



THE WESTERN INDIA PLYWOODS LTD.

BALIAPATAM, CANNANORE - 670 010

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JULY 24, 2015

CERTIFICATE

This is to certify that Ms. ALMA MALIK (Master of Commerce), D/o. Mr. V.A.Abdul Malik has worked in Western India Plywoods Ltd, in Human Resource department, as a **Human Resource Executive Trainee** with managerial, administrative and personnel functions from **23-01-2015** to **24-07-2015 (6months)**.

During her training period she was assisting in training and development of the employees, attendance maintenance, preparation of Wages & Salary, Employee State Insurance (ESI), Employees Provident Fund (EPF). She was largely involved with administration duties and has shown keen interest in the HRD activities. She was actively involved in the Induction Programme of Employees, guiding UG and PG students for project and Internship and coordinated in ISO activities. She was a part of developing company's website team.

She was found to be loyal & trustworthy in handling confidential matters & has proved her skill in day-to-day general administration. During this period, we have found her to be hardworking & intelligent.



COMPANY SECRETARY