

# Kioo Limited

## Certificate of Training

It is hereby certified that

**MR. ABUBAKARI ATHUMANI**

Has successfully completed the Industrial Practical Training at our company from 20<sup>th</sup> October 2011 to 28<sup>th</sup> February 2012

The trainee worked in the following areas and gained related skills.

- ❖ Preparation of daily worker payments
- ❖ Filling of HR documents in personal files
- ❖ Completion of NSSF and PPF claims forms
- ❖ Registration of new employees on NSSF and PPF membership
- ❖ Preparation of overtime-summary report
- ❖ Recording of overtime, in overtime control logbook

**INNOCENT NZIBORI**  
Human Resources Manager

**KUMAR KRISHNAN**  
General Manager

**Kioo Limited**  
P.O. Box 9273  
Dar es Salaam  
Tanzania

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