

Boka Loho Skills Training Centre

Certificate

Ramatoulie Khan

Metric No: 1042

Having Satisfied the Examiner in the Subjects Listed Below,
Is Awarded This Certificate In

SECRETARIAL STUDIES

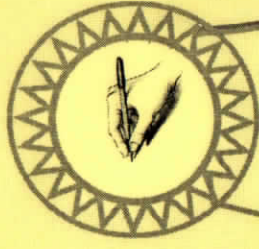
| SUBJECT | LEVEL | GRADE |
|------------------------|--------------|-------------|
| English Esol | Intermediate | Credit |
| Word Processing | Intermediate | Credit |
| Spread Sheet | Intermediate | Credit |
| Office Procedure | Intermediate | First Class |
| Book keeping & Account | Intermediate | Credit |
| Social Ethic | Intermediate | Credit |

1st August 2007


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Section Head



.....
Director, National Training Authority



SECRETARIAL



boka loho Skills Training & Multi-Purpose Centre

TOGETHER WE CAN

To Whom It May Concern

I certify that Ramatoulie Khan was a student in the above mentioned Institution for three years. He/She registered with the school in 2004 and sat to the internal certificate examination in 2007. However, the certificates are not yet ready for presentation, any time his/her certificate is completed he/she would be issued his/her copy in a graduation ceremony as soon as possible.

Ramatoulie is polite, dedicated and responsible student; his/her absence has been greatly felt by the administration as well as the staff,

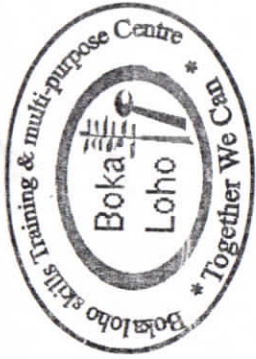
I have no hesitation in recommending him/her to any individual, organization, company or any higher institution that may need his/her service.

Yours faithfully



Principal





boka loho Skills Training & Multi-Purpose Centre

TOGETHER WE CAN

Name: Ramatoulie Khan

Admission NO. 1042

ADMISSION YEAR: 2004

Date of birth: 6th may 1985

Father's Name: Alpha Khan

YEAR OF LEAVING: 2007

Transcript

| SESSION | 2004 - 2005 | | | | | | 2005 - 2006 | | | | | | 2006 - 2007 | | | | | |
|---------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|-----------------|-----------------|------------------|-------------|-------|--|--|--|--|
| | Year one | | | | | | Year two | | | | | | Year three | | | | | |
| | 1st | 2nd | 3rd | mean | 1st | 2nd | 3rd | mean | 1st | Mock | Final | Mean | Mark | Grade | | | | |
| Class | | | | | | | | | | | | | | | | | | |
| English Language | 45 | 55 | 64 | 54.6 | 54 | 60 | 70 | 61.3 | 61 | 65 | 60 | 63.0 | 59.6 | D | | | | |
| Office Practice | 54 | 64 | 58 | 58.6 | 62 | 58 | 68 | 62.6 | 41 | 57 | 80 | 59.3 | 60.1 | C | | | | |
| Business Accounts | 60 | 70 | 45 | 85.3 | 70 | 65 | 60 | 63.0 | 21 | 45 | 30 | 32.0 | 60.6 | C | | | | |
| Social Ethics | - | - | - | - | 63 | 60 | 70 | 64.3 | 61 | 69 | 50 | 60.0 | 41.3 | E | | | | |
| Microsoft Word | 56 | 45 | 60 | 53.6 | 65 | 70 | 65 | 66.6 | 74 | 63 | 74 | 70.3 | 63.5 | D | | | | |
| Microsoft Excel | 66 | 56 | 64 | 62.0 | 70 | 75 | 69 | 71.3 | 88 | 55 | 72 | 71.0 | 68.1 | D | | | | |
| Totals | 281 | 290 | 291 | 314.1 | 384 | 388 | 402 | 324.5 | 349 | 334 | 366 | 355.6 | | | | | | |
| Ave. Totals | 56.2 | 58.0 | 58.3 | 62.8 | 61.0 | 61.6 | 67.0 | 54.0 | 58.1 | 59.0 | 61.0 | 59.2 | | | | | | |
| Position | 13 th | 17 th | 15 th | 17 th | 11 th | 12 th | 14 th | 8 th | 10 th | 8 th | 9 th | 7 th | | | | | | |
| NO. on rolls | 50 | 55 | 55 | 55 | 60 | 60 | 60 | 60 | 55 | 55 | 55 | 55 | | | | | | |

Any alteration rendered the transcript invalid

Conduct Good

Position: Athletics

Sport: Nil

Attitude: Positive

Remark: *Her performance in class has been very impressive. She was a polite, dedicated and hard working student in school.*

