**In what capacity has the recommender known you?**

Professional work related:

Hierarchical relation?

Projects done together?

Time known for?

Extra-Curricular:

Activities organized/participated in together?

Example: CSR Activities? Workshops

Any other special things worth mentioning?

**General Info needed:**

Whenever you mention a skill or a strength please make sure to back it up via a proper tangible experience as to how you highlighted this at your workplace

**Skills Highlighted during work:**

Examples are given below to help you organize your thinking, please replace them with your own thoughts and activities

1. Hard working/Diligent

Need to understand new things & going out of comfort zone to deliver on task

Ex FO attestation- Understood the whole 30 hours process in detail within 1.5 months and then got it automated from the automation team in a short span by continuously chasing the tech team to come up with an automated module

One important quality of Rahul is that he need to know the facts, & gain an complete understanding of the process to start the work. This quality helped him apply Logics and analytical thinking to come up with automation of FO Attestation.

2. Optimistic & Positive approach-

With ability to make new friends and sharing useful thoughts, Rahul had made friendships and was able to keep team memorandum at an high level in spite of stress in system. His helpful nature was able to give the team extra support in spite of the fact that he had less knowledge of process. For Example one day Sayalee needed to stretch due to work load and in spite of having limited knowledge of the daily work he stayed with her till 1 AM to help complete the work

He has a very hepful approach and deeply cares for his team members, for example: One day Pravin was feeling irritated, so he sat with him for some time and when he left the desk Pravin was laughing.

3. Eagerness to learn

This quality keeps him going and I believe that it will help him have a great future wherever he lands up. He very often sit with the members of different teams to understand their work and trying to connect the dots with the processes our team in doing currently.

4 . Persistence towards success

Success is everything and it needs to be earned the hard way is what Rahul’s mantra is. Persistent and dedicated approach makes him different from the lot, he is the kind of guy who never gives excuses and takes up the challenge no matter how tough it is. I have the trust in him that I give him any work he will complete it. For Ex: MIS Integration, I needed that project to be done without disturbing the daily work. So he agreed at take it up, learned what had to be done on his own time and delivered it within the time line.

5. Teamwork/ Leadership/Networking

Last but not the least he is very enthusiastic in knowing the company and employees of different teams, and is always keen to diversify his network. He does this by either attending every monthly meeting or by approaching different members to learn about the work he is interested in, basically he doesn’t leave any chance to interact with people.

**Other activities done outside office or apart from work**

Social and Environmental Activities

Rahul is a very socially responsible person & takes a keen interest in activities. He is an active participant in events organized by Good Works team for ex Smart Lahi program to teach basic computer skills to underprivileged kids , Beach Cleanliness Drive day after the famous Ganesh Visarjan Festival, Tree plantation programs, School kit Collection Drive to distribute school kits to financial week section of the society etc.

Extra-curricular Activities

One of the 1st things he did after joining JPMorgan was to join FUN Committee: This committee was virtually Non-Existent before he joined but after that He participated and convinced other team members to make a team for Bowling Competition and planned surprise events every Friday which really increased the bonding among the different Sub- Teams.

**Areas of improvement (2 for each LOR) ? & how have you tried to improve on it?**

**Examples**

* Problems in delegation
* Inability to say no

Explain by giving concrete examples how you have been working on these and how have you improved.

**Any specific instance where you were impressed by the candidates potential? Give details about the experience**

Examples

* Going beyond whatever was necessary to give a splendid performance
* Maturity shown while handling a tough task, while handling peers

Give detailed explanations of the incident where you displayed these skills