

To

WHOM IT MAY CONCERN

Dear Sir / Madam,

**RE: RECOMMENDATION LETTER FOR FRANCIS KIOKO KILONZO.**

This is to certify that the above mentioned has been an employee in our organization working as ICT Manager from 2<sup>nd</sup> November 2019 to 22<sup>nd</sup> March 2022.

During his period of work, Francis showed a positive outcome in the following duties,

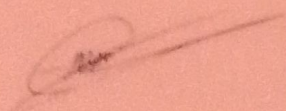
- Working as senior software / website and mobile app design and development
- Manage IT staff by recruiting, training and coaching employees, communicating job expectations and appraising their performance
- Database administration
- Manage information technology and computer systems
- Planning, organizing, controlling and evaluating IT and electronic data operations
- Website hosting and management
- Ensure security of data, network access and backup systems
- Preserve assets, information security and control structures

Francis has expressed the need to move on ever since his current company was acquired by a competitor and his position is scheduled to be eliminated. He was an excellent manager as well as administrator and he ran a very efficient department.

Francis proved to be a person of integrity, hardworking, competent, obedient, disciplined and co-operative and able to work with less or without close supervision.

Francis is without a doubt a quality IT manager and would do great things for your organization. Please contact me if you need more information by calling me at (254) 721-270-985 or emailing me at [info.hencan@gmail.com](mailto:info.hencan@gmail.com).

Thank You.



**HENRY CHARLES MAITHYA**  
**CHIEF EXECUTIVE OFFICER**



*We Truly Care*



**BIMAS**

P.O. Box 2299-060100 Embu,  
Tel: 254-68-31645,  
Telefax: 254-68-31573

E-mail: info@bimaskenya.com or

Ref: BIM/Ad/FW/26/0012

9<sup>th</sup> January 2023

**TO WHOM IT MAY CONCERN**

Dear Sir/Madam,

**RE: RECOMMENDATION FOR FRANCIS KIOKO**

This is to confirm that the above named person was attached with us in the operations department from 12<sup>th</sup> September, 2022 to 11<sup>th</sup> December, 2022 at our Zombe branch.

During that time he was allocated duties such as;

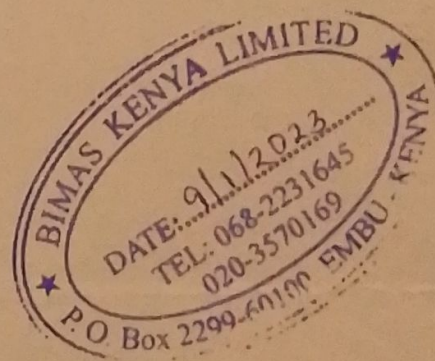
- ✓ Outreach and promotion.
- ✓ Loan appraisal and recovery.
- ✓ Confirm accuracy of loan repayment schedules, deposit slips and other documents.
- ✓ Address queries both at group level and office.
- ✓ Offering good customer care among others.

We wish him well in his future endeavors.

Yours faithfully,

Faith W Utuku

**Human Resource & Administration Manager**



*Mission: To offer innovative financial and non-financial services to rural economically productive poor for sustainable wealth creation*

*Vision: To be the leading microfinance institution in Kenya*





# KITUI TEACHERS SACCO SOCIETY LTD

Our Ref: CS/2480/KT/RCM/2019

Date: 31/07/2019

Your Ref:

## TO WHOM IT MAY CONCERN,

## RE: RECOMMENDATION LETTER FOR: FRANCIS KIOKO KILONZO,

This is to certify that the above mentioned has been on internship in our organization from 6<sup>th</sup> May, 2019 to 31<sup>st</sup> July, 2019

During this time he was exposed in the following fields:-

- Checking and writing down withdrawal balances for members.
- Mobile Banking application and registration as well as registration of ATM cards.
- Loan computation, appraisal and registration of Loan forms.
- Sorting, arranging and retrieval of member files.
- Marketing of societies products i.e. Toto, Holiday, Medical and fixed accounts
- Handling customer queries and enquiries –customer care.
- Sending notifications to guarantors in case of defaults.
- Registration of new members.

He proved to be a person of integrity, hardworking, competent, obedient, punctual, disciplined and co-operative and can work without close supervision.

Any assistance accorded to him will be highly appreciated by the Management of this society.

**FLORENCE M. MUTUA**  
**CHIEF EXECUTIVE OFFICER**



Kitui Teachers Plaza, Along Kalundu road, P.O Box 254 – 90200, Tel: 020-8014596

Email: kituiteachers@jambo.co.ke/info@kituiteacherssacco.com, Website: www.kituiteacherssacco.com