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Assignment for Productivity Specialist Position**

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**Question 1:** AI Tool Implementation Plan:

Choose any 5 departments from the following list where you believe AI tools can significantly enhance productivity.

**Answer:**

First of all, productivity means the measure of effectiveness and also efficiency for achieving the final target.

Productivity can express by ratio of output to input.

Somewhat like:

Ratio of Productivity

So, Now I have chosen 5 departments for I think AI tools enhance productivity.

1. Branding Marketing.
2. Customer Care Management.
3. Finance & Accounts.
4. Human Resources.
5. Software Engineering.

According to question 1 part 2 discussed about derails the following for each solution:

1. **Branding Marketing:**

Inefficiency or Challenge:

* AI tools for Branding Marketing Productivity has some lacking such as

Lack of Human Emotions, Data Privacy, Behavior Adaptation, Dynamic Marketing Understanding.

AI tools or Solution & capabilities:

* AI tools use for social media marketing, Content Marketing, Campaigns.
* Customer Interaction based on customer queries. Auto creation blog, post by understanding with customers response, collect customer feedback and Analysis, reach right customers to branding awareness by using data.

Tools Implemented and Integrated:

* Implement AI tool for analyses data by using machine learning to gain customer behavior, trending products, content- blog- post creation, real time customer response support, interact with virtual environment.
* Integrate by AI tools for branding can predict future market awareness, trending products, product launches, come out the information market strategies, optime product offering, effectively planning products stocks, demands of market.

Impact on productivity and efficiency:

* Customer recognize the brand for customer’s need, establish trust, awareness on customer to business more effectively, may spend less time to convincing customers for products, brand boosting, less spend time for advertising, stand out in crowed market.
* Recourses savings, advertisement can redirect to more areas to branding the business, being different can boost customer loyalty, cost effective, efficient for cutting down the amount of time, reduce the high cost, introduce and promote new products.

1. **Customer Care Management:**

Inefficiency or Challenge:

* Customer Care Management for AI tools may struggle to find out the customer queries.
* AI use for customer care management too much without proper human monitoring, the miscommunication and mistakes can make bad report from customers.
* Customers may doubt about their data security and privacy.
* Advanced AI tools can be costly for investment.

AI tools or Solution & capabilities:

* Automated customer support with Chatbots, Virtual Assistants, Voice base support.
* Customer behavior analysis, preferences, product needs, customers issues, recommendations.
* AI tools can automate routine for parcel, product order processing, order workflow or operations update.
* AI tools can analyses customer’s queries recommend actions and operations.

Tools Implemented and Integrated:

* Implement AI tool for Customer care management significantly enhance handle customer queries and instant response.
* Automatically search and find the products for queries.
* Integrated AI tools for customer care management reduce the response time, can active 24/7. Leading better response, Enhanced customer support and make database for product orders, Instant action, issues operation can make customer satisfaction that’s makes productivity more.

Impact on productivity and efficiency:

* Automate response for respective operation impact. Cost, time can be reduced by AI tool operation.
* 24/7 support, auto response to customers, predict potential actions, auto make decision to process and analyze large volumes of customers data.

1. **Finance & Accounts:**

Inefficiency or Challenge:

* AI tools may costly implement for finance and account. Also, costly Software and Hardware manage.
* May it find out the challenging training for employee to monitor.
* By using AI tools for finance and account maintain data privacy and security is very crucial.
* Employee must have to concern about data and maintain ethical path in AI implementation.
* Require skillful teams with knowledge about AI.
* Return fund.

AI tools or Solution & capabilities:

* Automated data entry, invoice processing, reducing the errors of information.
* Fraud detection, risk assessment analyze.
* AI tools can forecast customer’s needs budgets.
* Financial transactions authentication for layer of security.

Tools Implemented and Integrated:

* Implement AI tool for finance and account significantly enhance handle bank transactions.
* Invoice categorization.
* Improve accuracy for financial and accounts data errors.
* Tracking invoice operations.

Impact on productivity and efficiency:

* Automate entry information for finance and account of products and customers by AI tool operation.
* The most important impact and efficiency is fraud detect.
* Financial issues can handle.
* Time savings for finance and account.
* Errors reduce efficiency.

1. **Human Resources:**

Inefficiency or Challenge:

* Often require to large amount of employee data is more complex and challenging.
* Lacks of HR tasks, employee consulting, managing employee.

AI tools or Solution & capabilities:

* Automated filter the resumes, saves employee interview routines, manage employee recruitment.
* AI capable for analysis employee skills, performance.
* Can monitoring employee achievements, Strengths, and find the area where to improvement.
* AI capable to reports for an employee’s workflow.

Tools Implemented and Integrated:

* Implemented AI tools use for applicant tracking system like recruitment, workday report.
* By filtering resume, match the candidates to job recruitment, and hiring workflow.
* Detect employee talent, skills.
* Helping HR operations.
* Measure employee satisfaction.

Impact on productivity and efficiency:

* Automate resume screening, candidate matching.
* Faster hiring process.
* Increase efficiency to manage large amount of employee.
* Find out SOWT for suitable candidate, employee by checking history.
* Time saving for HR services.

1. **Software Engineering:**

Inefficiency or Challenge:

* Developing and maintain AI system more difficult.
* Data quality and training data challenges.
* Right algorithm implementation, bug detection.
* Software update.

AI tools or Solution & capabilities:

* Project management and planning, resource planning.
* Helps to make documentation.
* Improve pipeline based on performance and version control.
* Real time coding suggestion.
* Automated code review and analysis.

Tools Implemented and Integrated:

* Integration into code editors to assist developer in writing code.
* Auto implement dependencies version.
* Code analysis, bug detect, testing elements.

Impact on productivity and efficiency:

* Can predict data errors.
* Version control.
* Automated pipeline optimize.
* Can notify developers about project bug, issues.

**Question 2: AI Tools Works Demonstration?**

**Part 1:** Mention at least 3 AI Tools you have used in your life. How could you increase your productivity using these tools?

**Answer:**

AI (Artificial Intelligence) tools developed by using OpenAI. There are many AI tools we are using daily work.

I am going to take 3 AI tools using my daily work.

1. Google Workspace.
2. Microsoft Office.
3. Grammarly.

Using AI tools those I mentioned above can significantly enhance productivity in my various works. There are several ways I find help and increase my productivity with using AI tools.

As I say about documentation, I feel it will help **Microsoft office**. Again, If I feel I have to send documents to others come first in my mind, **Gamil** will help me out. In additionally, If I feel I need to correct grammar in my documentation the **Grammarly** helps me.

The **Google Translate** is very helpful AI tool, that is helping me also helping us when we want to find translator for different languages.

There are many products of Google, Microsoft those are helping us in our daily work life and make our works productive.

Now I am using Windows that has an assistant named **Cortana**. It will help me to find my application within a voice recognition or text. That is also **Microsoft** Product.

Moreover, **Google Sheets**, **Microsoft Excel** are always helps us to data collect. Indeed, AI tools into my workflow increasing, reduce my time, automate repetitive my tasks. Ultimately AI tools are leading to increase productivity and efficiency in my daily works activities.

**Question 2: AI Tools Works Demonstration?**

**Part 2:** Create a video demonstration (max 10 minutes) explaining your mentioned AI tools in Part 1 and a walkthrough of the results or improvements you observed in your works. This video should showcase your ability to communicate complex solutions effectively.

**Answer:**

The Video Link: <https://youtu.be/b-vOHX1Oie0>

Questions:

Assignment for Productivity Specialist Position at Rokomari.com

Question 1: AI Tool Implementation Plan Choose any 5 departments from the following list where you believe AI tools can significantly enhance productivity:

● Branding Marketing

● Business Intelligence

● Corporate Sales

● Customer Care Management

● Digital Sales

● Finance & Accounts

● Growth Hack

● Human Resources ● Operations & Management

● Product Management ● Public Relations ● Retail Sales ● Software Engineering ● Supply Chain Management ● Technical Support & Service

For each selected department, propose an AI tool or solution that addresses a specific productivity challenge.

Detail the following for each solution:

● The possible inefficiency or challenge within the department. ● The chosen AI tool or solution and its capabilities. ● How the tool will be implemented and integrated into the department's workflow. ● The expected impact on productivity and efficiency.

You can use any AI Tool to do this assignment. Please submit all the prompts and answers that you’ve gone through to complete the assignment.

Question 2: Your AI Tools Works Demonstration

Part 1: Mention at least 3 AI Tools you have used in your life. How could you increase your productivity using these tools?

Part 2: Create a video demonstration (max 10 minutes) explaining your mentioned AI tools in Part 1 and a walkthrough of the results or improvements you observed in your works. This video should showcase your ability to communicate complex solutions effectively.

Submission Guidelines: Compile your AI Tool Implementation Plan (of Question 1) and Part 1 of Question 2 into a single PDF document. Upload your video demo (Part 2 of Question 2) to a platform like YouTube and include the link in your PDF document. The PDF document name should be your Full Name. Submit your completed assignment to hrd@rokomari.com with the subject line “Productivity Specialist Assignment - [Your Name]” by 11:59 PM, 03-02-2024