

October 11, 2019

United States Citizenship and Immigration Services
USCIS Service Center

Re: Aneesh Kurooli Padmanabhan Nair

Dear Officer:

I offer this letter to detail the conditions of the direct, full-time, 40 hour per week employment of Aneesh Kurooli Padmanabhan Nair.

Mr. Aneesh Kurooli Padmanabhan Nair's work activities will include:

- Involve in Scoping, Requirement Walkthroughs with Project and IT Team for the specific application testing and manage scope level changes along with other stakeholders.
- Participate in Business and functional requirement meetings and work with Business and Stake holders to identify gaps in requirements and get that clarified.
- Automation feasibility analysis, test automation script development & execution using CRAFT framework Cognizant Reusable Automation Framework.
- Perform automated testing of the application using VBScript and Selenium.
- Leverage Jira tool to track requirements and work efforts and implement projects by following SAFe Agile methodology, participate & contribute to Program Increment (PI) planning events & showcase working software to stake holders in each Monthly Release Meeting.
- Takes part in analysis, coding and testing of the software utilizing Cognizant proprietary tools.
- Peer review the test cases/scripts and resolve any issues.
- Create end to end business test cases and review with Business team.
- Attend Cognizant project team meetings to learn about the customized software solutions.
- Perform System Integration Testing and Regression Testing and assist the team in running KUPORTA tool.
- Develop Safeco EP forms using DCF code and deploy the forms into Test regions.

- Ensures that the security guidelines and practices are followed in each and every phase of the delivery.
- Record defects and coordinate with different teams in defect triaging process.
- Provide training to team members on Insurance Domain and knowledge transfer to new members on client web and mainframe based applications.

Row	Job Duty	Percent
1	Perform testing activities based on best practices established by Cognizant's Quality Engineering and Assurance Business Unit. The testing will be conducted using Cognizant accelerators which streamline the testing process and optimizes testing with utmost quality. Project estimation, Test strategy creation which includes System Integration Testing approach for cross enterprise systems & applications, review of Test Plan with stake holders and get their sign off. Review of Test Scenarios, Test cases with offshore and walkthrough these test artifacts with business to ensure business expectations are met. Identifying the right Regression scenarios and test cases including negative cases that need to be Tested every release and get the Business Feedbacks on the same. Identification of project and program level risks, creating mitigation plans and preparing Risk Based Testing approach using tools like RBT lite provided by Cognizant TCoE. Working with offshore teams and review their work to ensure flawless delivery and quality & track their efforts using Jira tool. Maintain and manage defects in tools like HP ALM/QC and Jira. Defect triaging and reporting defect metrics. Creating and tracking quality metrics and publishing to client stakeholders, publish health report on application under test to stake holders for taking decision to go live, provide test results walkthrough with Business & receive Business sign off to go Live. Update regression suite and monitor post production result and share with stake holders and get it signed off. Develop Safeco EP forms using DCF code and map data using Tag commander and deploy the forms into Test region. Develop Dwelling Fire forms and define rules in OMnE builder.	40
2	Test automation scripting, debugging, review of automation scripts & execution using Selenium, Web Service testing using SOAP UI and through Automated scripts using Selenium, validating test logs using tools like Splunk and performing feasibility analysis for automation, conducting ROI analysis, identification of Hardware/Software tools and Automation solutions based on the needs of projects and per latest industry trends to provide best in class solutions to client. Create and maintain regression xmls to work with KUPORTA tool.	25

3	Participate in Requirement reviews with stake holders, review technical specifications and other project documentation to gain a thorough understanding of the program and processes to be verified. Participate and contribute to product design reviews, various technical reviews and presentations as a Subject Matter Expert on a variety of client systems as an Insurance Domain expert.	15
4	Facilitation of Daily Scrums, participation in Program Increment (PI) planning, Story and Feature Refinements, Iteration Retrospection and other SAFe Agile ceremonies for Monthly Release team. Use other Agile methodologies like Scrum or Kanban based on the program needs and Business Center Testing Coordination.	10
5	Identify risk in the Projects, notify project team about possible actions and mitigation plans to avoid during testing phase and for smooth deliverable. Training new resources, leading and mentoring offshore and onshore team members, capture lessons learnt, define action plans and adopting best practices.	10
	TOTAL	100

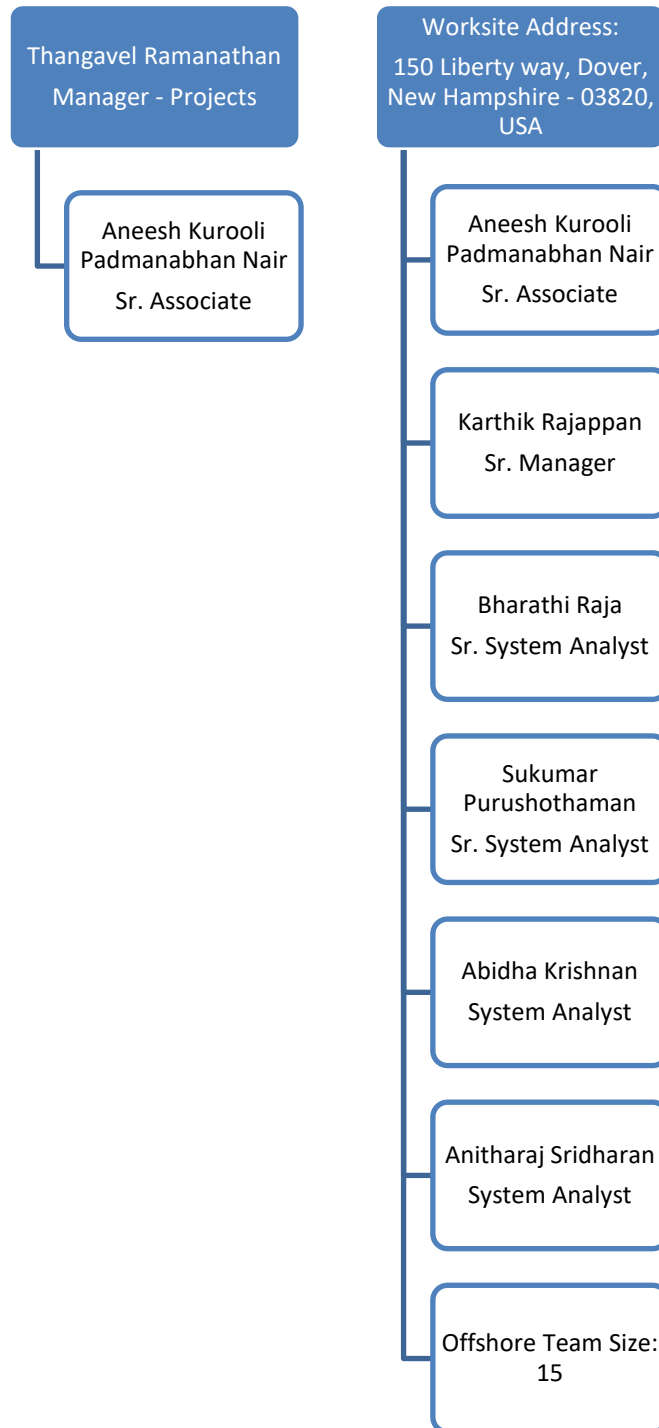
Cognizant Software, Tools, Methods, Frameworks, Platforms and/ or Cognizant Body of Knowledge/ Best Practice/Expertise

Mr. Aneesh Kurooli Padmanabhan Nair will use Cognizant's Best Practice to perform his job duties in the United States, specifically Cognizant's Best Practice for Digital Transformation for achieving client's Digital transformation goal as acquired through Cognizant Academy and on-the-job experience within the Cognizant family of companies.

Mr. Aneesh Kurooli Padmanabhan Nair will use CRAFT framework [Cognizant Reusable Automation Framework for Testing] with little customization based on his project needs and Cognizant's Perfecto Lab for Mobile Testing. Associate will also use Cognizant's 'Code-insight' and 'ADPART' tools which are directly related to Cognizant's Quality Engineering & Assurance [QE&A] Business Unit.

As detailed above, Aneesh Kurooli Padmanabhan Nair will use advanced and complex IT theories and methods related to Cognizant's Quality Engineering & Assurance [QE&A] business segment.

The below organization chart is specific to the assignment which Mr. Aneesh Kurooli Padmanabhan Nair has been selected for in the U.S. within our Quality Engineering & Assurance [QE&A] business unit:



Selection of Employees and Control of Work

Cognizant designs, implements, and maintains large technology systems for its clients, many of which are Fortune 100 companies. To accomplish what are frequently multi-million dollar projects, we perform a significant amount of work in-house at Cognizant offices, but it is often necessary to also have several Cognizant employees perform activities on-site at Client locations. When Cognizant employees are placed at a Cognizant client's worksite, the Client is not in any way their employer. At all times, Cognizant remains the sole and direct employer, and has control over the work of its employees. It is Cognizant that selects which of its employees will conduct work activities at a Client's worksite, determines what activities those employees will perform, and directly supervises and controls the work of those employees. At all times, Cognizant is responsible for paying salaries, benefits, and expenses for those employees. The Client does not employ those individuals nor does the Client in any way function as their employer.

Performance Reviews

The Performance Management Process at Cognizant is a structured, formal interaction between an employee and his or her manager. This process includes evaluating performance against set objectives and competencies applicable for that role, providing performance feedback, identifying development needs, and setting goals for the future. This on-going performance communication takes place between the employee and that employee's manager, which results in a performance rating for the employee. The objective of the Performance Management Process is to fuel the success of Cognizant and its employees.

Supervision

For the entire duration of the employment, Cognizant maintains its employer-employee relationship with all Cognizant employees, including those who may work remotely, through the managerial control that Cognizant exerts over its employees. Such Cognizant supervisory control over employees encompasses many levels of authority, including hiring/firing employees, assignment deployment/re-deployment, productivity, desired outcomes, and actual processes and tools. Cognizant also assumes all responsibilities of an employer, including the payment of wages, the withholding of payroll taxes, the payment of federal and state taxes for unemployment, and other similar legal requirements. In the course of controlling the work activities of employees, Cognizant managers use a multitude of communication media and tools, including reporting and meetings, in person or through technology, such as video conferencing, desktop video, VoIP, mobile phones, and instant messaging, as well as through Cognizant systems and tools.

Cognizant's practice of entering into MSAs and other contractual agreements that are under the governance of the relevant MSA, with our clients is premised on a host of business reasons. Many of these business and legal considerations serve as the underlying basis for the validity period of the agreement, which may not be representative of the full length or duration of our client

relationship and Cognizant's provision of services. Indeed, most of our short term agreements entered into under the governing MSA are renewed subsequent to negotiations with our clients, either prior to or after the expiration of the existing short term agreement. One consideration for Cognizant limiting the validity of a customer agreement is risk of payment default, specifically bankruptcy where a court could require that Cognizant continue to provide services if our agreement is in effect on the date the of bankruptcy petition filing. Another example involves a warranty that begins only once the specified phase of the work is completed whereas a longer duration agreement would essentially extend the warranty to the interim services which is not commercially reasonable for Cognizant.

Please feel free to contact me for additional information. Thank you.

Sincerely,

Thangavel Ramanathan
Manager – Projects
Ph: +1 614-397-5453

Thangavel.ramanathan@cognizant.com