



11 December 2016

To whom it may concern

This letter is my official recommendation for **Anil Salick** as a business and training consultant for your organisation. We have engaged the services of Anil for the past 3 years and the results we have gotten have always been very positive.

Anil is the consummate consulting professional as his demeanour puts everyone at ease the moment he enters the room. He is meticulous about collecting information and insists on developing customised reports and charts to give a very helpful presentation. Most importantly to us, Anil always indicates the practical applications his work has for our department (and hence organization) and (re)generation (of human assets and revenue). He is the main reason as to why our department has seen functional progress (staff, processes and finance) for 2 years in a row.

We have also realised that Anil's strong group communication skills are very useful in his business-consulting career. Anil's professional and refined approach to Strategic and SWOT analysis make his work much more valuable to clients and he also has a great way of keeping everyone updated on any changes he has made to his initial recommendations. He has encouraged us to merge lateral and vertical approaches to the way the department operates and challenged us to develop innovative measurable strategies (that can be realistically implemented) relating to the department (and hence organisation).

In particular, I was very impressed with the way Anil carried out his work, from analysis to implementation and follow-up support. His analysis was always very complete, and easily understood by academic and non-academic staff alike, so different options could be evaluated with all relevant information. He has the rare ability to be able to effectively communicate with all different types of people and this was definitely an asset whilst working with him. Other personnel were able to learn a lot from Anil because he can clearly communicate complex ideas in a methodical style. Anil was able to quickly scope requested enhancements, and give solid estimates of how long it would take to produce high quality, well-tested solutions. His organizational skills were valued because he could effectively schedule and manage his work. Anil was able to quickly understand the objectives and priorities and make positive, quality contributions to the design, configuration, and processes regarding the department.

Anil has the ability to transition between roles where appropriate. The skill to "bridge the gap" between the various roles makes him an excellent facilitator between the department and its clients. Rarely does a person possess this exceptional talent. Anil's demeanor is thoughtful, attentive, calm, friendly, even under the most stressful of circumstances, and working with the most difficult of people. He takes time to gather facts, insuring he is reacting to all facts and not partial data, and thus produces consistent, high-quality results.

In summary, I have found Anil to be:

1. Reliable
2. Knowledgeable
3. Concerned about quality
4. Willing to go the extra mile
5. A good communicator
6. Eager to help
7. Someone with strong development skills
8. Someone with good project management skills
9. Someone I would go to understand the real issues I needed to be aware of concerning functional impact to my department (and hence organization) or understanding how to go about integrating a solution to existing environments

I would highly recommend Anil in any project that involves complexity, tough time constraints, or high quality requirements at an affordable price! Anil should be your next business consultant and I would be more than happy to answer any questions you may have.

Sincerely

A handwritten signature in blue ink, appearing to read 'Dsi', is positioned below the word 'Sincerely'.

Deepak Singh
Head of Department