 **CROWN DATA ANALYSIS & CONSULTANCY LLC**

**39 xxx Springfield, MO, 65807**

**AFFIDAVIT**

Date: 10th January, 2019

Joan J. Yego

1709 Dorchester Avenue

Boston, MA 02124

Dear Joan,

**LETTER OF APPOINTMENT**

TITLE/DESIGNATION: BUSINESS INTELLIGENCE ANALYST

DEPARTMENT: INFORMATION TECHNOLOGY(IT)

PREVIOUS PERIOD TO COUNT: NONE

DATE OF COMMENCEMENT:

We are pleased to appoint/retain you in the position of Business Intelligence Analyst/System Developer,

reporting to the IT Director with effect from 1ST, 2019 under the following terms and

conditions:

**1. PROBATION**

You are appointed on probation for a period of three calendar months from the date of

your commencement of work after which your appointment may be confirmed on

permanent terms, solely dependent on your performance of duties to the satisfaction of

the company

2**. GROSS EMOLUMENTS**

(a) Your starting gross salary including all other allowances will be $ 85,000/=. You will also

be entitled to the following:

* 100% minimum essential medical coverage after 60 days on project
* Sick leave accrual according to the Massachusetts state laws
* Direct deposit service
* Voluntary self-purchase dental/ vision coverage
* Voluntary self-purchase life / accidental coverage

(b) The Company shall withhold tax and other statutory contributions and deductions (for

the time being and as may be in future) before payment of your salary. You are required

to disclose any loans that you have with any government body payable through your

employer before commencement of your employment.

(c) The Company may review your salary from time to time in accordance with the H.R policy

(to provide for every 1st July starting 2020).

**3. DUTIES AND RESPONSIBILITIES**

Your duties shall involve the following (depending on project assignment) but without limitation:

1. Serve as a business resource to project staff in all phases of the development and implementation of visualization systems, solutions, and process improvements.
2. Support the data visualization needs of various projects.
3. Help business owners embed BI and analytics into the business as well as define and improve data visualization services.
4. Provide actionable business intelligence to management.
5. Analyzed business problems to determine appropriate technical and/or non-technical solutions.
6. Produced data visualizations and interactive dashboards in Tableau Server using different data sources such as Teradata, Oracle, Microsoft SQL Server, and Microsoft Analysis Services.
7. Build dashboards with floating objects and capitalizing the various dashboard action features like URL, images, web integrations.
8. Implement hierarchies in Tableau with Portfolio as the highest level followed by application and project details.
9. Analyze business requirements and data sources from Excel/Oracle SQL Server for design, development, testing and production rollover of reporting and analysis projects within Tableau Desktop.
10. Utilize performance tuning procedures to increase performance and help make dashboards more visually appealing and user friendly.
11. Implement data blending and joins to work with data from multiple databases in a single report.
12. Use Fogbugz as the main agile system to analyze and categorize new tickets and existing backlog to determine priority.
13. Work on complex KPI scorecards, heat maps, tree views, circle views, bar charts.
14. Create Tableau Data Extracts (TDE) for workbooks and publishing to Tableau server as reusable datasets for multiple reports.
15. Schedule Table Data Extracts refreshes in Tableau server and troubleshooting as necessary when extract refresh fails.
16. Develop donut charts and implemented complex features in charts like creating bar charts in tooltip.
17. Work extensively with Advanced analysis Actions, Calculations, Parameters, Background images, Maps, Trend Lines, Statistics, and table calculations
18. Involved in Tableau installation and configuration with Single Server System and Three Node Server System
19. Reviewed, assessed, and promoted adoption and standardization of Tableau support solutions
20. Initiate and execute client plans for growth through correct, accurate and timely delivery
21. Work with Client Relationship Management team to develop and refine current and new training and implementation programs and documentation
22. Conduct regular professional assessment of all employees on the CRM’s team about their responsibilities
23. Participation in CODA event which may include client seminars, social functions, and client meetings outside of the CODA office and contribute to industry

The Company shall be at liberty to transfer you to any of its Client sites and Associate companies or departments.

**4. OTHER BENEFITS**

(a) Other benefits accorded by the company are defined in the H.R Manual (Medical).

(b) The Company may at its discretion accord you any other benefits on such terms and

conditions as may be agreed from time to time.

**5. HOURS OF WORK**

Your working week will be Monday to Friday from 0800 hours to 1600 hours computed as full day.

One hour paid meal break usually between 1300 hours and 1400 hours is allowed on

weekdays.

**6. OVERTIME**

Generally, the company observes a strict “no overtime” recompense policy. You will be

expected to complete your work within deadlines and you will also be expected to put in

extra time to meet the deadlines and cope with work pressure.

**7. LEAVES AND HOLIDAYS**

(a) You are entitled to 21 working days paid leave/holiday in each complete period of one

calendar year worked from the date of your appointment to the same date and month

the following year less one day, to be taken at such times as may be agreed between you

and the Company.

(b) Holiday/leave entitlement accrues at the rate of 1.75 days per month.

(c) Your leave/holiday entitlement will be reduced pro rata in the event that you work for a

part of a holiday year, and you will be entitled to payment in respect of any holiday

entitlement due to you at the date of your termination of your employment with the

Company.

(d) The Company observes a strict policy and encourages its staff to take leave for

intermittent periods of five days, quarterly as it accrues so much so that at no one time

does the employee have accumulated leave days for more than five days.

(e) In the event of termination of your employment when leave accrued days are in excess

of one working week i.e. 5.5 working days, your entitlement for payment of leave days

not taken will be the maximum of 5.5 days and the excess shall be forfeited unless the

excess has arisen because of special arrangement with the management of the

Company in writing.

(f) You will not take any leave during the first three months of your employment but your

holiday entitlement shall accrue during this period.

(g) Leave days includes off duty days hours taken during working days and hours of late

reporting to duty.

(h) No leave shall be carried forward after 31st December each year and all leave will be taken

in the year it accrues. No payment will be given in lieu of leave not taken subject to other

terms of this agreement.

**8. ILLNESS OR INCAPACITY**

(a) At the discretion of the Company you will be paid your full basic salary during your

absence from your duties caused by medical illness or incapacity for a period of fifteen

(15) days and thereafter half of your basic salary for the next fifteen (15) days in every

calendar year and any days in excess shall not be paid.

(b) For consideration of payment stipulated in sub-paragraph (a) above the Company may

require certification by a medical practitioner/Doctor of your fitness to work or resume

duty or any other authentication of your unfitness during the relevant period.

(c) You must notify your immediate superior (or if he/she is not available some other senior

member of staff) by telephone or otherwise as soon it becomes apparent that you will be

unable to attend your duties.

**9. PERIOD OF NOTICE**

(a) The period of notice required to be given by you as well as by the Company in writing in

respect of termination of your employment is generally not less than one calendar month

on employment and not less than 7 days on probation.

(b) The company may terminate this agreement at any time without notice if at any time you:

i. Are found guilty of gross misconduct as defined in the Employment Act, No. 11 of

2007.

ii. Breach of confidentiality requirements under this agreement.

iii. If you become bankrupt or make any composition with your creditors.

iv. If you are of unsound mind.

v. If you are convicted of any criminal offence (other than an offence under the Road

Traffic Act) and sentenced to serve for a term of more than three months

imprisonment.

vi. If you abrogate any term or condition of this agreement.

(c) The company reserves the right to pay salary in lieu of notice.

**10. SUSPENSION**

The company reserves the right to suspend the employee without notice at any time

pending investigation of any serious allegation of misconduct. You shall not be entitled to

any salary during the period of suspension from duty.

**11. REDUNDANCY**

In case of redundancy you shall be entitled to severance pay at the rate of fifteen (15)

days for each calendar year of service to the company.

**12. CONFIDENTIALITY**

Your work with the Company may give you access to confidential information concerning

the trade secrets, organization, business, finances, products, business intelligence,

intellectual property, transactions, or affairs of the Company, its subsidiaries, clients,

agents, customers, client’s information, and other confidential information. You shall not

reveal, share, exchange or otherwise transmit any such information, documents, files etc

to any third party which may reasonably prejudice the interests of the Company and or

without the Company's prior express consent in writing.

This provision shall apply during your tenure as employee and shall subsist beyond your

retirement or termination as employee.

**13. PRIVATE WORK**

(a) The company does not entertain private work during office hours and or without the

express consent of the Director(s).

(b) The Company also expressly prohibits its staff from contracting with its clients privately

without its knowledge, working with its competitors or otherwise other acts that may be

prejudicial to the interests of the Company whether during office hours or not without

permission from the Director(s).

(c) The Director(s) reserve the right to recommend stoppage of private work outside office

hours, which in their opinion is detrimental to your performance and or reduces your

efficiency during office hours. You will be required to strictly observe such

recommendation.

**14. OUSTER CLAUSE**

This letter of appointment shall supersede all previous contracts between the company

and yourself whether written, oral, or otherwise.

**15. H.R MANUAL**

This Letter of appointment is only a guideline of the terms and conditions of your

employment. A complete human resource policy is embodied in the Company’s Human

Resource Manual to which the agreement is subject, and which shall be the reference for

interpretation of your terms of employment.

**16. EXCLUSIONS**

The company premises are a strictly drug free zone. Smoking or consumption of any drug,

tobacco, alcohol, herbs or other drug substance is strictly prohibited.

**17. ACCEPTANCE**

You are required to confirm your acceptance by signing this contract in duplicate and

returning one copy to the Company immediately otherwise this offer shall lapse.

Signed by Joan Yego

Signed for and on behalf of

CROWN DATA ANALYSIS AND CONSULTANCY LLC (CODA)

Date: 10th Jan, 2019