplished **ONE MONTH INTERNSHIP** (June 2021) as **ACCOUNTS ASSISTANT @ METALAGE MACHINERIES**, Annapoorna Road, Kizhuthani, Thanissery P.O, Irinjalakuda- 680701 as part of her academic Internship.

We are very happy to mention that she was excellent in Filing & Documentation of bills, vouchers, statements etc, Preparing Business Quotations and Purchase Orders, Verification of Sales & Purchase bills for Monthly GST returns procedures, Verification of monthly bank statements with our books of accounts and other Administrative assistance as suggested by the Accounts Manager. During the period of her academic assignment, we found her sincere, hardworking and a keen learner.

We wish her all the best in his future endeavors.

Thank you
With Best Regards


Sudheesh B R
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