

31<sup>st</sup> January 2024

## CERTIFICATE

### To Whom It May Concern:

This is to certify that **Mr. Ahmed Abdul Kareem** has worked for **Basrah Water Supply Improvement Project** (funded by Japanese Official Development Assistance) for the following:

Period: From 08 <sup>th</sup> November 2014 to 31 <sup>st</sup> January 2024
Work: Basrah Water Supply Improvement Project
Title: Document Controller


The above-mentioned project is subcontracted by NJS Co. Ltd. (Japan) to OHA Engineering Consultant (Kuwait). As a Document Controller in this project, he was involved in the following:

- Setup, copy, scan and store documents (including but not limited to submittals, official letters, requests for inspection)
- Create templates.
- Manage requests for documentation.
- File documents in physical and digital records and ensure appropriate storage.
- Review and maintain the accuracy of the records, editing where necessary to ensure they are up to date.
- Liaise with and distribute project related information with all levels of the project team and potentially external parties.
- Manage the processes around documentation within the organization.
- Maintain confidentiality around sensitive documentation.

Mr. Ahmed Abdul Kareem is a very competent Document Controller and has tackled all assigned tasks with diligence and has done an excellent performance in all the jobs entrusted to him.

We appreciate all the efforts and contributions made by Mr. Ahmed Abdul Kareem on the abovementioned project. We have no reservations in recommending him for upcoming assignments and wish him all the best in his future endeavors.

For NJS Co., Ltd.

For   
Hirofumi SANO (P.E.)  
Project Manager - BWSIP  
NJS Co., Ltd.

