



友邦保險有限公司
香港中環
干諾道中一號
友邦金融中心三十五樓

AIA Company Limited
35/F, AIA Central
1 Connaught Road Central
Hong Kong
T: (852) 2832 6166
F: (852) 2838 2005
aia.com

Date : 14th October 2022

To whom it may concern

Recommendation of Zuhara Careem

I had the pleasure of working with Zuhara during her time in AIA Marketing from 2018 to 2020.

During my visits to Sri Lanka, she had been very supportive and methodical in helping my office to set up meetings across multi functions. She made sure my business trip was successful and she had an excellent rapport with her colleagues.

Zuhara is a capable individual and delivers highest standards of service. She was able to achieve targets every month. She achieved an astounding 208% in September right before her resignation and her contributions to the team had been highly commendable.

I wish Zuhara the best and I am sure she will be a very valuable asset to Coca Cola Sri Lanka.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Stuart A. Spencer', with a long horizontal flourish extending to the right.

Stuart A. Spencer
Group Chief Marketing Officer



AIA Insurance Lanka Limited (Cis No. PG 18 PB)

AIA Tower
P O Box 2088
92, Dharmapala Mawatha,
Colombo 07, Sri Lanka
T : (+94 11) 231 0000
F : (+94 11) 244 7620
E : k.info@aia.com
AIALIFE.COM.LK

26 January 2023

TO WHOM IT MAY CONCERN

Dear Sir / Madam,

MS. ZUHARA CAREEM

This serves to confirm that Ms. Zuhara Careem had been employed with AIA Insurance Lanka Limited from 13th February 2017 to 12th October 2022 and at the time of resignation she was serving as an Executive attached to the Policy Servicing Department. She had also served as the Personal Assistant to Chief Marketing Officer and Personal Assistant to the Director Operations during the above tenure period with the Company.

We wish her all the very best in her future endeavours.

You may call the undersigned for any further details.

Yours faithfully

AIA INSURANCE LANKA LIMITED

A handwritten signature in blue ink, appearing to read 'Yohani Felsinger'.

Yohani Felsinger

Head - Rewards & Recognition

YF/as

Please call us on 2310095-7 fax 2310483 [E-mail – Yohani.Felsinger@aia.com](mailto:Yohani.Felsinger@aia.com) for further information

Shared Services Center (Sri Lanka):
No: 09, Park Lane,
Rajagiriya,
Sri Lanka.

BR Number : PV 88861

Phone : +94-117-685-785
Fax : +94-112-873-980
E-Mail : marketing@eTeKnowledge.com
Web : www.eTeKnowledge.com



**TEKNOLEDGE
SHARED SERVICES**
Fusion of Knowledge & Technology

13th February 2017

SERVICE LETTER

TO WHOM IT MAY CONCERN

This is to certify that **Mrs. Fathima Zuhara Careem** was employed by TeKnowledge Shared Services (Pvt) Ltd from 8th December 2014 to 31st January 2017

Details of her employment are as follows:

- ❖ Position held : Project Coordinator
- ❖ Summary of time of service : 2 Years and 1 Month
- ❖ Reason for leaving : On her own accord

We wish her good luck and success in her future endeavors.

This letter issued on Ms. Zuhara's request.

Thanking you,

Yours sincerely,

Human Resources Manager
TeKnowledge Shared Sriv (Pvt) Ltd



Ms. Felicia Adihetty
Managing Director
BConnected Pvt Ltd
No.100, Jawatta Road
Colombo 5

47
20/12/13

Deutsche Bank AG
Colombo Branch
86, Galle Road,
Colombo 03,
Sri Lanka.

P.O. Box 314
Colombo.

Tel +94-11-2447062
Fax +94-11-2447067

2013-12-20

Dear Madam ,

Re: Reference for Zuhara Careem

I have had the pleasure of working with Zuhara Careem during the period of August 2008 to August 2013 when she was a member of the Treasury Operations team at DFCC Bank.

During this time, she displayed an in-depth understanding of client needs and consistently translated them to appropriate actions that are consistent with customer requirements. Her ability to cater client centric solutions was vital in the positive relationship maintained between the two organisations. She is very knowledgeable of the business requirements and is highly proficient in understanding the implications of business application.

Zuhara is a capable individual and approaches her duties with professionalism and commitment and will no doubt prove to be a valuable asset to any organisation she is associated with.

Should I need to be contacted with regards to this reference, my contact details are as follows:

Mahendra Herath
Manager -Trust and Securities Services Operations
Deutsche Bank AG, Colombo Branch
86,Galle Road, Colombo 03
Sri Lanka

Tel: (94) 11 4791118, Fax: (94) 11 234 3336

Email: mahendra.herath@db.com

Yours faithfully,
DEUTSCHE BANK AG
Colombo Branch

Mahendra Herath
Manager - Trust & Securities Services Operations

Confidential

26 August 2013

DFCC BANK
P O Box 1397
73/5 Galle Road Colombo 03
Sri Lanka
Tel 2442442 Fax 2440376
E-mail info@dfccbank.com
Web www.dfcc.lk



Service Certificate

Name : Ms F Z Careem
Address : No 117/183, 55th Lane, Meethotamulla Road,
Kolonnawa
Designation at the time of
resignation : Banking Assistant
Service period : From 5 August 2008 to 8 August 2013
Reason for cessation of
employment : Resigned on her own accord
Work Experience : Ms Careem joined the Bank as a Banking Assistant
and served at the Group Treasury & Resource
Mobilization Department.


26/8/2013
Sonali Jayasinghe
Group Vice President
Human Resources



LADIES' COLLEGE

Department of Vocational Studies
Sri Lanka

Certificate

This is to certify that

FATHIMA ZUHARA CAREEM

has been awarded

CERTIFICATE IN SECRETARIAL STUDIES

SECRETARIAL PRACTICE	: Credit
BUSINESS ENGLISH	: Distinction
PUBLIC RELATIONS	: Pass

Director

Course Director/Facilitator

Certificate No **10059**

Date: **30 September 2014**





LADIES' COLLEGE

Department of Vocational Studies
Sri Lanka


Certificate

This is to certify that

Zuhara Careem

has been awarded

the Certificate Course in English for Business
and obtained a Credit Pass


Director


Course Director/Facilitator

Certificate No 8829

Date: 03 December 2009



Certificate of Participation

This certificate is awarded to

Zuhara Careem

for attending the training programme titled

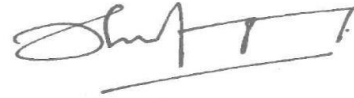
The Indispensable Assistant

held at Cinnamon Grand, Colombo

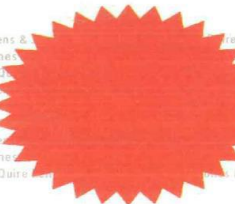
on 16th October 2014



General Manager
Ajith de Alwis



Chairman
Dr. Nalin Jayasuriya



Certificate of Participation

This certificate is awarded to

Zuhara Careem

for attending the training programme titled

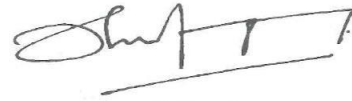
Assertive Communication Skills For Women

held at Cinnamon Grand, Colombo

on 13th March 2018



General Manager
Ajith de Alwis



Chairman
Dr. Nalin Jayasuriya





CENTRAL BANK OF SRI LANKA
CENTRE FOR BANKING STUDIES

CERTIFICATE OF PARTICIPATION

This is to certify that
Ms. Zuhara Careem
DFCC Bank

has participated in the
Programme on
"Banking Products"
08 October, 2008

Centre for Banking Studies
Central Bank of Sri Lanka
58, Sri Jayewardenepura Mawatha
Rajagiriya
Sri Lanka




U P Alawattage

Director
Centre for Banking Studies

Certificate No.: 32319



CENTRAL BANK OF SRI LANKA

CENTRE FOR BANKING STUDIES

CERTIFICATE OF PARTICIPATION

This is to certify that

Ms. Zuhara Careem

DFCC Bank

has participated in the

Programme on

"Accounting & Financial Management"

13 & 14 July, 2010

Centre for Banking Studies
Central Bank of Sri Lanka
58, Sri Jayewardenepura Mawatha
Rajagiriya
Sri Lanka



A handwritten signature in black ink, belonging to U P Alawattage.

U P Alawattage

Director
Centre for Banking Studies

Certificate No.: 36499



CENTRE FOR BANKING STUDIES
CENTRAL BANK OF SRI LANKA

CERTIFICATE OF PARTICIPATION

This is to certify that

Ms. Zuhara Careem

DFCC Bank

participated in the

Programme on

"Treasury Operations and Asset & Liability Management"

11 & 12 December, 2012



Centre for Banking Studies
Central Bank of Sri Lanka
No. 58, Sri Jayawardenepura Mawatha,
Rajagiriya,
Sri Lanka

Certificate No. 46584

C P A Karunatilake

Director

Centre for Banking Studies



PRESIDENT'S COLLEGE

Sri Jayawardhanapura, Kotte.

Tel : 2864972

Prasad Weerasiri (Principal)

16/6/2008.

TO WHOM IT MAY CONCERN

Fathima Zuhara Careem was a student of this College from 1994 to 2007.

Having passed the G.C.E. (O/L) Examination in 2004, she opted commerce subjects to pursue her studies. She got through the G.C.E (A/L) Examination in 2007.

Beside being interested in studies she actively participated in extra curricular activities with much enthusiasm and dedication.

She had been the Secretary of the Interact - club for the academic year 2005/06 who discharged the duties entrusted to her to the best of her capabilities. In addition, she devoted her time on the activities of the Environment Association and the I.T Association and set an exemplary model as the the Secretary. Also being the Vice President of the Islamic Association (2002-2007) she worked for the upliftment of the Association shouldering the responsibilities sensibly.

She is well conversant in English and won many certificates at School level and Zonal level English Day competitions.

I wish to recommend Fathima as an obedient, efficient and industrious student with good qualities. She bears a good character.

I wish her success in her future endeavours.

Principal

P. L. WEERASIRI
CLASS III
PRINCIPAL
PRESIDENT'S COLLEGE
KOTTE, RAJAGIRIYA