



CROWN PAINTS KENYA PLC

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REF: HR.04/4238/06/25/AK/RC

30th June 2025

TO WHOM IT MAY CONCERN

This is to confirm that **Mr. Kariuki Kimotho** was attached to Crown Paints Kenya Plc, in the **Construction Department** from **01st March 2025 – 30th June 2025**.

During his attachment, he was exposed to the following tasks:

- Assisting in **client engagement** during field visits and events, providing informed responses thanks to his understanding of Crown products.
- Creating a **custom reporting template** for the technical team.
- Supporting **Safety Week communication** efforts by designing posters and editing branch-specific video content.
- Providing IT support through **hardware setup**, troubleshooting printers, phones, and using **SYS Aid** for ticketing resolution.
- Learning and working with internal platforms such as **Achieve** and the **Mozambique Primavera System**, contributing to cross-functional technical support and workflows.
- Supporting **event logistics** such as the **TAA Lift Session**, helping with setup, coordination, media, and guest handling.
- Representing Crown Paints at **external events** such as golf tournaments, where he even gave a public speech on behalf of the company.
- Managing data through tabulation, formatting, and Gantt chart creation using **Excel, Word, PowerPoint**, and other relevant tools.

We found Kariuki to be an obedient, responsible, team player and hardworking person. Please accord him any necessary assistance.

Yours sincerely,
For & On behalf of
CROWN PAINTS KENYA - PLC.

RAHAB CHEGE
HRO - LEARNING & DEVELOPMENT