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**DK Outsource Pte Ltd**  
10 Ubi Crescent  
#03-52  
Ubi Techpark Lobby C  
Singapore 408564

Fax : 6741 1658 or  
Email: [dennis@dkoutsource.com](mailto:dennis@dkoutsource.com)

**Attention: Mr Dennis Kwok**

### TESTIMONIAL

I had completed my 7 weeks internship program at DK Outsource from 2<sup>nd</sup> March to 17<sup>th</sup> April 2009. During this attachment I had learnt some simple measurements by using some useful instruments such as planimeter, scale ruler and so on. Planimeter is a good device because it will automatically finish measurement when the trace point is returned to the starting point. In addition, it has made the measurement less hassle. I had learnt how to do simple interior measurements such as counting for doors and windows, as well as external and internal finishes for wall, floor and ceiling, glass railing, RC flat roof, wardrobe and sanitary.

Besides that, one of my most unforgettable experiences will be site visit during this internship. My boss, Mr. Dennis has given me an opportunity to learn many things which I seldom learn in school. I had learnt how to manage and organize my works and submit to mentor on time. Accuracy of the measurements is very important in order to produce high quality of the works. I had finished the mini project (renovation works for HDB at Admiralty Link and Yishun Ring Road) with another 3 colleagues. It was indeed an eye-opener experience.

Furthermore, I had attended a ISO Quality Management System Awareness Training in the office. I had learnt management responsibility, resource management, service realization and measurement analysis and improvement are indeed important for a company. Communication between the staffs and clients are very important in order to determine requirements and quotation of clients. Internal communication is important in order to fulfill the target of the clients. The team at DK Outsource is also reliable and hardworking, always bringing the best out of each other to make sure deadlines are met. So, I believe that DK Outsource is able to obtain this ISO certificate in short period.

It was a pleasant internship experience at DK. I would like to thank all the staffs for their kindness and for the help given during my internship period.

Thank you.

Yours sincerely,

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Name : Chong Sook Ching  
Institution : Singapore Polytechnic, *School of Built Environment*