

At the place of presentation

Letter of recommendation

Yangiboeva Nilufar Akhmadovna passed a summer internship in JSC "BIOCAD" in the period from July 4 to September 28, 2022 as a junior specialist of the CEO's Administration.

During the internship, Nilufar faced the following main tasks:

1. Master the algorithms of work in the company's corporate systems, such as JIRA, CUB (an online platform for staff development), EDMS (document management), SAP Logon, REPKA (a system for setting cross-functional tasks), SAP Concur (cost management and registration business trips).
2. Completely organize the new branded products creating process for the Narvskaya Zastava international rugby team in order to fill the club's website (work as a product manager).
3. To take part in the events' organization in case of an international business trip of the company's directorate.
4. To study and optimize the workflow process of the company's Executive Director.

All above tasks were completed on time.

We would like to note the special interest, goodwill, as well as a creative and responsible approach to work. Nilufar introduced herself as an active and conscientious employee.

**Head of the General
Director's Administration**

M.A. Kartysheva