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+ design consultant
>interior design and identity
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TO WHOM IT MAY CONCERN   May 19, 2016

Dear Sir/Madam,

SUB: Miss. Hong Fey Ling NRIC No: 881123-12-5448

It is a true pleasure for me to write this letter of recommendation for Ms. Hong Fey Ling, who is currently under training as an ID student intern with our company since Jan 04, 2016.   She will return to Taylor's University to continue her study after June 30, 2016.

During the training time, Ms. Hong Fey Ling shows she is a true careful and creative thinker with an eye for details and a devotion to logic which serves her well both in the Design and build concepts. She has good communication skills , able to share positive opinions with peers on a variety of issues relating design concepts on our new projects. In addition, she is very well organized, reliable and hard working. Ms. Hong Fey Ling can work independently and is able to follow through to ensure that the job gets done. She is flexible and willing to work on any project that is assigned to her. She was quick to volunteer to assist in other areas of company operations.   Besides the normal routine training on designing, Ms. Hong Fey Ling learned more about technical drawing. She too has acquired knowledge and experience on talking and negotiating with suppliers. She has learned how to come out a material sample board that is presentable to the relevant parties.

Overall, her daily work performance , working attitude and her working relationship with colleague are good. She believes Teamwork is important in order to accomplish tasks. She also communicated well with our clients and our regular suppliers.

Ms. Hong Fey Ling is both very bright and motivated. I am confident that she will devote herself to complete her current course with your organization with a high degree of diligence.

We wish her success in her academic endeavor.

Thank you

Yours sincerely,
UNIDESIGN (M) SDN BHD

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Mdm. K. F Lee
Office Administrator

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