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TO WHOM IT MAY CONCERN

RE: RECOMMENDATION LETTER – ANN WACERA MWANGI ID NO:36528764

The above named person was engaged on employment as an office manager for a period of **1 year** at Kedsta Investment Ltd from **June, 2017** to **July, 2018**.

Her duties included but not limited to;

- Cleaning supervision
- Sales reconciliation
- Record keeping
- Resolving employees issues and disputes
- Payroll maintenance
- Placing orders
- Data entry
- Identifying areas of improvement
- Overseeing company cleanliness and maintenance
- Coordinating staff welfare matters
- Minutes and report writing

During the time that she was with us she displayed high level organizational and leadership skills, communication and interpersonal skills and problem solving skills.

Ann takes every task as a challenge and completes it successfully. She is hardworking, self-motivated and dedicated to her duties. She was also cooperative and showed willingness to learn from others.

Please accord her any necessary assistance that she may require.

David Wasera,
KEDSTA INVESTMENT LTD.
P.O. Box 614 - 00511
NAIROBI
General Manager,
Kedsta Investment Ltd.

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