

Technical Writing Project

NAME: ANKUSH SINGH
GROUP: 4C13
ROLL NO.: 040
BRANCH: CSE-II
SEMESTER: 4th

SUBMITTED TO – DR. SHWETA SHARMA



Maharaja Agrasen Institute of Technology,
PSP Area, Sector – 22, Rohini,
New Delhi – 110085

Table of content

1. Resume for the post of Data Entry Operator.
2. Three different samples of Tender Notices from local newspaper.
3. Specimen of any three official documents.
4. Samples of Argumentative, Narrative, Expository and Descriptive writing from local newspaper.
5. To resolve a conflict between two colleagues who want to present their project first in the classroom seminar.
6. Introduction to the team members of the newly joined company.
7. 10 questions that can be asked while interviewing a candidate for the post of Admin Clerk.
8. Asking sorry and further modalities to a Librarian for having lost a book.
9. A story (weaved from the given prompt).
10. Discussion between mother and father about their Daughter Geetha.
11. Pie chart of sector wise deployment of cash generated by the company.
12. Personality and Character questions.

Ankush Singh

Data Entry Operator

Highly skilled and detail-oriented Data Entry Operator with 2 years of experience in efficiently managing and entering large volumes of data. Proficient in various data entry software and systems. Aiming to utilize my exceptional accuracy and organizational skills to contribute to the success of ABC Company.

Experience

2018 - 2020

XYZ Company

- Entered and verified data from various sources into the company's database with a high level of accuracy and efficiency.
- Conducted regular data audits to identify and correct any discrepancies or errors.
- Assisted in the development and implementation of data entry processes and procedures, optimizing efficiency.

2020 – 2022

PQR Corporation

- Collaborated with team members to ensure seamless data integration and accurate reporting.
- Maintained confidentiality and security of sensitive data in accordance with company policies and procedures.
- Trained and mentored new team members on data entry processes and systems.

Education

2015 – 2018

Bachelor's degree in Information Technology

PVR University

Skills

- Excellent typing Speed – 70WPM with 94% accuracy.
- Proficient in Microsoft excel and Google sheet.
- Communication
- Problem solving.
- Ability to multitask

Contact

4567 Main Street
New Delhi, Delhi
7885005642
ankush@example.com

No. G-22,263



REPUBLIC OF GHANA

Certificate of Incorporation

I hereby certify that the

..... UHURU 4 ALL FOUNDATION

is this day incorporated under the Companies Code, 1963
(Act 179) and that the liability of its members is limited by
guarantee.

Given under my hand and official seal at Victoriaborg, Accra,

this 25th day of October 2007



For: Registrar of Companies, Ghana

A handwritten signature in black ink, likely belonging to the Registrar of Companies, Ghana.

विकास त्रिवेदी
निदेशक
Vikas Trivedi
Director



75
आज़ादी का
अमृत महोत्सव

डॉ. अम्बेडकर अंतर्राष्ट्रीय केन्द्र
सामाजिक न्याय और
अधिकारिता मंत्रालय
भारत सरकार

Dr. Ambedkar International Centre
Ministry of Social Justice and
Empowerment
Government of India

DO.55423/DAIC/2023

Date: 16 May, 2023

Subject: Dr. Ambedkar International Centre's Internship Program.

Dear Sir/Madam,

I hope this letter finds you in good health and high spirits. As a distinguished educational institution dedicated to fostering academic excellence, Dr. Ambedkar International Centre under Ministry of Social Justice and Empowerment, Govt. of India has emerged as an International Centre to reduce Socio-political and economic inequalities by conducting rigorous and authoritative research.

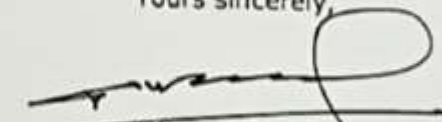
2. With great pleasure, we are writing to introduce our Internship Program at Dr. Ambedkar International Centre and extend an invitation to all the streams of candidates from your esteemed department to participate.

3. Our Internship Program aims to provide students with an immersive learning experience, allowing them to bridge the gap between academic knowledge and practical skills. We strongly believe in nurturing young talent, empowering them with industry-relevant expertise, and preparing them for successful careers. The Internship documents are attached for ready reference.

4. We would greatly appreciate, if you could circulate this information among your department's faculty, staff, and students.

5. We understand the importance of connecting with talented individuals, and your support will play a crucial role in reaching the most suitable candidates for our Internship Program.

Yours sincerely,


(Vikas Trivedi)

To,

HOD of the University/Institutes.

विकास त्रिवेदी /VIKAS TRIVEDI
निदेशक /Director
डॉ. अम्बेडकर अंतर्राष्ट्रीय केन्द्र
Dr. Ambedkar International Centre
सामाजिक न्याय और अधिकारिता मंत्रालय
Ministry of Social Justice & Empowerment
भारत सरकार, नई दिल्ली
Government of India, New Delhi

United States of America



DEPARTMENT OF STATE

To all to whom these presents shall come, Greetings:

I Certify That the document hereunto annexed is under the Seal of the State(s) of New York, and that such Seal(s) is/are entitled to full faith and credit.*

**For the contents of the annexed document, the Department assumes no responsibility
This certificate is not valid if it is removed or altered in any way whatsoever*



No. 068/69/85

Date: 09/22/2011

The Seal and Signature of the Secretary of State
of the United States of America has been attested.

[Signature]
FIRST SECRETARY

In testimony whereof, I, Hillary Rodham Clinton, Secretary of State, have hereunto caused the seal of the Department of State to be affixed and my name subscribed by the Assistant Authentication Officer, of the said Department, at the city of Washington, in the District of Columbia, this twenty-first day of September, 2011.

Hillary Rodham Clinton
Secretary of State
By *[Signature]*
Assistant Authentication Officer,
Department of State