

**TO WHOMSOEVER IT MAY CONCERN**

I have the pleasure to introduce Suryadeva Raja Singan as Ex-employee of ours.

He joined our organization in healthcare a Clinic and Medical Centre for women Health in the year 2008 worked as an Admin – H.R. Management Trainee. He has been a diligent worker with eye for details. He has learnt in that young age the value of Team Work.

After his Traineeship joined as Junior Executive in backend operations and front desk management till 2010. Looking at his analytical, problem solving skills, and his job performance, special training at National Service Singapore as a Para Medic was promoted in 2012 to leadership role of customer care head and supervisor of our Centre, worked till 2017.

He has got the Best Employee Award for Successive years of 2012, 2013, 2014 and 2015. After his return to Singapore for studies kept in touch with us, gave his valuable service to us, worked part-time as online Digital Marketing Head from January 2018 to Jan-Feb. 2020.

**Highlight of some of his work during this period.**

He was very creative and original. Designed deployed our new website, created videos, blogs, customer new letters, health bulletins, managed feedbacks and FAQs in womens health with his Technology awareness maintained good database of Customers, Vendors and Clients with his interest and exposure to technology was instrumental in computerizing records, spear headed online video conferencing

and online e-consultations in our centre. Thus we were well ahead in our industry standards.

During his customer care job organized few events like well women clinic camp in local Bengaluru Chapter of Tamil Sangam, Free Gandhi Jayanthi Health Camps in the Community, outreach camp of Cancer Screening HPV Virus Vaccine Promotion and Education. He increased our industry presence vis-à-vis our competitors increased foot-falls and patient retention. With his para-medic exposure on certain critical occasions pitched in as extra hand in our OT as Anaesthetist Assistant or as Cameraman for our Endoscopy team thus showed his adaptability and I can attitude.

As a Supervisor he saw that we followed local rules and laws, were industry compliant, maintained patient confidentiality. He had his way of keeping quality control and good performance from staff. He learnt good budgeting, effective cost control and made few good purchasing deals. He was good at identifying business partners research for outsourcing, acquiring new clients and maintain status-quo with our stake holders. He saw the vision statement of excellence is understood by newly inducted staff and adhered to.

He attended few Conferences as delegate for Networking with Management heads, understood the development opportunities, strategic fit for future expansion. He learnt to act as a Liaison between company and clients, forwarding Admin Proposals and Presentation, prepare weekly reports and mails for Management. He was also in close contact with our Accounts Department and our Tax Consultant, aware of overall health of our Centre.

I heard from Surya, he is planning to continue his work in health care in Singapore and also specialize in health care management studies.

I am confident with his kind of passion at work will positively contribute to the organization he joins. He is a very good Brand Ambassador, an asset to have. He has good moral conduct and integrity as well.

I wish him the very best in his future endeavours.

Yours faithfully,

**Dr.(Mrs) CHETAN MAHESH**  
**Medical Director – Administrator.**