

Date: 24.08.2017

To Whom It May Concern

This is to certify that Mr. _____, Son of _____ and _____ worked as Assistant Manager from _____ and has been working as Assistant General Manager (AGM) from May 2011 to till in _____

_____ is a fulltime permanent employee of the company and his total working hours per week is 48. His last month Gross salary was _____ BDT (_____ houndred only) and paid salary through the bank after all deduction is _____ BDT (_____ only)

Major Responsibility

- Advising company farm manager and farmer about farm bio-security and basic farm management. Developing and Implementations of Standard operating procedure on farm management.
- Develop and preparation of standard operating procedure on different laboratory techniques, different checklist of quality assurance activities for farm and hatchery operations.
- Collection of data from company farm and customer services department and make analysis of above data for correction and maintenances of production performance.
- Conducting training to the farm managers and company field representative in customer service department for introduction of new techniques
- Visiting company farm, Hatchery, commercial integration farm and R&D facility to monitor and auditing the management procedure regarding Quality assurance and welfare.
- Collecting samples and other factors affecting production, send to the laboratory and analyze the laboratory result and give feedback to farm managers.
- Assist in company business planning like new project expansion, new product and services development according to market demand.
- Providing free consultancy services to the customer farm/ dealers for improvement of their farm production.
- Collaborate with production farm, hatchery, Laboratory and Field customer farm to evaluate the performance of company product and solve product related problems.
- Organize and participate as company representative in agricultural industry activities like seminars, events, fair and special day in collaboration with government and industry association.
- Conduct and monitor trail and research on R&D farm to measure the performance of different commercial feed and Chicks performance.
- Study different environmental factors and provide early forecast to the company farm and customer farm about summer, winter and rainy season farm management techniques.

I have found _____ is an honest, sincere, hardworking and dedicated to his work in order to accomplish the goal of the Organization.
I wish him every success in his future life.

Mobile:
Phone:
Fax:
Email:
Web: