



May 17, 2009

### To Whom It May Concern

This letter is in reference to Mr. Omar Ismail Ameer Mohamed Baqer Khouri, who studied the Edexcel Level 3 BTEC Advanced Diploma in Business Administration (BA) through the Tawteen Program at Abu Dhabi University.

The level 3 BTEC Advanced Diploma in Business Administration (BA) is a 240 hour qualification consisting of 7 units, as detailed below:

- Unit 1: Working in Administration
- Unit 2: Communication and working Relationships
- Unit 3: Customer Service for Administrative Roles
- Unit 4: Organizing Projects
- Unit 5: Leadership and Innovation
- Unit 6: Learning from Employment
- Unit 7: Personal Effectiveness at Work

We can confirm that Mr. Khouri has successfully completed the above course and submitted all work in relation to the units specified above. We are now awaiting final certification.

If you require any confirmation, please feel free to contact TAWTEEN customer services.

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