

## **Handover Note**

**Name: PHILIP RAJI**

**Job Title: WEB DEVELOPER**

**Date of Handover Note: 01/09/2022**

**Duration of Assignment (include start and end date): 07/09/2022 – 27/09/2022**

### **Tasks:**

- Virtual Meeting creation and administration
- Bulletin upload for Website and Mobile App
- Outline upload for Website and Mobile App
- Email blast
- 200L Project
- Banner upload for Website and Mobile App
- VOD upload for Mobile
- Support for DCC Estates and sister organization as need arise
- Daystar Academy Online
- And other business

You can call me in case of anything not stated here.

### **Your contact information after departure:**

- Phone: 08026417478      Email: Philip\_raji2020@yahoo.com