December 8, 2020

United States Citizenship and Immigration Services
USCIS Service Center

Re: Mugdha Prakash BAPAT

Dear Officer:

I offer this letter to detail the conditions of the direct, full-time, 40 hour per week employment of Mugdha Prakash BAPAT.

Work Activities

 Ms. Mugdha Bapat's work activities will include:

Row	Job Duty	Percent
1	Participate in business Requirements and functional requirements, review meetings to understand the functional and non-functional requirement by collaborating with Data Engineers, Software Engineers to design and implement next generation analytic framework using MicroStrategy BI stack on AWS. She will gather business needs, functional requirements and document and create workflows using Service Now to satisfy the use cases. This establishes the framework for each phase of the software development lifecycle and a miss could affect the entire software solution by failing to ensure compliance with priorities and sequencing of tasks or use the proper coding standard for the requirement.	15
2	Participate in Solution design documentation that identifies all of the details that are part of the MicroStrategy AWS Solution stack – including but not limited to requirements lists, functional design, code standards and data load and reporting schedules and system performance and stability metrics. She will review these documents with the Business teams during design overview meetings .Documentation exists to explain functionality, project related information, and allows for discussing all significant questions arising between stakeholders and developers. Effective documentation is to ensure that the developers and stakeholders are headed in the same direction to accomplish the objectives of the project. She will be involved in conducting functional and technical review of developed code modules and ensuring adherence to Service Level Agreement as agreed upon by Cognizant and its Client.	10

| 3	She will be involved in creating highly optimized MicroStrategy Metadata, which includes objects like Attributes, Facts, Hierarchies, Transformations, Metrics, Intelligent Cubes, and Datasets to facilitate MicroStrategy reporting for Category Management and ad-hoc analysis across large datasets. She will design and implement reports, documents to elicit insights, utilization patterns and trends. She will authorize and restrict data access by establishing user access and entitlements in MicroStrategy and Teradata using MicroStrategy Security filters, Access Control Lists and database security entries. She will enhance and performance tune MicroStrategy Reports in order to meet functional and non-functional requirements and to align to industry best practices. This involves collaborating with Data Management team to identify and implement VLDB settings in MSTR. She will facilitate reporting using MicroStrategy reporting tool suite like Command Manager, System Manager, Office Collaboration and Distribution Servers. She will use Cognizant Accelerators to speed up and streamline the Data load and reporting processes .She acts as a point of contact to resolve technical issues faced by the Business teams and find optimal workarounds to implement dash-boarding and data analytics feature and functionality in MicroStrategy. She will implement Query Optimization strategies for building reports. She will develop automated deployment code for Object Manager to deploy the code in Staging and Production servers. She will also participate in creation of Application Schema tables by querying the underlying Category Management schema. She will be participating setting up and maintaining the overall MicroStrategy Stack on AWS.	45
4	She will use code quality standards to evaluate the quality of Code during each release. She will identify unit test scenarios and perform unit testing for developed code/application based on business requirements to ensure quality deliverable to Test/Prod environments. Such tools and software solutions are continuously being enhanced and upgraded. She will provide support for business and functional acceptance testing which ensures technical specifications meet business requirements. She will assist in deployment of code in Production Servers.	10
5	She will manage and guide the development team to ensure quality deliverable and to organize and execute project level KT/Training session for team members. She also provides guidance to the team regarding how to handle the requirements for a proper business solution.	10
6	She is responsible for daily and weekly status reports to update the business teams involved in different aspects of the solution to make sure agreed upon	10

	customized software solutions are delivered on time while also recommending changes to ensure optimum efficiency through technology innovations. She provides technical expertise for implementing cloud based analytics solutions using MicroStrategy on AWS.	
	TOTAL	100

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

Ms. Mugdha Bapat will use Cognizant's Best Practice to perform her job duties in the United States, specifically use the skills honed through her trainings received through Cognizant Academy, under employee skill advancement program , other Advanced Analytics Certifications like MicroStrategy and Tableau certifications and Digital Trainings like Machine learning and on-job experience within Cognizant Family of companies

As detailed above, Mugdha Bapat will use advanced and complex DWBI Analytics and Cloud theories and methods related to Cognizant's CDB-AIA-BI's business segment.

The below organization chart is specific to the assignment which Mugdha Bapat has been selected for in the U.S. within our CDB-AIA-BI business unit
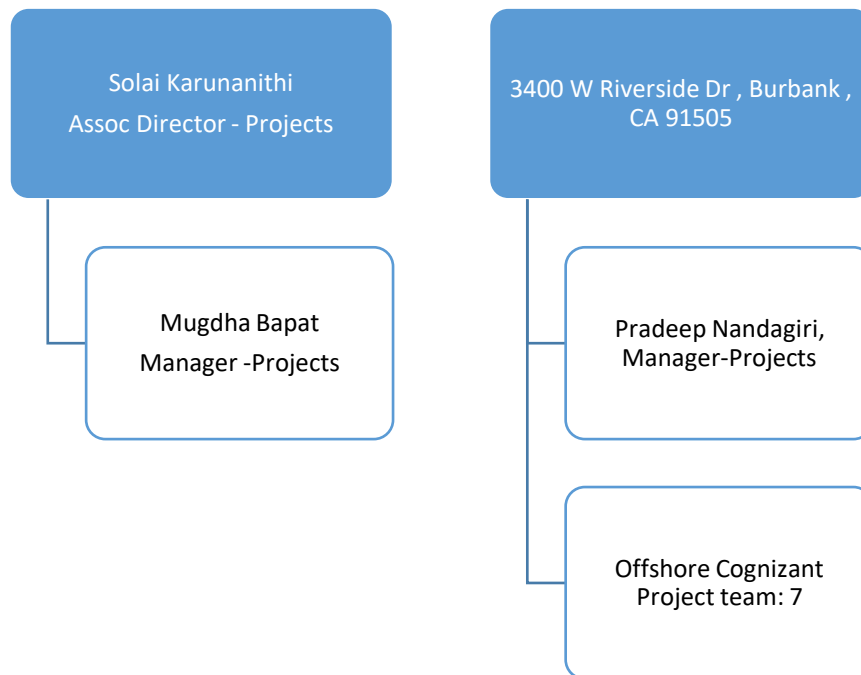
Selection of Employees and Control of Work

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 a number of 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,

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