

REF: I/G9/NBI/2141/2023

6th November 2024To Whom It May Concern:RECORD OF COMPLETION OF INTERNSHIP PROGRAMME

This serves to confirm that **Mr Gedion Mutinda Amisi** of ID No. **33807897** was on a one (1) year (2) months internship at Kenya Revenue Authority from **19th June 2023** to **26th August 2024**.

During this period, the above named was placed in the **Strategy, Innovation & Risk Management Department** and undertook the following tasks/functions;

- Manage data requests efficiently.
- Develop essential scripts for extracting the required data.
- Attend relevant meetings with partners to ensure alignment and address key concerns.
- Generate detailed reports for TIMs and ETiMS.
- Actively participate in the automation project for TIMs and ETiMS reporting to improve efficiency.

During his internship, Gedion provided solutions to challenges faced in his team. He also demonstrated excellent analytical and interpersonal skills that helped him interact well with various stakeholders. We believe that given an opportunity, he will prove worthy to your organization.

Should you wish to discuss Gedion's performance, you are welcome to contact the Authority through Hrtraining@kra.go.ke.

Kindly accord him any necessary assistance.

**Joel Araka****For: Chief Manager - Human Resource Capacity Development**