



REF: I/G9/SR/1881/2023

3rd February 2025

To Whom It May Concern:

RECORD OF COMPLETION OF INTERNSHIP PROGRAMME

This serves to confirm that **Mr. Victor Ndung'u Njoroge** of National ID Number **35625207** was on a twenty-four (24) month internship at Kenya Revenue Authority from **4th February 2023** to **31st January 2025**.

During this period, Mr. Victor was placed in the **Domestic Taxes Department, Enforcement Division**. During his tenure, he undertook the following tasks:

- Supported field enforcement activities such as conducting factory and market surveillance, multi-agency operations, investigating cases of non-compliance, illicit trade and counterfeit goods.
- Mining and analysing data from tax systems and customer revenue reports to identify patterns of non-compliance, contributing to risk-based decision making.
- Facilitating alternative tax dispute resolutions through case compounding.
- Participated in weekly monitoring of Key Performance Indicators for the unit, and preparation of risk management and case completion reports.
- Participated in data entry, validation and management of various databases for the unit.
- Participated in taxpayer education and support services.

In his role, Mr. Victor demonstrated exceptional dedication to serving our customers with professionalism, reliability, courtesy, integrity and efficiency. We are confident that with his willingness to put extra time and effort into his work, he will bring the same level of excellence to any future role he undertakes. We believe Mr. Victor would be an asset to any employer and we recommend him for any endeavor he chooses to pursue.

Should you wish to discuss his performance, you are welcome to contact the Authority through HrSouthernRegion@kra.go.ke. Kindly accord him any necessary assistance.

Sincerely,

Monica M. Ogello

Assistant Manager, Human Resource, Southern Region