



Samuel T. Balongo

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Dear sir / madam,

RE: RECOMMENDATION FOR DAVID MBOGO

I have known David for close to seven years most of which I have been his supervisor. He has worked on numerous projects as a data entry clerk, supervisor and quality controller. His duties have varied from input of data into database, data checking and validation and occasionally training new data entry persons.

He is an effective team member, who develops effective and supportive relationships with colleagues and furthermore knows own career path and actively works towards achieving career objectives. (Makes timely and sound decisions when data is less accessible, inconclusive or contradictory). Above all, he is very independent and a good communicator. He has also been very accurate during data entry and asks when not sure. His integrity in handling data is beyond reproach.

David is open minded and a person of high integrity. Data entry requires a lot of patience and accuracy which he possesses. He is also very adaptive to change. He is positive and enthusiastic generally; is resourceful and proactive.

With an above average typing speed and a near 100% accuracy, he is an authority in matters data entry.

I would personally recommend him to any organization in a similar capacity or any other since he is a young man who is very open-minded and easy to supervise. He can also take up supervisory duties very well. It's my hope that you will accord him the chance to work with you. Kindly feel free to get back to me in case of any further information requirements.

Yours faithfully,

Samuel Balongo

Project Manager / Data Manager