An Assignment of

**Soft Skill – Effective Communication**

Submitted to

Disha Pandya Ma’am

Tops Technologies Ahmedabad – S G Road



By

Piyush Dabhi

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* **Profile**

Respected Sir/Ma’am,

My name is Piyush Dabhi, my **native** is Junagadh (Saurashtra), I am currently living in Ahmedabad. I have passed MCA from Parul University, Vadodara, Gujarat.

Thereafter I had joined Silver Touch Technologies Ltd, Ahmedabad as an Android Mobile Application Developer. I was satisfied with my career growth but unfortunately, I had left my job due to severe family responsibility. During that time, I have also worked in Freelance on hybrid mode. I ran my father’s business at that time, I was completely jobless. But at present all situations are stable and now I have opportunity to explore my passion job that is Software Testing. Currently I am pursuing Software Testing training from Tops Technologies Ltd.

From the starting of my career **journey** to till now my **Mentor** is always my father. He provides valuable insights based on his own experiences, helping me navigate challenges and make important decisions. His actions and values inspire me. My father believes in my potential, which motivates me to pursue my goals. He emphasizes the importance of continuous learning. It’s a unique bond that I cherish deeply.

In the **next three** years, I aim to advance in Software Testing, taking on more responsibilities and potentially leading projects. I want to deepen my expertise in my field and gain relevant certifications that will enhance my skills.

By the **five-year mark**, I see myself in a leadership position. I also want to achieve certification in Automation Testing Framework as well as ISTQB foundational level. I hope to be overseeing a team, contributing to strategic decisions, and mentoring junior colleagues. I will focus on driving impactful projects and positive work culture.

In **ten years**, I want to achieve a role, such as a director, where I can influence company strategy and drive innovation. At last, I also want to start my You Tube channel where I can guide those students who are not afford the certification and training courses in Software Engineering.

Transitioning from **college to post-college life** involves adjusting to new responsibilities, changes in social dynamics, and a shift in priorities. While college life is often marked by exploration and flexibility, life after college tends to focus more on stability, career development, and personal responsibilities. Both college life and life after college offer valuable experiences, but they differ significantly in structure, social dynamics, learning methods, financial responsibilities, and personal growth.

**My parents expect** me to study well, score well and later in my life earn well. They don’t force me to pursue something regarding education that I don’t want. They want me to do something I would love, and excel in the same. As parents of a boy, they want me to be economically settled in life, so that later in my life If anything worse happens I can stand alone on my own, not depending on someone else for my financial needs. Apart from these things, they expect me to be a person who is well-mannered, well-cultured, well-behaved, and a well-spoken person.

1. **Resignation Email**

To: [xyz@gmail.com](mailto:xyz@gmail.com)

Subject: Resignation Notice

Respected Sir/Ma’am

I hope this message finds you well. I have been working for 3 years in Software Testing position. During this journey I have learnt many things in this organization which helps me a lot in my career development.

I am writing to formally resign from my position at your company. I am grateful for the opportunities that I have had during my time here and for the support from you and the team. This decision was not easy, but I believe it is the right step for my career.

I committed to ensuring a smooth transition and I will do everything possible to handover my responsibilities.

Thank You once again for everything.

Sincerely,

Piyush Dabhi.

1. **Thank You Email**

To: [xyz@gmail.com](mailto:xyz@gmail.com)

Subject: Resignation Notice

Dear Vaishali,

I hope you are doing well. Just wanted to drop you a quick note to say a big thank you for everything you have done recently. Your support and advice have been incredible. Honestly, I don’t know what I would’ve done without your help.

Remember when you share your experience on how to crack technical interview? That was super insightful for me. It’s not every day you find someone as generous with their time and smart as you.

If there is ever anything I can help you with, let me know. Can’t wait to catch up soon and hopefully return the favour!

Regards,

Piyush Dabhi.

1. **Reminder Email**

To: [xyz@gmail.com](mailto:xyz@gmail.com)

Subject: Reminder for upcoming E-commerce website launch.

Dear Sachin,

I hope you are doing well. As discussed, the deadline for E-Commerce website testing is approaching, and I am yet to receive final defect report from you.

This deadline is critical for this website success. Your prompt attention is needed to avoid delays or complications.

Please email your concern team leader in case of any queries or confusion. If there’s no blocker, please send the requisite information.

Best regards,

Piyush Dabhi.

1. **Asking for a raise in salary**

To: [xyz@gmail.com](mailto:xyz@gmail.com)

Subject: Request for Salary Increment.

Respected Sir,

I hope this message finds you well. I’m writing to request that my compensation be reviewed. Since December 20th, 2018, I have been working as a Software Engineer at XYZ firm for three years. I have always dedicated myself to my profession and intend to continue doing so in the next years.

My present salary as a Software Engineer is 3.5 lakhs PA. Given my accomplishments and track record, I respectfully urge that you increase my annual salary by at least 20%. I would be grateful if the company could present me with a raise.

Thank you in advance. Waiting for a favourable response.

Yours Sincerely,

Piyush Dabhi.

1. **Email of inquiry for requesting information**

To: [xyz@gmail.com](mailto:xyz@gmail.com)

Subject: Request for Salary Increment.

Dear Manager,

Flipkart.

I hope this email finds you well. I recently came across information suggesting that your business is offering high discounts on your products or services. I wanted to inquire and validate this information.

Could you please confirm if there are indeed discounts available? If so, I would like to request a specific discount on sports equipment I believe this would be mutually beneficial as it would allow me to make a purchase while supporting your business.

Thank you for your attention to this matter, and I look forward to your response.

Best regards,

Piyush Dabhi.