

Tim Fasting Nilsen

Back Office AS
Klyvevegen 9
N-3740 SKIEN
NORWAY

March 25, 2019

To Whom It May Concern:

Remark R. Hugue worked for Back Office AS under the local employment of Six Eleven Global Services and Solutions, Inc. for over four (4) years.

He began his employment as a Trainee Outsourced Accountant for one of our Norwegian accounting firm clients. Within three (3) months, he was granted a project-based contract as a Junior Outsourced Accountant and was promptly promoted to Senior Outsourced Accountant in less than two (2) years thereafter. He has held his current supervisory position since December of 2017. During his employment, he reported to me and his Norwegian counterparts, and handled the accounts of 20-25 diverse Norwegian companies.

A dependable resource of professional knowledge and quality output, Remark has consistently set a standard of excellence in his tasks. As a worker, he is thorough, detail-oriented and constantly seeks to improve his productivity along with his skills. As a leader, he is a great mentor, able to impart his knowledge effectively to his subordinates.

For a clearer picture of his skills and the tasks he has handled for us, please refer to the attached job description.

During his employment, he was a model employee who rarely missed a working day and was always able to professionally meet client expectations.

Remark is a focused and dedicated individual. He is highly self-motivated and well capable of achieving any goal he sets his mind to. Remark's promotion to his supervisory position is the direct result of his effectiveness in his tasks and skills.

Back Office will definitely miss Remark's professional and work ethics. I highly recommend him to any future employer or volunteer organization for he will surely be an asset to any company that hires him.

If you would like additional information about Remark, you can call me at (+47) 992 67 242 or send an email to tim@backoffice.as.

Sincerely,



Tim Fasting Nilsen
CEO, Back Office AS

JOB DESCRIPTION

Name: Remark R. Hugue

Address: House#835, Barangay 9A, Corner Mapa, Mabini Street, Davao City

Employee ID No.: 2015-02-1033

Employment Period: Feb 2015 to Mar 2019

Programs Used

- Visma Business
- Visma Webfaktura
- Fiken
- Power Office
- Finale Avstemming
- MS Office

Accounting Tasks

- Develop a system to account for financial transactions by establishing a chart of accounts; defining bookkeeping policies and procedures under Norwegian Accounting laws
- Maintain subsidiary accounts by verifying, allocating and posting transactions
- Balance subsidiary accounts by reconciling entries
- Maintain general ledger by transferring subsidiary account summaries
- Balance general ledger by preparing a trial balance and reconciling entries
- Collecting, analyzing and summarizing account information and trends
- Review incoming and outgoing invoices to verify that they conform to company guidelines
- Ensure the validity of the existence and completeness of the receivable and payable accounts
- Generate a reliable, accurate and concise result after analyzing the system generated aging reports and communicate the result to the Norwegian counterpart
- Partial analysis of the balance sheet and income statement accounts and relay findings to the Norwegian counterparts
- Doing budgeting for selective clients for the whole year

Administration Tasks

- Identify all team issues and provide continuous support to all members according to operating standards
- Set goals for performance and deadlines in ways that comply with company plans and vision, and communicate them to subordinates
- Organize workflows and ensure that employees understand their duties or delegated tasks
- Monitor employees' productivity and provide constructive feedback
- Pass on information from upper management to employees and vice versa
- Prepare and submit performance reports
- Recommend reward and promotion based on performance
- Train new employees
- Contribute to team effort by accomplishing other related tasks as needed

Medium of Language

- Norwegian
- English

Working Schedule

- 40 hours per week (flexible time)