



Head Office

.....
Dharmapath, Kathmandu

Date: June 3, 2021

To whom it may concern

This is to certify that Mr. Avinash Karn is working as a full time employee in this organization from the period of July 17, 2019 till date positioned as Assistant Electrical Engineer in Engineering Section under General Service Department. During this, he has been involved in various activities that includes:

- Design of Electrical & Networking schemes including preparation of Cost Estimate for new branches and renovation of old branches.
- Preparation of Bid Documents that includes Cost Estimate & Bill of Quantity (BoQ) for respective projects.
- Technical & Financial evaluation of Tender Documents.
- Assistance in analysis & preparation of specifications related to purchase of Electrical equipment.
- Coordination and assistance with branch support, vendors, suppliers to rectify faults & mishaps occurring during daily operations.

During two years of working with us, he has displayed his truthfulness and diligence. He is industrious, prompt and fulfills his duties efficiently and effectively whenever required. His pronounced interpersonal skills and ability to coalesce with the team is commendable. I believe, he is kind of person who honors his duty, respects fellow workers and is value addition to organizational excellence. He is quite straightforward and outgoing person, highly motivated and characterized by an unblemished conduct.

I wish him all the best for his future undertakings.

Sincerely,

Mr. Dhiraj Rai
Chief Manager
General Service Department

