



Date: 23 April, 2022

To,  
CEO  
Glaros BD  
Dhaka, Bangladesh

**Subject: Daily work progress for Brand promotionals.**

Sir,

With due respect, it is my pleasure to share the current progress of my daily works. Here I've introduced the target for brand promotional purposes and correlated tasks.

Please review and feel free to share your humble recommendations.

With the best regards,

Md. Shahanuzzaman Shantonu

Team GlarosBD

**BRANDING TASKS 16-23 APRIL, 2022**

Facebook page analyze	Done
Facebook page content writing	Done
Content proofing	Done
Split and feedback for contents	Done
Content update	Done
Contact information updating	Done
Promotional plan designing	Shared and under preparation.
Add banner creation	Done
Page profile image and cover image designing and feedback update	Done
Add banner update	Correlated with boosting
Promotional plan sharing and feedback	Shared and under preparation.
General office allowance tracking system ( Optional and test purpose )	Done
Add promotion or boost ( Will be started from 23rd April )	Shared and under preparation.
Add promotion or boost monitoring	to be ...
User guide creation in bengali	Ongoing
User manual for general purpose products with refund policies	Ongoing