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Curriculum Vitae



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OBJECTIVE

To make a good impression in the field of work in leading organization by contributing my skills, knowledge and professional growth to the organization. I am a person who is always ready to accept challenges and ready to learn from my mistakes.

PERSONAL STRENGTHS

- Strong interpersonal communication skills.
- Excellent in writing and presentation.
- Ability to coordinate projects.
- Very motivated and energetic.
- Excellent communication skills.
- Can work independently or as a part of team.

WORK EXPERIENCE

- Working as a Java Developer in TATA CONSULTANCY SERVICES.

PROJECTS/DEVELOPMENTS

- Developed a web application for the TATA CONSULTANCY SERVICES.

EDUCATION

B.A. (HONOURS) IN POLITICAL SCIENCE
 UNIVERSITY OF ASSAM, DISPUR
 2008-2010

PROFESSIONAL QUALIFICATION

B.A. (HONOURS) IN POLITICAL SCIENCE
 UNIVERSITY OF ASSAM, DISPUR
 2008-2010

ACADEMIC QUALIFICATION

- M.A. (HONOURS) IN POLITICAL SCIENCE, UNIVERSITY OF ASSAM, DISPUR, 2010-2012
- B.A. (HONOURS) IN POLITICAL SCIENCE, UNIVERSITY OF ASSAM, DISPUR, 2008-2010
- B.A. (HONOURS) IN POLITICAL SCIENCE, UNIVERSITY OF ASSAM, DISPUR, 2008-2010

NOTICE OF DISCIPLINARY ACTION

EMPLOYEE NAME: _____		DATE OF NOTICE: _____	
SUPERVISOR NAME: _____		JOB POSITION: _____	
TYPE OF PROBLEM OR VIOLATION:			
<input type="checkbox"/> Tardiness	<input type="checkbox"/> Quality of Work	<input type="checkbox"/> Safety	
<input type="checkbox"/> Absenteeism	<input type="checkbox"/> Quantity of Work	<input type="checkbox"/> Drug or Alcohol Abuse	
<input type="checkbox"/> Insubordination	<input type="checkbox"/> Neatness	<input type="checkbox"/> Carelessness	
<input type="checkbox"/> Other: _____		<input type="checkbox"/> Date of Occurrence: _____	
DETAILS OF OCCURRENCE (Include description of impact on Company):			
CORRECTIVE ACTION TO BE TAKEN:			
Suspension: <input type="checkbox"/> With Pay <input type="checkbox"/> Without Pay		First Day: _____	
Other: _____		Last Day: _____	
EXPECTED IMPROVEMENT (Include a clear statement as to the consequences of failing to improve)			
EMPLOYEE'S STATEMENT (Use additional paper if necessary)			
By signing this notice, I am acknowledging that I have been counseled about my inappropriate conduct and informed of consequences if improvements are not made.			
Employee Signature: _____		Date: _____	

**SAMPLE # 2
 LETTER TO PARENTS
 HIGHLY QUALIFIED TEACHER STATUS
 For Title I Schools and Programs Only
 (Parent Notice of Child's Teacher Not Highly Qualified)**

Dear Parent/Guardian:

Earlier this school year you received a letter explaining the new federal law that requires teachers to be, or become, "Highly Qualified" in the subjects they teach. That law, called the *No Child Left Behind Act* (NCLB) has been designed to help your child achieve more in school.

The law requires that all teachers must meet a specific, federal definition of "Highly Qualified" in order to teach in schools that receive federal funding. As you know, our school receives federal funds to support the programs we offer to your child.

We believe that all of the teachers working in our school are qualified for their teaching assignments. However, some teachers have not yet met all of the requirements for the federal designation of "Highly Qualified".

The new law also requires us to notify parents if their child is being taught for four or more weeks by a teacher in a Title I school or program who does not yet meet the definition of "Highly Qualified".

This letter is to inform you that your child's teacher, _____, is in the process of meeting the new requirements and we are providing the support necessary for success. To ensure that every child in every classroom has a Highly Qualified Teacher, our school district and the Maine Department of Education are helping teachers meet the requirements of the federal law by providing several options. Teachers will soon be able to take a new test, or they can demonstrate their expertise through a combination of college coursework, professional development activities and experience.

Your child's teacher is dedicated to the success of every child in the class. I thank you for your continued support of your child's education and encourage you to communicate with his or her teacher on a regular basis so that together we can provide your child with the best education possible.

Sincerely,

 Principal



Business requirement specification template. Business requirement specification document template. Business specification document template. Template for business requirement document. Template for requirement specification document.

However, writing corporate requirements and adding them to a company requirements document must not be an overwhelming challenge. The objectives of the project: describe the objectives and objectives of the project and mention that the work achieves. Nobody is left to guess - everything that they need is listed in the document of the company requirements. In a document for the Project Management Institute (SME), Paul Burek stressed that the company requirements are "what" the organization wants to do when a project is completed. Do you need more product management resources? Start your free Wrike trial today. Don't worry, it is certainly not essential to use all the techniques mentioned above. 3- Declaration of needs: The declaration of needs outlines the reason why the project is necessary for the company and how the project will be able to meet the needs. Follow these tips to write yours. 1. Who is responsible for creating a business requirements document (BRD)? What are the preparations necessary to create a company requirements document? Any changes to the project after the approvals of commercial partners should be managed through a process of controlling changes. Evaluate your project to understand if the desired solution can be developed within the constraints of time and cost. The scope of the project clearly defines that the work falls within the scope: within the scope: evaluate and select a performance management system that implements the performance management system that provides system training to managers who provide system training AI Employees 5. Creating timing and taking into account additions, as well as unexpected challenges that could arise. Cié offers you the opportunity to confirm that you have acquired all the requirements accordingly and offers the interested parties the to provide feedback and make changes before the start of the project. , Setting your team for for From the example of the document of the company requirements and the model we admit that everything can seem a little complex and academic, so we go to pass a basic document for the requirements. Imagine that your organization wants it finds a way to better trace the performance of employees and the key indicators of the performance (KPI). For the good of this example, let's say that at the moment there are no system that allows employees to keep track of their performance, so you should be selected and implemented. The design of questions is important, so be sure to determine the best way to ask questions to collect the information you need. The size or stadium of development are of little importance, but there is important to be important that different requirements are necessary to leave the company survives or progresses in new phases. *Your and -mail is safe with us, we also hate the search for Spam shows that 11.4% of organizational investments are due to the scarce performance of the project. The key to a successful project is a document of weighted and well-written corporate requirements (often abbreviated as BRD). What is a document of company requirements (BRD)? 6- Functional requirements this section outlines in detail the functional requirements and the corresponding characteristics including diagrams, graphics and timing. For changes in the company's phases, it is necessary to create a company requirements document. Who should be involved in creating documents of the company requirements? Here's how a very simple document could be for this type of project (together with some useful suggestions): 1. prototyping: the use of a prototype is a great way to ensure that the current requirements meet all the needs of the interested parties. We aim to launch this system within the second quarter e The systems, we will implement the system and provide adequate training to managers and employees by 1st June 2023. There are a series of requirements that we are trying to meet, also CHAPTING OF THE COUNCILS, reporting and analysis and management of objectives. 7- The need for staff this section covers the aspect of the human resources of the project. There are some things you need to do before creating a document of company requirements: you should define the company/organization's need that you must involve all the interested parties. It clearly defines everything that a project involves. Does the company have to take additional resources? Suggestions for writing a document on company requirements are planning to write a successful business requirements document? The main parties concerned identify the main parties concerned and outline their roles and responsibilities: Project Manager: responsible for considering all the responsible parties against the time line of the human resources project: they will search for the performance management systems, will collect the requirements, provide A recommendation to managers to sign, manage the conduct and employee Department of Head Training Sessions: Share the desired needs with human resources for a complete list of requirements: Head of the signature on the managers of the selected performance management system: they will be trained on System employees: it will be trained on system 7. Find a model discovering document that works to clearly express the scope of the project. The best time to formulate a summary declaration is once the BRD is completely written. FRD derives from a BRD. To create a company requirements document, it is necessary to include the project team, commercial partners and anyone else may be necessary for the project. What are the results? Requirements: After the collection of requirements with the main parties concerned, you will have to summarize all the requirements of the project in this section. The area includes three Key: what are the problems that the company wants to solve? Create an Impact document: create a diagram of design elements for each process function two or three for the evaluation of the impact for: for: Material technological people and machinery supplies and equipment for equipment, if necessary (depending on the organization) definitions and acronyms: define all the terms not clearly understood by everyone. Executive summary of our organization is looking for a performance management system to keep track of our employees' overall performance, increase loyalty and morality and increase transparency between managers and employees. You should establish benchmark/ standard for all the project requirements. Analysis of the document: reviewing all the existing documentation relevant to the project, including the previous documentation for successful projects. 8- program, temporal line and deadlines each phase of the project is covered in detail in this section. Cié helps to ensure that all the interested parties are aware of that it is requested and when requested. Objectives of a document of company requirements: to obtain an agreement between the parties concerned, communicate to the provider of technological servers, to the business needs, to the needs of customers and to it that the solution must do to meet commercial needs and customers to determine the input At the next phase, the project describes in detail the needs of the customer and the company that the solution intends to meet the difference between BRD & FRD the document of business needs (BRD) describes the high-level business needs while the functional requirement document (FRD) outlines the functions required to meet business needs. BRD answers the question what the company wants to do while the FRD provides an answer to how it should be done. 9- The assumptions outline the planned events that would occur during the project. 4. On the other hand, identify which best works for you and your current product specifications. Buy your needs They are the meat and potatoes of this process: collection requirements. Needs of the declaration with data and research, if possible, to strengthen strengthen Location: a performance management system is required to increase employee loyalty rates, maintain consistency through employees' development paths, increase our financial position by putting a strain on our talent and motivates and rewards employees. Turnover employees cost our organization on average \$ 35,000 and implementing this system allow us to save money while keeping our employees. You will also have to use a suitable model. Objectives of the project Use the intelligent system for the objectives of your project: we will have all 500 trained employees using our new performance management system by 1 June 2023. Scope of the project: because the management of the scope? Successful projects communicate the scope of the work from the beginning and remain within the defined boundaries unless otherwise indicated. Some elements to consider when they examine the previous documentation include: this has worked well - that it did not work ", the project team had to overcome the additions that could affect the elaboration methods of the current project during the collection phase of the Requires 2. BRD definition: a document for company requirements (BRD) focuses on the company perspective as it holds the details of the company solution for a project. The document on the company requirements also underlines the needs e The customer's expectations. When observing the process or workflow of a worker, be aware of not interrupting them. Who must be hired and when the hiring must be done. Company documents- key elements a corporate analyst or a project Manager who has an in -depth understanding of business processes draws the document of the company requirement. What are the restrictions? In terms Simple, BRD indicates that the company wishes to reach. A RD indicates the whole result of the project and the inputs and outputs associated with each process function. Map business processes in their current state compared to the proposed future state can help help Requirements with facilitating. 5. The good news is that a collaborative work management platform like Wrike can have a lot of stress and headache out of the process: ready to create your own document of company requirements? Is it worth investing time and money required for the project? So how can you avoid being part of that frightening statistics? 2- Objectives of the project The objectives of the project should be written in an intelligent format that implies that they must be specific, measurable, reachable, realistic and related to time. The document requirement of active synthesis helps you during the life cycle of the project to maintain the result in line with business and customers' needs. The company requirements document is useful when looking for a technological service provider, a consultant or contractor to help you with a project. Remember that this document will be displayed by many parties interested in various roles and not everyone will understand the technical text. Include visual elements: it is included visual elements and graphic representations, such as graphics and diagrams, when necessary, as they can be powerful in underlining your point. Instead, ask them to review your post-observation documentation. Cié also contains information on financing the project and how it would have been done. Made in feasibility: search for some of the past projects to determine the feasibility of your BRD. To simplify this product management table and make sure it is succinct, use the intelligent system for the objectives of the project. Providing logishe and obtaining support from stakeholders and employees is a great way to build a relationship with your peers before immersing yourself in the rest of the project. Here are some suggestions that you can follow to write a document of effective business requirements: be Action: does not use complex jargon rather than using simple language easy to understand that encourages action. Who do the job? Involve the interested parties: it is encouraged everything Other interested parties of the project to be involved in activities such as brainstorming, polls, focus groups, interviews and ideas for prototyping. Be aware of high-level requirements such as the requirements of "what", the technical requirements such as "as a key stakeholders: identify the interested parties involved in the project and establish their roles and responsibility. Cost-benefit analysis: your analysis cost-benefit is where you will catch the associated costs in the project together with the benefits envisaged to help you build a case for the return on the investment (ROI) of the project. 4- The project is the scope of the project outlines what to be included and what it should not be included. The program scheme all the various phases of the project together with the deadline for each phase: Phase I: Complete requirements collected with all the parties concerned by 31 March 2023 Phase II: select a performance management system to be recommended to Managers by April 7, 2023 - Phase III: Team of Human Resources on board the new performance management system by April 26, 2023 Phase IV: Form material Complete action for managers and employees by May 3, 2023 Phase V: conduct manager training on 10 May 2023 is phase VI: conduct the formation of employees the á á á á <17 May, on May 17, 2023 8. for the Last blogs, sector updates and exclusive suggestions. How to write a company requirements document there is no denying that there is much that goes to this document. Observation: This eruption method is useful when renewing a process or workflow. What is a document of company requirements (BRD)? During the entire life cycle of the project, be sure to listen to the impacts on the requirements defined at the beginning of the project and face them according to need. 5- Financial declarations The financial statements indicate the impact of the project on the budget and on of the company during the specific period. The requirements work with the main parties concerned to outline all the requirements: objective objective For monitoring the evaluation of advancement services for the revisions of half -year and end of year performance of the professional path and succession planning that signal the performance of analysis and tutoring opportunities 6. Add visual elements to make the content more visual digestible and surrounding context can increase the effectiveness of your plan and break heavy texts of text. The research indicates that 65% of the population is visual students, which means incorporating visual elements into your document can help you transmit your message and plan in a more compelling way. For example, a company the process diagram is a typical visual seen in a company requirements document. Ask the team members to review your document once you have finished the document of the company requirements, ask the interested parties to see it again and validate it. A statement of needs: this is here that you do your case on because the project is necessary. Prototypes can illustrate how a solution could work and help determine whether the requirements must be changed. Get the validation of information and content - including hypotheses - and make sure that all errors or omissions are correct. Avoiding the waste of precious resources is crucial for corporate success. Numerous teams and partners should create the BRD: Core Team of the on or all commercial partners (i) owners or representatives of the experts in the matter change or model of the company requirement available - an ideal BRD model The model of the company requirement document Ideal or the BRD model for example should have the following components: Declaration of objectives Declaration of the needs of application of financial declarations functional declarations Of the personal needs, timeline and deadlines Levations cost and benefits is 1- a declaration of summary The executive summary is the scheme of the project requirements. project. It also covers the cost of resources. It is necessary to identify the phases of the project. The CTQs are responsible for a positive voice of customers (VOC). VOC describes the customer's feedback on their experiences with your products or services. How does the project align with the company's objectives? Interviews: individual interviews are a popular way to collect inputs for the requirements. Polls/questionnaires: polls and questionnaires can help if you are trying to get feedback from a largest stakeholder group. Consider all aspects of the project, including the expected results and the main parties concerned. This document outlines that it is necessary to achieve the objectives of the planned project. Companies grow or change in phases and cycles and, as they change, the requirements can also change. Program deadlines, temporal sequence and milestone: describes in á á á á á á the phases of the project in this section, carefully outlining that it is requested and when. BRD focuses on the company objectives and distinguishes between the company solution and the technical solution. The clear area of the project helps you avoid the feared Creep. Numerous interested parties will be involved in the selection and implementation of this system, including a project manager, human resources, department leaders, managers, managers and employees. This document describes in detail the selection of this system, the objectives, the needs, the scope, requirements, stakeholders, program and cost-benefit analysis. 2. The most critical component of a company requirement document is the scope of the project together with restrictions and constraints. 3. This high-level section should outline the project requirements and summarize the following contents of the document. In this article, the key concepts relating to BRD and its importance for the success of a project are discussed. Groups: Identify the interested parties to collect inputs from them on a minor scale. 10- cost and benefit this this It contains a detailed list of all costs involved in the project together with the cost-benefit analysis. The savings of the project are also listed here. Use business documents in light language and without jargon like these can often be long -in and strongly detailed, making them difficult to follow and understand for the members of your team. The best practices for the company's company requirements: here are the best practices for BRD: validate the area: it is necessary to review and perfect the area according to need based on a table of the details of the process, identify the changes to find out what there is It is inside or outside the area now the requirements have been developed. Face the thoughts and prospects of the stakeholders relating to the project and potential solutions. The document of the company requirement is drawn up for a project to ensure the implementation of all the requirements to achieve the company objectives. Complete this process before obtaining commercial partners and blocking the scope of the project. Cost-benefit analysis completes a cost-benefit analysis: employees turnover costs for Team Yoy costs of the resources necessary in the project team to implement the advantages of the system to align employees to the corporate objectives of the legal protection for ending on how to plan A company requirement documents with Wrike while a model and an example will contribute to making the process of creating your document of company requirements a little more manageable, it is not denying that we are very involved in the process. It is not necessary to include heavy jargon in the company requirement document - try to keep the language clear, recognizable and concise. A good suggestion is to include a glossary of terms at the end of the document so that any technical terms can be easily found and can be avoided With this in mind, they often include: an executive summary: write this summary after completing the rest of the Del The requirements define the changes that will come following the work of the project. Although it may seem excessively formal, a document of company requirements is a fundamental element to ensure alignment between all the parties involved. What information do you put in a document of the requirements? The process function is responsible for criticism for the quality parameters (CTQS) relating to the customer's needs and desires. Now that we have a loose overview of Cié that this document is, let us dig in the sharpness of Cié who goes there. The documents of the company requirements are similar to other formal documents as requests for proposals (RFP) and contracts with customers. You can further dig in the solutions proposed with the predetermined parties of what you would do in a brainstorming session. What are the expectations of each stakeholder? A process in progress is necessary to monitor the program and measure the milestones. This particular method can be useful if more solutions are identified. The seminars generally have more indications compared to brainstorming sessions with predetermined requests on each stakeholder specified at the beginning. Interface analysis: this e -helicity method is particularly advantageous for software solutions and involves user interactions with an application. So what is a document of company requirements? Validate the content: after writing the document of the company requirements, you have it repaired in depth before the distribution. This can consist of many different types of requirements ranging from high-level levels. of knowledge *(Guide of Baboká á á á) identifies the elicited methods of the commonly used requirements, including: Brainstorming: bring together the interested parties and arouse ideas and themes for the project. Requirements Conduct collaborative seminars with the parties concerned to outline the requirements. When it is done well, it should be so self -explosive as to remove any ambiguities associated with the work of the project. Start by learning from previous successful projects if the start of this document seems to be discouraging, you spend some time to review past successful projects completed within the organization. Look at the documentation associated with these projects and use your intuitions to outline your new document on company requirements. document.

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