



MANAGER (O&M) OFFICE, KALMUNAI

NATIONAL WATER SUPPLY & DRAINAGE BOARD

Jummah Mosque Lane, Sainthamaruthu.

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My No: E/M (O&M)/KAL/ADM/TRAIN/2020/01

Date: 25th February 2020

To whom it may concern

Mr.M.A.M.Aakil Zihaf - NIC No: 199820202975/982022975V

Mr.M.A.M.Aakil Zihaf has been employed as an Information Communication Technology Technician (ICTT) Trainee in Manager (O&M) Office, National Water Supply and Drainage Board, Kalmunai since 26.08.2019 to 25.02.2019.

Mr.M.A.M.Aakil Zihaf was engaged for following works.

- Data entry in MS Excel and Google Sheet.
- Letter typing in MS Word.
- Making Power Point presentation.
- Image editing by Adobe Photo Shop (CS6).
- Consumer Details updating and getting their information from Water Board Online Commercial System.
- Using Internet and E-mail for sent office documents.
- Reset and Re Installing Windows 7 and Windows 10 for office computers.
- Assisting to IT in-charge to troubleshoot wireless network and system issues.
- Using Google Map and Google Earth for measuring area and pipe line.

Mr.M.A.M.Aakil Zihaf is also an effective and dynamic team worker and I have no hesitation on recommending him for any organization on similar responsibility.

This was issued on his request.

Thanking You.

Engineer (O&M)
National Water Supply and Drainage Board,
Kalmunai.

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National Water Supply & Drainage Board
Kalmunai.

- Water every drop is precious -