



Ref.: SC/101275738/GGN/2020

Date: 13-Feb-2020

Relieving Cum Experience Certificate

To Whomsoever It May Concern

This is to certify that Kreetika Sharma (101275738) worked with Convergys India Services Private Limited, from 08-Feb-2018 To 13-Jan-2020 and last held the post of Sr. Representative, Operations. Her Internal Job Title was SME, Operations.

During her tenure her conduct was found satisfactory and there are no outstanding dues against her.

She left on her own accord and we wish her all the best in her future endeavors.

Sincerely,

Convergys India Services Private Limited

This is a system generated letter and does not require any signatures.

CNX/SEP/ART/FNFS/EL1F/2.0

Convergys India Services Private Limited

Bestech Business Tower, Ground, 4th - 8th Floor, Sector - 48, Sohna Road, Gurgaon - 122001, Haryana, India
+91 (124) 4713400 * +91 (124) 4713490 (fax)

Registered Address: 1st Floor, Red Fort Capital Parsvnath Towers, Bhai Vir Singh Marg, Gole Market, Connaught Place, New Delhi 110001, India

CIN: U74899DL2001PTC109274

www.convergys.com



kritika1631@gmail.com

✉ Authenticated by americanexpress.com ✅ Valid Signature

From: himanshu.mathur1@aexp.com
To: Kreetika.Sharma@aexp.com
Cc: kritika1631@gmail.com
Sent: Sep 6, 2021 3:30:19 AM MST
Subject: RE: Resignation

Hi Kreetika,

Your resignation is acknowledged and approved.

As discussed on our WebEx call, 6th Sep. 21 would be your last working day since we have got a waiver for period as an exception.

Please go through the important check list and to dos before leaving the company.

Note:

Please ensure your personal contact (Email, phone) details are updated for any future communication.

Reach out to Payroll team for any queries related to PF or F&F amount.

Transport team may come to your address to collect the company related assets, or you can also courier

Let me know if you need any additional information or assistance.

I thank you for your time, contribution in Amex and wish you all the very best for your future endeavor.

Thanks,
Himanshu

From: Kreetika Sharma <Kreetika.Sharma@aexp.com>

Sent: Friday, September 3, 2021 4:43 PM

To: Kartik Lakshman <Kartik.Lakshman@aexp.com>

Cc: Yashika Gulati <Yashika.Gulati@aexp.com>; Himanshu Mathur <Himanshu.Mathur1@aexp.com>

Subject: Resignation

Hello Sir,

I would like to inform you that I am resigning from my position as Credit Specialist for the American Express effective September 3rd 2021 due to personal reasons.

Thank you for the support and the opportunities that you have provided me during the last 20 Months. I truly enjoyed my tenure with American Express and I am more than grateful for the encouragement and support given me in pursuing my professional and personal growth objectives.

If I can be of any assistance during this transition in order to facilitate the seamless passing of my responsibilities to my successor, please let me know. I would be glad to help however I can.

Regards,
Kreetika Sharma



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iOS Mobile Users: Go to the InTune App Store and download the Voltage Secure Mail application.
Edge for iOS currently doesn't allow users to view Voltage protected messages.

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You will be able to access this email for 30 days. After this time, it may not be available.

American Express - Letter of Intent -19021053

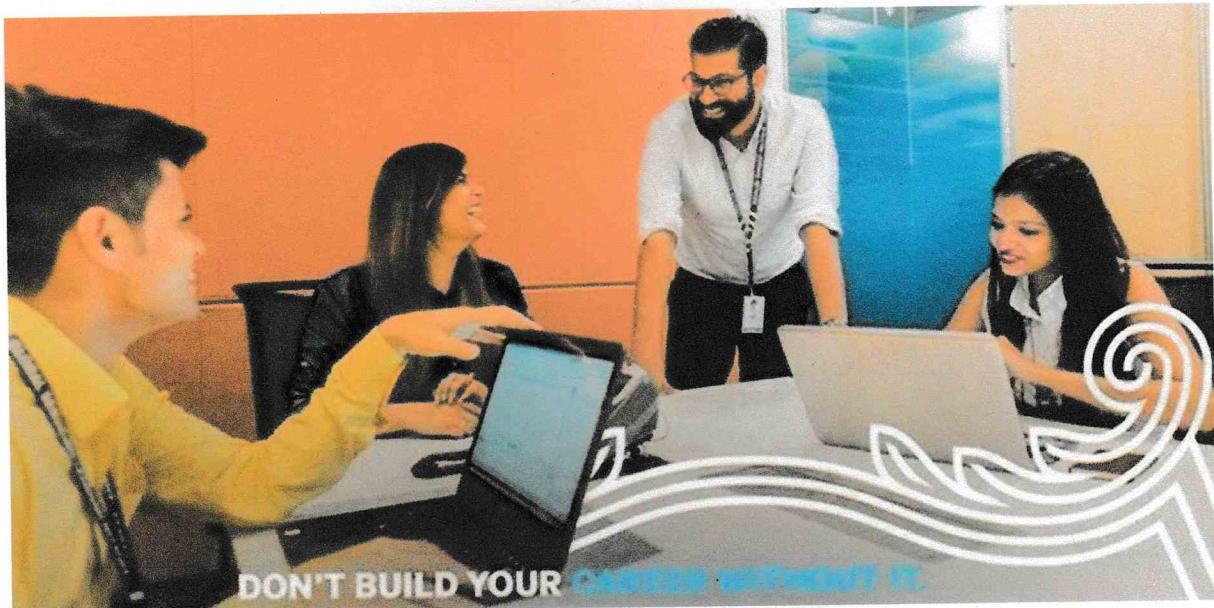
2 messages

Parul Grover <Parul.Grover@aexp.com>

9 January 2020 at 15:24

To: "kritika1631@gmail.com" <kritika1631@gmail.com>

Cc: Mohd Shahab Alam <MohdShahab.Alam1@aexp.com>, Amol Kumar <Amol.Kumar@aexp.com>, Nikhil Duggal <Nikhil.Duggal@aexp.com>



Hi Kreetika,

Thank you for your application for **Credit Specialist, Band 28** and your subsequent discussion with us. We are delighted to share that you have been shortlisted for this position with **American Express**.

In lieu of this, we are happy to share this letter of intent for us to enter into a detailed employment agreement with American Express. Your **proposed compensation structure** is attached in "Annexure". Please **share your acceptance of this offer** and confirmation for joining us **14-Jan-2020**.

Let's get started on the [next steps](#) that you need to undertake to become a part of the American Express family.

MANDATORY DOCUMENTS

Post your acceptance, within **2-3 working days**, share all the documents in a PDF/soft copy format at aakansha.mehrotra@aexp.com.

*Refer to the attachment – [Salary Annexure](#)

BACKGROUND VERIFICATION

Post your acceptance, within **2-3 working days**, you shall receive an email from customersupport@hireright.com to fill your personal, educational and employment details to initiate the verification formalities. Please ensure that you scan and upload the required documentation to Background Verification vendor (Hireright).

[myHR LINK](#)

Post your acceptance, within **2-3 working days**, you shall receive an email from noreply@alight.com containing the link and user name, followed by another email with your temporary password.

This LETTER OF INTENT shall be considered null & void if you fail to report on the date of joining or if any of the above mentioned conditions are unfulfilled

Contact your Onboarding Specialist:

Aakansha Mehrotra – 9625769935

E-mail – Aakansha.mehrotra@aexp.com

OTHER IMPORTANT DETAILS

JOINING LOCATION: Gurgaon

COMPANY TRANSPORT:

Company Cab will be arranged for your first day. Cabs will be scheduled 2 hours prior to your reporting time i.e. 8.30 AM.

TRANSPORT HELPLINE: 0124-3096000



Careers

Regards

Parul Grover

American Express made the following annotations

"This message and any attachments are solely for the intended recipient and may contain confidential or privileged information. If you are not the intended recipient, any disclosure, copying, use, or distribution of the information included in this message and any attachments is prohibited. If you have received this communication in error, please notify us by reply e-mail and immediately and permanently delete this message and any attachments. Thank you."

American Express a ajouté le commentaire suivant

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2 attachments

 **Benefit Flyer.pdf**
1866K

 **Salary Annexure-Kreetika Sharma.pdf**
175K

10 January 2020 at 15:46

Kritika Sharma <kritika1631@gmail.com>

To: Parul Grover <Parul.Grover@aexp.com>

Cc: Mohd Shahab Alam <MohdShahab.Alam1@aexp.com>, Amol Kumar <Amol.Kumar@aexp.com>, Nikhil Duggal <Nikhil.Duggal@aexp.com>

I accept the offer.

[Quoted text hidden]