



郭家堡工程私人有限公司  
QUEK & QUEK CIVIL ENGINEERING PTE LTD

28 Tagore Lane Singapore 787483

22 February 2024

To whom this may concern,

I am happy to provide a testimonial for Ms Leck Kye-Cin, who has been working as a part-timer at our company (Quek and Quek Civil Engineering) from 30 November 2023 to 22 February 2024.

In her role, Kye-Cin has shown adaptability by seamlessly handling tasks across various departments. Initially assigned to the purchase department, Kye-Cin was responsible for sorting out tax invoices and delivery orders, as well as assisting with the database management of equipment owned by our company. Her communication skills are evident when she was tasked to liaise with workers at our various worksites to obtain necessary documents to fill up the records in our database. In January, Kye-Cin transitioned to the Human Resources department, demonstrating responsibility by smoothly transferring job knowledge to her successor. In the HR department, she did various data entry tasks, never failing to take the initiative to clarify any inconsistencies she saw. Her work reflected reliability and meticulous attention to detail. Additionally, she undertook responsibilities such as file organization and other administrative tasks as needed by our company.

Kye-Cin proved to be a valuable asset to our team, consistently participating as a productive member. I have no hesitation in recommending Kye-Cin for any future roles. She has been a pleasure to work with, and I am confident that she will continue to excel in any position she pursues.

We are happy for the contributions she has made to our team and wish her all the best in her future endeavors.

Yours sincerely,  
Quek & Quek Civil Engineering Pte Ltd

Ong Chiou Ling  
Admin Manager