



JURONG ENGINEERING LIMITED.

(INCORPORATED IN THE REPUBLIC OF SINGAPORE)



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LETTER OF RECOMMENDATION

This is to certify that **Ms Bahria CHAIBI** has been employed by our company as Site Manager Secretary / Translator-Interpreter in 18th February 1997 for the GPL Phase II Project, Arzew of IHI/SONATRACH .

She is being released due to completion of her assignment on 30th April 98 .Throughout the period of her employment with us ,she has shown herself to be reliable, and has been performing her duties in an efficient, methodical and timely manner .

Among others ,these involve :

- Translation of documents from French to English and vice-versa .
- Interpretation during meetings with representatives of local companies within job instructions for the local supervisors and preparation of Minutes of Meeting .
- Typing of various business documents such as letters, reports , forms, lists ,memos ,notices, minutes of meeting ,faxes and schedules.
- (Proficient in Windows 95 : EXCEL ,WORD, WP , LOTUS ,WINFILE).
- Secretarial duties such as ordering ,receiving office supplies, telephone enquiries and liaising with equipment suppliers .
- Document Controller (Filing as per number , notices, information)
- Processing of work-order sheet (calculating total DB) and preparation of Welding Progress for daily submission to the owner the client (IHI).
- Preparation of Productivity Progress of Piping installation and Piping Information for the weekly submission to the owner the client (IHI).
- Preparation of Weekly Progress Review for Piping work , Weekly DB Progress and Weekly Punch Killing and Test Progress for weekly submission to head office in Singapore .
- Key in and encoding the data of the Instrumentation Progress Report which are based on the Instrumentation Daily Construction Report and later verify and check the Instrumentation Progress sheet .