



**ASSOCIATED CONSTRUCTION COMPANY LIMITED, KENYA**

Ref. AC/Albizzia/HR/007/2018

Date: 15<sup>th</sup> January 2018

TO WHOM IT MAY CONCERN

**RE: RECOMMENDATION LETTER FOR MISS BEATRICE WATHERA NJERU**

**ID NO.33016560**

This is to certify that Miss Njeru was engaged by our company as an office administrator for our Thika site during the construction of access roads and drainage works at Albizzia Downs Estate Phase I and Phase II from December 2016 to January, 2018.

During her stay with us, she successfully managed the following:

- Preparing correspondence, Petty cash statements, store records, reports, presentations, and Excel applications relating to various documents.
- Efficiently responded to telephonic and personal inquiries.
- Sorting and filing documents competently in keeping with established procedures.

By the time she was leaving, Ms. Njeru was able to work effectively and meet deadlines with without supervision

We recommend her to any one who may be willing to engage her services

Yours faithfully,

Eng D. Miano.

**PROJECT MANAGER**

**+254 721 456 552**