

Date: 10th April 2017

Employee Name: Vinod Kumar Kallakuri

**To whom it may concern**

This letter is meant to confirm Vinod Kumar Kallakuri's employment with Swift Solutions Inc" SSI". Vinod had been employed with SSI on a full-time basis in the capacity of a Business Analyst between the time periods 10/1/2013 to 9/1/2014 - H1B & 5/3/2010 to 5/2/2011 - CPT. His job responsibilities during these periods are listed below:

- Serve as a liaison between the business programs community and the IT organization in order to provide technical solutions to meet user needs.
- Providing expertise in the business unit(s) they support, as well as, an understanding of the IT organization's systems and capabilities.
- Analyzing business partner's operations to understand their strengths and weaknesses to determine opportunities to automate processes and functions.
- Assist in the business process redesign and documentation as needed for new technology.
- Translating high level business requirements into functional specifications for the IT organization and managed changes to such specifications.
- Educate the IT organization on the direction of the business.
- Negotiate agreements and commitments by facilitating communication between business unit(s) and IT from initial requirements to final implementation.
- Provide an understanding of technological trends and use this knowledge to bring solutions to business units supported to enhance the enterprise's competitive edge.
- Requirements development execution, including the elicitation, analysis, specification and validation.
- Document and analyze agency business processes and recommending improvements.
- Document and analyze data requirements and relationships.
- Participate in the requirements management processes, including change control, version control, tracking and status reporting, and traceability.
- Proactively identify risks, issues, and action items leading to possible solutions.
- Interact with internal and external organizations (i.e. vendors, State and Federal government agencies, State providers and beneficiaries, and other stakeholders).
- Maintain business rules, requirements, and models in a repository

Should you have any questions regarding Mr. Kallakuri's employment with Swift Solutions Inc, please feel free to contact me via email at [Karthik@swiftsol.com](mailto:Karthik@swiftsol.com) or via phone at 267-241-5640.

Sincerely,

*Karthik Gomulapuram*

Karthik Gomulapuram

CEO

Swift Solutions Inc