

Letter Of Recommendation

I am writing to you in support of Ms. Sneha Malhotra's decision to attend (University name) for the (course name). She is acquainted with me since (mention year) via our professional interactions at ABC Company, where she worked as System Engineer from February 2016 to October 2020. Basis my observation of her, I would say she is someone who exhibits the rare trait of a true team player, is extremely particular about optimizing the team's performance, and regularly makes vital contributions towards the common goals.

She demonstrates tremendous commitment to complete her assigned tasks and is open to participating in difficult tasks, requiring detailed planning and thorough knowledge. Her prime focus even before commencing any assignment is to study the requirements in detail and never mind utilizing additional resources to gain clarity for perfect execution. From the onset of her role, she adapted to the work culture with ease, showed curiosity towards the system being followed, and diligently adhered to the guidelines given to her.

She is an avid learner and takes a keen interest in technical disruptions shaping up the world of business and technology globally. Furthermore, she impresses with her time management skills as despite her active involvement in varied projects at the office; she still managed to attend various employee development initiatives and was part of a Linux and Networking Training program administered by the organization.

I have mentored her on a project titled, "Thunderbird Software Development & Enhancement", wherein she was responsible for developing an application EDGE (Enterprise Dispatch GUI Environment) which serves orchestration layer for dispatch platform for Digital TV products. Her contributions in this project were marked by the initiatives she took to share knowledge with others and her effective communication practices for ensuring consensus within the group.

Moreover, she impressed me with her ability to accept mistakes and stood out in terms of problem-solving capabilities. While resolving complex issues she was rational in her approach, didn't give in to the pressure situation, and often employed novel techniques and unconventional approaches. In nutshell, her overall performance was astounding and consequently was given the "Bravo" award in 2017 and the "Pat on The Back" award in 2018 and 2019. Additionally, for consistently exceeding expectations over three annual appraisal cycles she also won the prestigious "Acer" award.

I think this coursework will assist Sneha in realizing her potential and equip her with the right skill-set to fuel her growth as a professional. Hence, I hereby, affirm my recommendation for her.

Kirti Singh
System Architect
ABC Company