Northwind Solutions Pvt. Ltd.

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Ref: NWS/HR/2026/118 Date: 1 June 2026

Subject: Reference for Rahul Sharma

To whom it may concern,

I am writing to provide a reference for Rahul Sharma, who worked at Northwind Solutions Pvt. Ltd. as Senior Accountant from 5 July 2021 to 30 June 2026. I was his manager for this period.

His responsibilities included:

- Maintaining books of accounts in Tally
- Preparing monthly GST and TDS returns
- Vendor payments and bank reconciliations
- Supporting the statutory audit

He was sincere, hardworking and dependable. I would happily work with him again, and I believe he would be an asset to any team.

If you would like to discuss his work in more detail, you can reach me at +91 98450 67890.

Yours sincerely,

Vikram Rao
Finance Manager
Northwind Solutions Pvt. Ltd.
(Signature and company seal)