



MULTIMEDIA UNIVERSITY OF KENYA

P.O. BOX 15653 - 00503, NAIROBI, Kenya

(MMU is ISO 9001:2015 Certified)

7th February, 2024

TO: WHOM IT MAY CONCERN

RE: RECOMMENDATION -MR. MARK NDUNGA

The above named person was engaged on Internship basis at our Finance Department for one year from 2nd January 2021 to 31st December 2021. He was productively engaged and exposed to the following duties and areas of responsibility.

- 1) Process all payments and post to the general ledger
- 2) Monitor monthly revenues and expenses and where applicable ensure that they are accrued or posted in the correct accounting period
- 3) Bank reconciliations
- 4) Update of cashbooks on daily basis to monitor flow of funds
- 5) Book keeping and maintenance of books of original entry
- 6) Preparation of sales invoice
- 7) Customer service
- 8) Preparation of financial reports and statements
- 9) Physical stock taking in hotel reconciliation physical inventory/stock counts and sales
- 10) Cashiering

Mr. Ndunga proved to be competent and conversant with his work and therefore we highly recommend him for career opportunities in your institution for his career development and wish him success. In addition we would also like to confirm that Mr. Mark Ndunga successfully cleared with the University and he has no pending issues.

Any positive assistant accorded to him will be highly appreciated.

Yours Sincerely,

For

Cornelius Mutangili
REGISTRAR ADMINISTRATION

