

## Employment Reference Request

Name of Applicant	Rita Dhakal
Job Applied for	Healthcare Assistant

Capacity in which you know the Applicant	I was the Ms. Rita Dhakal manager during her employment at The Tirupati, where she worked under my supervision.	
How long have you known the Applicant?	13 month	
Job held by Applicant	Job held by Applicant	
Dates of Employment	From: 5 feb 2021	To: 23rd march 2022
Reason for leaving	The applicant left the position due to relocation abroad with her husband.	

Please tick (✓) one box as appropriate for each statement	Excellent	Good	Satisfactory	Poor
Accuracy & Quality of Work	✓			
Ability & Practical Skills	✓			
Ability to work as part of a team	✓			
Ability to work without supervision	✓			
Attitude towards staff/patients	✓			
Communication skills (Verbal)	✓			
Communication skills (Written)	✓			
Flexibility	✓			
Presentation (Dress Code)	✓			
Punctuality/Reliability	✓			

Please provide an overview of the applicant's key duties & responsibilities whilst in your employment.

Ms. Rita Dhakal worked at Hotel Tirupati as a Front Desk Assistant / Guest Relations Officer / Reservation Executive. Her key responsibilities included managing guest check-ins and check-outs, handling reservations and inquiries, coordinating with housekeeping and other departments to ensure smooth operations, and delivering excellent customer service. She was brilliant in her role, consistently demonstrating professionalism, strong communication skills, and a commitment to guest satisfaction.

Would you re-employ the candidate? If no, why not?

Yes, I would be happy to re-employ her. She consistently demonstrated a strong work ethic, excellent customer service skills, and a positive attitude. Her departure was purely due to personal circumstances, not performance-related

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Any current warnings/disciplinary action for performance, attendance or conduct? If Yes, please provide detail.

No. There were no warnings or disciplinary actions related to performance, attendance, or conduct during her employment. She consistently maintained a professional attitude and fulfilled her responsibilities reliably.

Please use the space below to provide any additional information you think may be relevant.


Thank you for your time. How can we help you? (If applicable)

Do you have another vacancy that I can help you with at this moment?

No current vacancies at the moment, but thank you for your inquiry.

Who is the best person to speak to regarding recruitment?

For any recruitment-related inquiries, please contact me directly. You can reach me at dhakalreshma52@gmail.com.

Name	The Tirupati	<p>Company Stamp</p> 
Company	Resturant	
Email address	dhakalreshma52@gmail.com	
Telephone number	98023	
Position	Manager	
Date	2025/7/1	
Signature	