

Date: 24<sup>th</sup> January 2011



**DK Outsource Pte Ltd**

10 Ubi Crescent

#07-72

Ubi Techpark Lobby D

Singapore 408564

**Attention: Mr Dennis Kwok**

**Testimonial**

For my internship attachment, I was posted to DK Outsource Pte Ltd from 13 September 2010 to 28 January 2011. It was a 4.5 months internship programme.

DK Outsource is a QS company which specializes in doing tender take off measurements for construction projects. During my first day, I was given a company orientation around the office and knowing the names of the staffs.

However, DK Outsource Pte Ltd isn't the average company I expected. Mr Dennis Kwok that was my supervisor and the Managing Director of this company allow every individual staff to come up with any suggestion that would help improve the company in any way. He also would listen to their suggestion before proceeding to encourage them to work on it by supporting them fully if it is approved. I do not see this in other companies I've worked for before and this is certainly very unique.

One example I can raise would be him putting me in charge to organize the Christmas event in 2010. It wasn't an easy task because it includes decorations, food & games. A lot of discussion and thoughts have to be given into this to ensure a smooth & pleasant flow on the actual day. It was a success! But of course, I had the help of Mr Dennis and other staffs. I would like to thank all of them.

During my time at DK Outsource, experiences and lessons I learnt and had with them would become one of the memories in my life I would not forget. I certainly enjoyed myself with DK Outsource as I was one of the few staff that gets to experience many scope of the jobs during my stay.

Lastly, I would like to thank Mr Dennis for having me here in this company & being so supportive of me. Also, I would like to extend my warmest appreciation to my mentor, Noothan and Jessica, and other staffs in being so patient in guiding me, teaching me and making my stay in DK Outsource Pte Ltd a memorable one. Thank you all!

Yours sincerely,

**Name: Erwin Teo Wui Kiat**

**Institution: Ngee Ann Polytechnic**