

Re: Sumaiya Kajee

Medical Secretary at Lake Smit and Partners

Date: 03<sup>rd</sup> November 2023

To whom it may concern

My name is Celine Rungasamy an Operations Team Leader at Lake Smit and Partners.

Having had the privilege of working at Lake,Smit and Partners for the past 19yrs at Multiple Venues, I can say that Sumaiya stood out as one of the most exceptional assets to have on a medical team.

She is highly efficient, productive and has the ability to function optimally in extremely busy and stressful environments.

She is of a high emotional intelligence with an empathy to understand patients navigating difficult emotions during their tough diagnosis and possesses the ability to calmly interact with anxious or aggressive patients whilst maintaining a friendly, kind and professional disposition.

She is highly motivated to ensure that the administration is run smoothly in her department and is responsible for completing her tasks on time.

She has good interpersonal relationships with all her colleagues and senior members of staff, as well as the doctors, and is able to work well in a team with the utmost maturity and professionalism.

During the 7 years of working at our practice, she has proven a valued team member who understands the importance of pursuing excellence in a busy medical environment.

I can recommend her for any job that she applies for and know that she will be a valued asset on any team that embraces high standards.

Yours Sincerely



**Celine Rungasamy**

Operations Team Leader

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