**CROSS DEPARTMENT ORIENTATION**

**GET Name: Manish Poddar**

**Current Department: IT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No.** | **Department** | **Dates** | **Stake Holder Name** | **Signature** |
| 1 | DA | 7th Sept to 26th Sept | Mangesh sir, Sukhvinder sir | Manish Kr Poddar |
| 2 | Operations | 27th Sept to 28th Sept | NA | NA |
| 3 | Quality | 29th Sept to 5th Oct | NA | NA |
| 4 | Account | 6th Oct to 10th Oct | NA | NA |
| 5 | Projects | 11th Oct to 16th Oct | NA | NA |
| 6 | HR & TA | 17th Oct to 19th Oct | NA | NA |
| 7 | Marketing & Field Report | 20th Oct to 21st Oct | NA | NA |

**Key Learnings from DA team (3 Points) –**

* Went through survey genius portal.
* Got to know some function like concat, vlookup ,if,else and text to number change .
* How they categorize age group of respond,
* how they find duplicate interviews using excel function

\*we went for 3 days only, After that, there were no rooms available, so they said they would inform us if any room became vacant.

**Key Learnings from Operations team (3 Points) –**Not Done as we didn’t get any mail/information regarding this from their end .

**Key Learnings from Quality team (3 Points) –** Not Done as we didn’t get any mail/information regarding this from their end .

**Key Learnings from Accounts & Finance team (3 Points) –** Not Done as we didn’t get any mail/information regarding this from their end .

**Key Learnings from Projects team (3 Points) –** Not Done as we didn’t get any mail/information regarding this from their end .

**Key Learnings from HR OPS & Recruitment team (3 Points)** – Not Done as we didn’t get any mail/information regarding this from their end .

**Key Learnings from Marketing & Field Report team (3 Points) –** Not Done as we didn’t get any mail/information regarding this from their end .