

## Offer Letter

Dear **Akash Upadhyay**,

Congratulations! We are pleased to offer an internship for the position of **PHP Developer** at **Navix Consultancy Services**. We are confident that your skills and experiences will be a valuable asset to our team.

Position : **PHP Developer**  
Joining Date : **19 July, 2023**  
Training Period : **3 months**  
Office Address : **A199, A Block, Sector 63, Noida, Uttar Pradesh 201301**

### **Office Hours:**

- Monday to Saturday: 10:00 AM to 6:00 PM
- Every 2nd Saturday: Half-day (10:00 AM to 2:00 PM)

We are excited to have you on board and look forward to the contributions we know you will make to our team.

### **Important Details:**

#### 1. Office Timings:

- Monday to Saturday: 10:00 AM to 6:00 PM
- Every 2nd Saturday: Half-day (10:00 AM to 2:00 PM)

#### 2. Leave Policy:

- If you plan to take any leave during your internship, please inform our HR department at hr@navix.in at least 2 days in advance.

#### 3. Internship Schedule:

- We understand that as an intern, your schedule may vary at times as you are in a learning period for industry-level practices.

#### 4. Payment Information:

- Stipends and salaries will be released from the 10th to the 15th of every month.

#### 5. Performance Review:

- Stipend is Rs. 7000 per month, and it will be revised after 3 months based on your performance.

### **Job Role & Responsibilities:**

#### 1. Web Development:

- Develop, test, and deploy dynamic web applications using PHP.
- Collaborate with front-end developers to integrate user-facing elements using server-side logic.

#### 2. Database Management:

- Design and maintain databases, ensuring high performance, responsiveness, and security.
- Implement data storage solutions using MySQL, PostgreSQL, or other database management systems.

#### 3. Code Optimization:

- Write efficient, reusable, and scalable PHP code.
- Identify and fix bottlenecks and bugs, ensuring the application's optimal performance.

4. Framework Utilization:

- Work with PHP frameworks such as Laravel, Symfony, or CodeIgniter to streamline the development process.
- Implement best practices and coding standards within the chosen framework.

5. Integration of Third-Party Services:

- Integrate external APIs and web services to enhance functionality.
- Collaborate with other teams to integrate front-end and back-end aspects of the application.

6. Security Measures:

- Implement security best practices to safeguard the web applications from potential threats.
- Conduct regular security assessments and address vulnerabilities.

7. Version Control:

- Use version control systems, such as Git, to manage and track changes in the codebase.
- Collaborate effectively with a team using version control tools.

8. Documentation:

- Create and maintain technical documentation for code, APIs, and databases.
- Ensure documentation is up-to-date and accessible to the team.

9. Troubleshooting and Debugging:

- Diagnose and resolve issues reported by users or identified through testing.
- Perform debugging and testing to ensure the quality and reliability of the code.

10. Collaboration:

- Work closely with cross-functional teams, including designers and other developers.
- Participate in code reviews to ensure code quality and adherence to coding standards.

11. Stay Updated:

- Stay abreast of industry trends, best practices, and emerging technologies in PHP development.
- Continuously improve skills and knowledge through self-learning and training opportunities.

12. Performance Monitoring:

- Monitor and analyse website performance, making recommendations for improvements.
- Implement performance optimization techniques to enhance the user experience.

We look forward to welcoming you to Navix Consultancy Services and wish you a successful and fulfilling career with us.

**Best Regards,**

For Navix Consultancy Services  
  
Proprietor