

05<sup>th</sup> April 2007



**TO WHOM IT MAY CONCERN**

*This serves to certify that Mr.W.T.U.I.I.Perera joined our organization on the 01<sup>st</sup> November 2004 as a Personnel Clerk and have worked in our Personnel and Administration Division till 23<sup>rd</sup> April 2007.*

*During his tenure in office he was entrusted all the work related to the Personnel Division. Mr.Perera was responsible for checking time cards, preparation of salaries, maintaining leave records, preparation of staff appointment letters, E.P.F. / E.T.F. payments and maintenance of staff personnel files and other Administration Duties.*

*In addition to the above duties he was entrusted to handle all the local procurement work which he did it very diligently without taking any pain.*

*He was promoted and appointed as a Personnel and Administration Assistant on the 1<sup>st</sup> November 2005.*

*Mr.Perera is an efficient and very hard working young officer who would be an asset to any employer.*

*He left our services in order to better his prospects.*

*I wish him all success in his future career.*

**Selmo (Pvt) Ltd**

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**Lalith Goonewardene**  
**Director**

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