

TechNova Solutions – Company Manual

1. Company Overview

- **Name:** TechNova Solutions Pvt. Ltd.
 - **Founded:** 2018
 - **Headquarters:** Islamabad, Pakistan
 - **Type:** Private IT Services & Product Development Company
 - **Mission Statement:** *To deliver cutting-edge digital solutions that empower businesses and create lasting impact.*
 - **Vision:** *To become a global leader in AI-driven software innovation.*
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2. Services Offered

1. Web & Mobile Application Development

- Full-stack development (React, Angular, Vue, Django, FastAPI)
- Android & iOS apps (Flutter, React Native)

2. Artificial Intelligence Solutions

- Natural Language Processing (NLP)
- Computer Vision (CV)
- Agentic AI applications (LangChain, LLMs)

3. Custom Software Development

- ERP systems
- CRM solutions
- E-commerce platforms

4. UI/UX Design

- User research & prototyping
- Wireframing and interactive design

5. Cloud & DevOps

- Cloud migration (AWS, Azure, GCP)
 - CI/CD pipelines
 - Kubernetes & Docker deployment
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3. Departments & Responsibilities

- **AI Team** → Builds ML/AI models, LLM agents, and intelligent automation systems.
 - **Backend Team** → Handles APIs, databases, authentication, and business logic.
 - **Frontend Team** → Designs and implements user interfaces (web & mobile).
 - **QA & Testing Team** → Conducts software testing (manual & automated).
 - **DevOps Team** → Ensures smooth deployment, cloud management, and scalability.
 - **Sales & Marketing Team** → Brings in clients, handles campaigns, builds brand visibility.
 - **HR & Operations** → Manages hiring, employee welfare, and company policies.
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4. Company Policies

- **Work Hours:** 9 AM – 6 PM (Mon–Fri)
 - **Leave Policy:**
 - 18 annual paid leaves
 - 10 sick leaves
 - Public holidays as per government calendar
 - **Remote Work:** Hybrid model (2 days remote, 3 days office)
 - **Confidentiality:** Employees must sign NDA before joining.
 - **Code of Conduct:** Professional behavior, respect for diversity, and ethical work practices.
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5. Employee Benefits

- Health insurance (self + dependents)

- Annual performance bonus
 - Learning allowance for certifications
 - Team-building events & trips
 - Flexible work arrangements
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6. Career Growth Path

- **Intern → Junior Developer → Developer → Senior Developer → Team Lead → Project Manager**
 - Performance reviews conducted every 6 months.
 - Promotion based on merit, contribution, and leadership.
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7. Tools & Technology Stack

- **Programming Languages:** Python, JavaScript, TypeScript, Java
 - **Frameworks:** React, Angular, FastAPI, Django, Spring Boot
 - **AI/ML Libraries:** PyTorch, TensorFlow, HuggingFace, LangChain
 - **Databases:** PostgreSQL, MySQL, MongoDB, Redis
 - **Version Control:** Git, GitHub
 - **Project Management:** Jira, Trello, Asana
 - **Communication:** Slack, Microsoft Teams, Zoom
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8. Sample Projects

1. **ChatNova (AI Chatbot)** – LLM-powered chatbot for customer support.
 2. **VisionTrack (CV System)** – AI system for security surveillance and anomaly detection.
 3. **NovaERP** – Custom ERP for SMEs to manage finance, HR, and sales.
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9. Contact Information

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