

To,

Immigration Refugees and Citizenship Canada

Abu Dhabi – United Arab Emirates

I, Mr. Siddique Ahmed hereby certify that I am a resident of the city of Abu Dhabi (UAE), Passport Number BG1162702, D.O.B 16/AUGUST/1971. I worked as Data Administrator (Technical Assistant in GPD – Group Databases) (full time) with Abu Dhabi National Oil Company ADNOC from 12th December 2012 till 7th May 2023.

I worked 40 hours weekly and reported to the Senior I.T Vice President Mr. AHMED MOHAMMED SAEED AL MHEIRI

Job Key Responsibilities Included: -

- Monitor performance and manage parameters in order to provide fast responses for data.
- Organize Data for all accounts for the company.
- Record all Data entries and vendor details for IT solutions.
- Consider both back-end organization of data and front-end accessibility for end-users.
- Conduct IT research and provide advice to other informatics professionals regarding the selection, application, and implementation of database management tools.
- Operate database management systems to analyze data and perform data mining analysis.
- Further refining the physical design to meet system storage requirements.
- Install and test new versions of the database management system (DBMS)
- Maintain data standards, including adherence to the Data Protection Act
- Write database documentation, including data standards, procedures.
- Ensure that storage and archiving procedures are functioning correctly.
- Work closely with IT managers, database programmers and multimedia programmers for insurance related products
- Communicate regularly with technical, applications and operational staff to ensure database integrity and security.
- Commission and install new applications and customize existing applications to make them fit for purpose.
- Manage the security and back up recovery aspects of a database.

The above information is given in confidence and good faith.

Yours sincerely,

Sworn & Signed at Dubai, UAE on 22nd of June 2023

Before me,

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