
From: Reaz Uddin Ahmed

Sent: Thursday, May 13, 2021 5:53 PM

To: reaz ahmed; Reaz Uddin Ahmed; alfa_reaz@hotmail.com; alfa_reaz@yahoo.com

Subject: Gain America => Mindtree => Microsoft Corporation Job Details

Dear Reaz Uddin Ahmed,

Welcome to Possible!

With your arrival at Mindtree a few days away, we are excited to welcome you on board and look forward to a fulfilling association with you.

Please find below the reporting details.

Reporting details:

- **Start Date: 5/17/2021**
- **Report Manager Name and contact details:** Gururaj
Kokkangatta Manjegowda / +1-
4255891566/ Gururaj.Manjegowda@mindtree.com
- **Arrival instructions (Reporting Location Details: Remote)**
- **Reporting Time: 9:30 AM PST**

Other Details:

- **Employee ID:**

Your employee ID will be created on the day of joining. Login Credentials will be shared with you by email by the support team. As soon as you receive the login credentials, please login to your account and change the password.

- **Laptop:**

Please reach out to your reporting Manager – he would guide you on the same. Laptop will be shipped to your home address as soon as your employee ID is generated. Should you have any questions, please feel free to contact me at ~~641-435-8559~~

Best Regards

Venkat Peta

**Additional Helpful Links
& Contacts:**

Application or Need	Details	Link or Contact Email
CIS Team (System Setup)	Email CIS for ticket questions	CIS.GSD@mindtree.com (Refer attachment for steps)
Timesheets	Enter project hours weekly	https://timesheet.mindtree.com/timesheet.aspx SPOC : Project Manager (Refer attachment for steps)
PeopleHub (Intranet)	Mindtree's intranet system	PeopleHub - Org Canvas (sharepoint.com)
Reporting Manager	Rishabh Srivastava	Reporting Manager (mindtree.com)
Genie Ticket	Submit ticket for issue or request for most topics/questions	Genie (mindtree.com)

Venkat Peta

Senior Associate | US Talent Acquisition

Ph: +1 641-435-8559



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Regards,

 Reaz U Ahmed
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 Email: reaz.bv@gmail.com

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