

11.1.2018

TO WHOM IT MAY CONCERN

Dear Sir/Madam,

RE: EMMANUEL MUEMA.

This is to confirm that the above named person was on internship in our ICT Department for a period of 2 months, from 10<sup>th</sup> July 2017 to 5<sup>th</sup> September 2017. During his attachment he covered the following areas

- Operation and management of LAN ,Internet protocol , common internet services interfaces , configuration, administration of internet services on windows 2000 server
- Administer maintenance of computer equipment and ensuring that inventory of IT equipment's is updated
- Installation of network based software for all the departments i.e Skylog; Skypart; Omni Accounts; Sage Accounts; Jeppessens; EDFR and Office Manager Bird
- Liaising with the ISP in case of Internet and E-Mail failure

He had an excellent relationship with his colleagues, reliable and cooperative.

For more information, please don't hesitate to contact me.

Yours faithfully,



**KEN KIMAKU**  
**IT MANAGER**