



REF: 35110692

31st March 2021

TO WHOM IT MAY CONCERN

Dear Sir/Madam,

COMPLETION OF ATTACHMENT PROGRAMME

This is to confirm that **Mr Francis Mugambi Gikunju** was on industrial attachment programme at Kenya Revenue Authority for three (3) months from **3rd January 2022 to 31st March 2022** in **Customs and Border Control Department, Petroleum Monitoring Unit Division**.

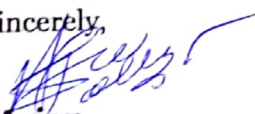
Over the course of his attachment, Francis proved himself as a diligent learner and a team player. He displayed tremendous initiative in all assignments delegated to him. He is a good communicator, well organised and can work independently with minimal supervision.

He performed the following duties while on attachment:-

1. Data entry and analysis.
2. Trouble shooting computers and printers.
3. Inspecting of clients documents for authenticity.
4. Preparing and sending of sectional monthly report.
5. Organizing the office records.
6. General office duties e.g. scanning and printing

I believe that his time at KRA was enlightening and would recommend him to any employer.

Yours Sincerely,


Eliud Muigu

Supervisor, Customs and Border Control, Southern Region



HUMAN RESOURCE DEPARTMENT


Monica .M .Ogello

Assistant Manager, Human Resources, Southern Region