

HF/NRB/11/002 VOL VII/

23<sup>rd</sup> July 2014

**TO WHOM IT MAY CONCERN**

Dear Sir/Madam,

**RE : PETER M. MAINA**

The above-named was attached as an intern in the **Nairobi Branch Office** of the **National Hospital Insurance Fund (NHIF)** from **5<sup>th</sup> May 2014 to 24<sup>th</sup> July 2014**. During the period of internship he was involved in the following activities:

**ICT Section**

- Install and configure local area data communications networks
- Install, operate and maintain network services, routers, concentrators, hubs, switches, modems and other network devices
- Resolve network communications problems to ensure users can access NHIF networks
- Install or repair Windows or Mackintosh computers with standardized applications and networking software, diagnosing and solving problems that develop in their operations
- Respond to user questions and explain operations of network applications and equipment

**Registration Section:**

- System and manual filing of registration and amendment forms
- Data verification for purposes of registration of new members and updating of member information

**Photo-scanning and Card Printing Section**

- Confirming correctness of contributor details and printing of ready cards
- Scanning photos from registration forms and inserting them in members' profiles
- Downloading, cropping, resizing and scanning of contributors' and dependants' photos for purposes of printing of photo-cards
- Filing scanned documents

Mr. Maina was diligent and capable in the performance of given tasks. He was reliable, able to work under minimal supervision, innovative and a team player. He will be an asset to any institution, having

gained experience in a busy office atmosphere, and more specifically, practical experience in his field of study.

Any assistance accorded him will be highly appreciated.



**A. MUTUKU**

**For: Branch Manager, Nairobi Branch**