



NATIONAL HOSPITAL INSURANCE FUND
BURUBURU BRANCH
BURUBURU BUSINESS CENTRE, 3RD FLR
P.O. BOX 1177-00515 NAIROBI.

REF: HF/BRU/2/002/77

DATE: 5TH AUGUST 2013

TO WHOM IT MAY CONCERN

INDUSTRIAL ATTACHMENT: IRENE NDUKU KALITI

This is to certify that the above person was working with in NHIF Buruburu Branch on Industrial attachment for 12 weeks effective 1st April 2013.

During the course of the attachment she got real exposure in the following areas

DUTIES PERFORMED

1. REGISTRATION

- Capturing NHIF2 forms and giving out NHIF numbers
- Amending already captured forms.
- Adding the contributor's dependants in the system.
- Uploading company payments from flash disks to the system

2. SCANNING AND PHOTO MERGING

- Printing cards
- Scanning photos
- Uploading photos from digital cameras to the system
- Correcting photo mismatches in the system

3. ACCOUNTS/PAYROLL

- Balancing revenues in the system
- Uploading company payments/employer
- Receipting cheques and bank slips
- Receipting payments made through M-pesa