

Ref: EH – HR - 0189/2017

Date: 16/07/2017

**TO WHOM IT MAY CONCERN**

This is to certify that **Mr. S M Tahmid Baquee** son of Mr. A S M Abdul Baquee resident of House # 226/4, Road # 19(Old), West Dhanmondi, Dhaka – 1209, Bangladesh has been working in Eastern Hope as a full time employee from 17<sup>th</sup> July, 2016. His main responsibilities as Communication officer are as follows:

- Answer written and oral inquiries about Eastern Hope.
- Act as a spokesperson for the organization.
- Promote products and services to potential clients.
- Prepare communication materials for both internal and external users.
- Organize information sharing events.
- Oversee preparation of contents in company website.
- Liaz with government and other organizational bodies.
- Develop strategies to attract potential clients.

I find him very pleasant and easy to interact with as a person. He is sincere, open minded and diligent. He plays an integral role in developing the organization's business relationship with stake holders and clients. I wish him every success in life.

Your Sincerely

*M. Rahman*

**Md. Mahbubur Rahman**  
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