



Letter of Recommendation Güngör Murat Yılmaz

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Dear Sir/Madam,

My name is Güngör Murat Yılmaz. I have my own transport company in Ulm, Germany which is specialized in house moving, IKEA furniture transportation, assembly, general cleaning and window cleaning. Mrs. Gamze Çelik helped me for 2 months online and from home during the establishment phase of my company. She worked as a home office assistant in a logistics company and provided English support for tasks such as email writing, customer communication, document translation, report preparation, data entry, market research, presentation creation.

This is an informal reference for her to get an internship, whether in education, library, hotel or any other service sector.

Why Gamze in many areas is convincing: Clear communication. She can explain a grammar rule to her fellow students, write an email to an international customer or welcome visitors with the same calmness. Organisational skills. Gamze loves to put order in files, schedules and even bookshelves. When I was managing several project folders at the same time, she developed a logical naming system that saved me hours of searching. Such habits can be easily transferred to cataloging in a library or back office work in a hotel. Service orientation. Whether she helps me test a presentation or explains a new person a PDF form, she listens first and then acts. Her genuine willingness to help is perceived by the people around her. Cultural awareness. Growing up in a multilingual environment, her extensive reading and literature studies have given her a fine sense of tone and nuance an asset in classes with different levels, at a hotel reception or in any role where tact is crucial. Reliable follow-up. Deadlines are met, promises are kept. She reminded me of an upcoming customer meeting and had the briefing notes ready before I asked her to.

Concrete effect I have experienced: Because Gamze has proofread and organized my project documents in English, I got new customers from Germany and other EU countries. Her work behind the scenes gave me time to focus on customer relationships and let my small company grow.

I am sure Gamze's social skills, language skills and her quiet initiative will be an asset to any team that gives her a chance. If you need more information, please contact me. Thank you for considering Mrs. Gamze Çelik. I highly recommend her.

Best regards,

Güngör Murat Yılmaz

YilmazMooving - Logistikdienstleistungen