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Letter of recommendation

Name: Mohammad Abdullah
D.O.B: 25 November 1999
NI Number: SN347834C

To whom it may concern, I write in reference to the above-mentioned employee.

Mohammad worked at Pennine Distribution Centre from 18 March 2019 to 6 September 2019.

Pennine Distribution Centre is an initiative to centralize the operations of Worldwide Cash & Carry such that we are able to conduct all our buying for each branch from one location. After working on the warehouse floor for a few weeks, he was made part of the core team that is coordinating this undertaking which represents a paradigm shift in the way the larger business operates.

His initial role was to invoice all the goods (using Datasym POS) that were sent from the warehouse to one of 5 branches. On average, Mohammad was responsible for invoicing more than £80,000 of goods each week. This required intimate knowledge of the relevant product lines and good attention to detail because he had to interpret hand-written delivery notes from a variety of people.

In his time here, Mohammad maintained a database (Datasym Stockade SQL) for everything, old and new, that we are supplied, and that which we supply to our branches. His day began with keeping account of all deliveries received from suppliers the previous day. He checked the costs on each invoice and let the supervisors know of any discrepancies between these and what was agreed upon during negotiations. He documented each invoice we received and the figures that Mohammad appended to our system represented the payments that would eventually be made to our suppliers.

Mohammad used his knowledge as a programmer to streamline a lot of processes, and he made contributions which have shaped the previous, loose set of responsibilities placed upon him into a more defined role at Pennine with the work becoming easier for everyone. The contributions include but are certainly not limited to the following:

- Developing a data parsing/entry script that allows for deliveries to be invoiced exactly how they come in without the need for repeat manual entry on the POS system.
- Beginning the process of creating labels for items on our shelves, to facilitate floor workers who picked items. This allowed them to systematically note what items were sent so that they may be invoiced properly later on.
- Detailing a process to generate order sheets for branches with up-to-date product information from the database, using Excel macros. These are used by warehouse workers to pick the right items from shelves, and allows the branches to select items for their order in a structured manner.

Mohammad established a clear procedure for these day-to-day activities and it took him little time to train the analyst that followed. He produced a 12-page manual for anyone to be able to follow in the creation of order sheets.

He has proven his abilities through patience and perseverance; and has used his own initiative and managed to fulfil the company's requirements by dealing with any issues through frequently coming up with innovative solutions.

Mohammad is a resourceful, creative and solution-orientated person who is frequently able to come up with new approaches to his assigned projects. He functions well as a team leader where required, and he also works effectively as a team member under the direction of management. He has good written and verbal communication skills – he gets along with staff that are under his supervision as well as workers at his own level. He is highly respected by colleagues and management.

I fully support Mohammad to move forward in his career and to progress to a professional level where his work is valued and appreciated as it has been here at Pennine Distribution Centre Ltd. I highly recommend Mohammad as he would be an asset to any company. If you require any further information please do not hesitate to contact me.

Sincerely,

Adil Chaudry
Head of Operations