

Hello **Sushant Raghunath Bait**,

I would like to welcome you to the NeoSOFT family and congratulate you on being selected to be part of this dynamic company and hoping you are raring to serve our domestic and global clients.

A few words about me, I'm **Sachin Patil** and have been part of the company for a long time and am currently the Senior Training Executive in the Java department. I have more than 12 years of experience in the learning and development field. Some of the functions you will find me involved in and we can collaborate on as a team is resource & training management, tasks assessments, monitoring progress, interviewing and evaluation.

To get in contact with me, kindly use the following,

E-mail	Mobile	Skype id
<a href="mailto:patil.sachin@neosoftmail.com">patil.sachin@neosoftmail.com</a>	9075860098	live:.cid.42d8c6f28d92a826

In my absence, you can alternatively contact any of the below mentioned Department heads for assistance-

Name and department	E-mail	Mobile	Skype id
Ravi Kavaia	<a href="mailto:ravi.kavya@neosofttech.com">ravi.kavya@neosofttech.com</a>	9033380133	ravi.neosoft
Kunal Sagar, Solution Architect	<a href="mailto:kunal.sagar@neosofttech.com">kunal.sagar@neosofttech.com</a>	9167475899	kunal.sagar19
Yashesh Bhatt, Solution Architect	<a href="mailto:yashesh.bhatt@neosofttech.com">yashesh.bhatt@neosofttech.com</a>	8554823104	yashesh.bhatt3

Java Team Coordinators:

Name and department	E-mail	Mobile	Skype id
Dushyant Sahu - RMG	<a href="mailto:dushyant.sahu@neosofttech.com">dushyant.sahu@neosofttech.com</a>	7620835782	live:.cid.8a4f04f74c227653
Divya Pawar - RMG	<a href="mailto:divya.pawar@neosofttech.com">divya.pawar@neosofttech.com</a>	8369251533	live:.cid.b2b0314cc1116c21

Also in case of any HR and Admin related queries and assistance, the contact details are as under,

#### **HR Manager:**

HR Manager	E-mail	Mobile	Skype id
Simran Singh	<a href="mailto:simran.singh@neosofttech.com">simran.singh@neosofttech.com</a>	8879643899	simran_wwindia
Manju Solomon	<a href="mailto:manju.solomon@neosofttech.com">manju.solomon@neosofttech.com</a>	9821924500	live:manju.solomon
Hemlata Nanwani	<a href="mailto:hemlata.nanwani@neosofttech.com">hemlata.nanwani@neosofttech.com</a>	7208955021	live:.cid.2ee6eaab7e949c64

Please Join our Skype Group : <https://join.skype.com/yj1cBBk5WFDF>

Please Join our Whatsapp Group : <https://chat.whatsapp.com/H4GPkGGBa2zJtg0pm8ag2d>

### **Primary Job**

Please fill in the following details in MIS:

1. Your educational background, phone number/alternate number, email id
2. Projects you have done along with screenshots. This is needed so that your cv can be shared with clients
3. Fill your skill sets
4. In short please add a complete set of data in My profile section and projects done in details

For more details, you can see the file attached with detailed to-dos.

### **Daily Chores**

Things you need to do first when you step into a office:

1. Always login in Connecto App / Employee Portal / MIS and on Skype
2. Punch in and out while in Office. This will mark your Biometric attendance and HR will verify this with your MIS attendance.
3. There is a section Task where you need to fill in your per-hour details of work done. Mandatory to add time u took for lunch or tea break. Any ignorance on this part would affect your rating because this is the only way you can showcase the amount of hard work you do in the office

4. If you have problems with your PC, mouse, or anything related to machinery or hardware please raise a ticket in MIS
5. Apply for leave in the leave section and get it approved from your TL/Manager
6. Wherever you go **on Sick leave, kindly email your TL, Salesperson, and HR along with reason and FTP details of the client, chat history, etc. and call or SMS your TL respectively**
7. Keep updating your skills if you are going through something new or have done some certification.
8. Always inform your TL when you are leaving for the day so that you don't miss out on any high-priority task assigned to you.

**NOTE: Please Confirm receipt of this email**

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