



(World - Wide)
This is to certify that

M _____
ESTHER NJERI KIBUNJAH

Candidate No _____
BTXE/06605/10

*has completed and successfully passed the examination
prescribed by the institute in.*

OFFICE PROCEDURES AND ADMINISTRATION

Upon satisfying the Examiners in following subjects

* OFFICE PROCEDURES AND ADMINISTRATION

* CUSTOMER SERVICE

* COMMERCIAL KNOWLEDGE

* BOOK-KEEPING AND ACCOUNTING

* BUSINESS ENGLISH I

In Testimony whereof this

Diploma

Is awarded

Witness our hand and seal

This 5TH day of OCTOBER 2010



Council Member

Academic Registrar