

(Confidential)

Dear Dr. Umma Mahbuba,

Greeting from Dhaka Ahsania Mission (DAM)

This is Ms Mahfida Dina Rubiya, from Urban Primary Health Care Services Delivery-II (UPHCSDP-II), DSCC, PA-3, in DAM Health Sector. We recently interviewed Mrs Dr. Atia Khan for the position of "Family planning coordinator" Project Office, UPHCSDP-II, Dhaka Ahsania Mission, Health Sector. She has mentioned your reference.

Please answer the following questions to the best of your ability, as this information allows us to make an informed hiring decision. Please be aware that any information that you provide will be kept strictly confidential.

Thank you in advance for your time and efforts.

- How long have you known Mr. Dr. Atia Khan ?

10 Years.

- Describe type of relationship (professional or personal).

If professional please describe the capacity of work Dr. Atia Khan performed (i.e, title, duties).

Personal.

- Describe his general work habits. Is he reliable, responsible and dependable when give specific tasks to accomplish?

Responsible.

- Please describe what you know about his main areas of expertise?

She maintains good communication with her patients.

- How would you describe his ability to communicate, both orally and written?

Both orally and written.

6. Please specify the reason if he had any employment gaps, questions, disciplinary actions or conviction records (if you have any record of these).

None of these .

Information Provide by:

Signature: 

Date: 23/07/2022

Thank you for your cooperation in providing these answers .We appreciated your prompt response.