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Date.....

To whomsoever it may concern

I am delighted to write this letter of recommendation for Mrs. Vinduja V., who worked as Research Associate (Environmental) in Sustainable Development Goals (SDG) Cell in Programme Implementation Evaluation and Monitoring Department (PIE& MD), Government of Kerala. PIE&MD is the nodal department for the implementation and monitoring of SDGs in the State. As the Joint Secretary and Director of the department, I found her to be a very sincere, thoughtful and promising employee. She was selected through a rigorous and transparent selection process in which she secured the first rank in the State.

Vinduja is very punctual, respects time, and meets deadlines efficiently. She has good communication skills and actively participates in group discussions. She always did her research well before she spoke and her points were found to be noteworthy. She has been an active participant in all the departmental activities related to SDGs and handled all her responsibilities meticulously. Her excellent analytical and writing skills were vital in the preparation of the State SDG Status Report as well as in developing the SDG Dashboard for the State. She demonstrated her remarkable critical thinking abilities during various workshops conducted by the department. She is a good team player and has commendable leadership qualities that help her interact with peers and team members in a very effective professional manner.

She has attended workshops, meetings, and webinars organised by various state and central ministries/agencies like NITI Aayog, Ministry of Statistics and Programme Implementation (MoSPI), Ministry of Panchayati Raj (MoPR) as part of her work and has effectively used these opportunities as platforms to upgrade herself and her work. She is emotionally-balanced and well-accustomed to working under challenging situations.

I am certain that she will be a valuable asset for your organization, and therefore strongly recommend that she may be given an opportunity to work in your organization.


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