

Mrs. Saqib

Evaluator/HR/Teacher/Small Business Owner

16/03/2025

To Whom It May Concern,

I am pleased to confirm that Mr. Adnan has successfully completed the Microsoft Excel and Microsoft Word assessments administered by me on 16/03/2025. These assessments evaluated his proficiency in key functionalities of both applications, including but not limited to:

Microsoft Excel:

- Data entry and formatting
- Formula and function usage
- Data analysis (charts, pivot tables, etc.)
- Conditional formatting
- Spreadsheet organization and efficiency

Microsoft Word:

- Document formatting and layout
- Styles and templates
- Table and image integration
- Proofing and reviewing tools
- Mail merge and automation features

Based on the results of these assessments, I confirm that Mr. Adnan has demonstrated a strong command of both applications and has the proficient in essential functions suitable for professional use.

Given his demonstrated skills, I hereby recommend Mr. Adnan for any position requiring the use of Microsoft Excel and Microsoft Word. I am confident that his capabilities will contribute positively to any role that involves these applications.

Should you require any further details regarding the assessment process or results, please feel free to contact me.

In addition, a few months ago I have hired Mr. Adnan to complete a personal project for me, so allow me the opportunity to provide a personal recommendation regarding his work ethic and character. He always completed his tasks in a quick and timely manner. I found him to be genuine and honest in his duty and works well both independently with minimal supervision, or as a member team. While he is young and just starting his career, I also have witnessed some leadership skills which if nurtured, might make him a valuable leader amongst his colleagues. I have no doubt that he will blend in seamlessly with your team and be an asset to your company.

Sincerely,

Mrs. Jennifer Saqib