



**To Whom It May Concern:**

I would like to recommend **Lenka Mnqobi Ntereke** as a candidate for a position with your organization. In his position as **Microsoft Administrative Assistant, Mr. Ntereke was** employed in our office from 2024 - 2025. Throughout his time with our organization, He demonstrated critical skills that would make him an excellent employee at your company.

**Mr. Ntereke did** a terrific job in his position and was an asset to our organization during his tenure. He has excellent written and verbal communication skills, is extremely organized, can work independently, and is able to effectively multi-task to ensure that all projects are completed in a timely manner.

He gained further responsibilities due to his effectiveness, including developing a training program for our interns (**Microsoft Trainings**). **Mr. Ntereke went** above and beyond in that assignment, as He does in all tasks.

**Mr. Ntereke** was always willing to offer his assistance and had an excellent rapport with the many constituents served by our office including clients, employers, and other professional organizations. This would be particularly valuable for your company.

He would be an asset to any employer, and I wholeheartedly recommend him for any endeavor he chooses to pursue. Please let me know if you have any further questions.

Name	Position	Employment Period	Skills	Additional Responsibilities	Attributes
Lenka Mnqobi Ntereke	Microsoft Administrative Assistant	2024 - 2025	Coding, Written and verbal communication, organization, independent work, multi-tasking	Developing a training program for interns (Microsoft Trainings)	Willing to assist, excellent rapport with clients, employers, and organizations

Sincerely,  
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