

December 23, 2022

TO WHOM IT MAY CONCERN

Dear Sir/ Madam,

RE: LETTER OF RECOMMENDATION – TIMOTHY T. CHIMFWEMBE – NRC: 316178/10/1

This serves to confirm that the individual whose details are indicated above worked as an Intern in our Banking, Capital Market and Advisory function at Citibank Zambia Limited from 25th October 2022 to 23rd December 2022.

The areas he was exposed to include, but were not limited to;

1. Development of an Industry Analysis presentation for the Agricultural sector in Zambia focusing on the key opportunities arising from the 2023 National Budget incentives.
2. Peer Comparison Analysis on the banking and sugar industry.
3. Creation of a call notes template to help capture data in a more organized way.
4. Attendance of calls and preparation of Call Reports for various clients
5. Completion of all necessary training on how the bank works including Compliance, Risk, Ethics, Fraud, Data, and Cyber Security etc. in addition to learning how to how to perform revenue analysis calculations for each month.
6. Preparation of the most recent 2022 briefing Memos for various clients
7. Spread Numbers for Zambia Sugar and Mount Meru Petroleum.
8. Helped handle client referrals for GSG and Corporate Banking names.
9. Led a prospect meeting for new client expanding into Africa
10. Helped the risk department conduct a Bottoms-up EBITDA analysis for a client in the sugar industry Tanzania.
11. Prepared Bank Confirmation letters for various clients
12. Digitized exactly 1,138 bank letters by scanning, renaming, and organizing them into their respective date folders.
13. Participated in Citi Club activities and events such as Gratitude TGIF and the End of year party by helping the main team organize and handle logistics.
14. Initiated the process of identifying clients who would be a good fit for the Citi Velocity Platform.
15. Performed an analysis of industries that utilize the National Financial Switch (NFS) payments and which companies the Bank could prospect for this facility.

Timothy's performance during his internship was at an acceptable standard and we have no reservations in recommending him for employment.

Yours Sincerely



Nicholas M. Banda
Head- Human Resources

