

THE WATCH TOWER

BIBLE AND TRACT SOCIETY OF INDIA

927/1, Addeviswanathapura, Rajanukunte, Bangalore 560 064, KAR., India.

Post Box No. 6441, Yelahanka, Bangalore 560 064, KAR., India.

Phone: (080) 28468675, 28468072/73 Fax: (080) 28468078

BB February 2, 2018

To Whomsoever It May Concern

Mrs. Reena Shibu was a member of the religious order of the Jehovah's Witnesses from March 1993 to April 2018. We are pleased to provide the following details of her service record with us for the benefit of her future employers.

Work Experience: March 1993 – November 2010

Ours is an international Organization, which publishes magazines and a variety of other publications in more than 200 lands. Mrs. Shibu worked as a Translator in the Kannada team, which was involved in translating magazines and publications in Kannada. She translated articles on various subjects and themes such as Science, History, Family, Medicine and the like. Besides, she gained experience as Proof reader to ensure the linguistic, semantic and technical accuracy of the translated articles.

Our Organization runs its own software programs (MEPS – Multilanguage Electronic Phototypesetting System and WTS – Watchtower Translation System), which is designed to publish our publications in 200 languages. Both these programs run on Windows NT Platform. With regard to this, Mrs. Shibu's knowledge in computers helped her in work. She has also worked efficiently on Microsoft applications like Word and Outlook, which helped in many of her office related work.

December 2010 – April 2018

During this period Mrs. Shibu worked in our legal department as Translator (Kannada - English - Kannada) and Legal office secretary and has the following work experiences:

Translation activities:

- Police Station Related Activities under the CrPC
 - FIRs
 - Case Diary
 - Charge Sheet
 - Evidentiary Details
 - Mahajars
 - Place Mahajars
 - Items Seized Mahajars
 - Panchanama
 - Wound Certificates
 - Arrest Notification Form
 - Remand Applications
 - Witness Statements
 - Government proceedings for sanction
- Magistrate and other Court Documents:
 - PCR Complaints
 - Affidavits

- Interim Applications
 - Memo
 - Indexes
 - Vakalathnama
 - Bail
 - Order sheets
 - RTIs
- State Human Rights Commissions and Minority Commissions:
 - Letters to IGPs, SPs
 - Reports of IGP
 - Orders of HRC and MCs
 - Objections to HRC and MC reports

Legal Office Secretary related activities:

- Factories Act, 1948
 - Preparation of Monthly accident report submission
 - Annual and Half Yearly returns
 - Applications for License renewals
- Other Secretarial Functions
 - Filing
 - Note taking
 - e-document filing and arrangements


Character and Aptitude

All who worked along with Mrs. Shibu found her to be well above average in aptitude and ability. During her time with us, we have found Mrs. Shibu to be a dedicated, hard-working, punctual, resourceful, and conscientious worker. She is a very skilled, reliable, organized, and trustworthy person. She is highly motivated, self-driven, professional, and requires little to no supervision. She applies herself to any task assigned and takes the initiative to get work done. Her character and bearing were appreciated by all, she being noted for her friendly and willing attitude in working with others. Thus we have no hesitation in recommending her.

Extracurricular Activities

As a resident in the housing colonies provided for our staff, we found that Mrs. Shibu was keenly interested in the well-being of her fellow-workers and took active part in the extracurricular activities arranged on various occasions. She was serious about her religion, while at the same time tolerant of others of different persuasion.

We are sad to lose the services of Mrs. Shibu but wish her well in all her future endeavors


Richard Gabriel
Chairman

The Watch Tower Bible & Tract Society
OF INDIA

