



B.V.M. Engineering Works

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Near Radha Swami Satsang Bhawan, Salempur Rajputan Industrial Area, Roorkee-247 667 (UK)
Email: bvmengineering_works@rediffmail.com

Name: Mr. Gopal Gupta

**Profession: Industrialist and Joint Secretary in SSDPC Girls
Inter College, Roorkee**

My Self (Gopal Gupta) Beliefs in teamwork Skills. Good Communication, Customer Service, Relationship Building and Public Dealing Skills are the key Source of my success. I as a Joint Secretary Support the Chain in ensuring the smooth functioning of the management committee and college. My role is to attend all official meetings and Events.

Prepare and distribute agenda for each meeting I have actively participated in promotion and organization of each and every event conducted by the college I ensure that meetings are effectively organized and minuted. I am the overall in-charge with the necessary measures of independent functioning and responsibilities of the various departments allocated and entrusted.

Regards,

Gopal Gupta

A handwritten signature in black ink, appearing to be 'Gopal Gupta', written over a diagonal line that extends from the bottom left towards the top right.