

Swiss International Air Lines Ltd.  
P.O. Box ZRHS/PSG  
CH-8058 Zurich Airport



## Letter of reference

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Ms Viktoryia Varanchuk, born on 4/17/1999, completed an internship in the department Accounting in our company during the period from 2/1/2025 to 7/31/2025.

Swiss International Air Lines (SWISS) is Switzerland's largest air carrier and part of the Lufthansa Group. With one of Europe's most advanced aircraft fleets, SWISS is a premium airline that provides direct flights from Zurich and Geneva to keep Switzerland connected with Europe and the world. Its Swiss WorldCargo division offers an extensive range of airport-to-airport airfreight services for high-value, time-critical and care-intensive consignments.

The tasks listed below were among the key duties of Ms Varanchuk in her position as an Intern:

- Implementation of the Fiori Apps «Manage Customer Line Items» and «Manage Vendor Line Items» - Concept creation, App testing and coordinating the implementation with the IT department
- Creation of an automated reporting workflow with Power BI and Power Automate, included data analysis, visualization, and automated email generation to replace a time-intensive manual Excel process; solution finalized but not put into operation
- Creation of a Training Video for the Functional Departments about the Recharge process
- Coordination of setting up a first test version of a Chat-bot that answers Accounting related questions
- Supporting the automation of the billing process – concept creation and data analytics
- Weekly monitoring of pending items in workflow system/independent follow-up of items
- Supporting the organization of the Financial Accounting stall at the CFO Townhall-meeting
- Supporting tasks including vacation backup of various team members

Ms Varanchuk possessed well-rounded expertise and the required experience in her area of responsibility. She successfully applied herself to new duties and used the acquired knowledge with good results. Familiarity with the prevailing software in her field and good use of tools were among her strong points. Ms Varanchuk used new technologies in a truly target-oriented manner.

She showed initiative and worked with enthusiasm and commitment. Ms Varanchuk showed avid interest in current professional developments and was very keen to evolve and deepen her professional practice. We regarded her as a flexible and resilient employee. She was timely in putting decisions into practice, and carefully provided those affected with the necessary information.

Ms Varanchuk displayed a distinct consideration for the sensibilities of others and, thanks to her empathic and pleasant demeanour, was always able to connect with them. She conveyed key information to the relevant recipients in a timely manner and involved management when the situation demanded it. She took on board other opinions and constructive criticism; she listened to what was said and was tuned in to the needs of her conversational partners. Ms Varanchuk was able to reflect on her performance; she was open to criticism and used it to further her personal development. She was a team player, presented her ideas clearly and took part in discussions. Her conduct towards supervisors and colleagues was faultless and considerate. We came to know her as a valuable employee who displayed a commendable devotion to her duties and the company.



Ms Varanchuk left us on 7/31/2025 having completed her fixed-term internship. We thank her for her tremendous efforts and wish her every success in her professional and private future endeavours.

Zurich Airport, 7/31/2025

Swiss International Air Lines Ltd.

DocuSigned by:

*Pascal Pünter*

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