VELAGAPUDI RAMAKRISHNA SIDDHARTHA

ENGINEERING COLLEGE

(AUTONOMOUS)

KANURU, VIJAYAWADA-520007

MINI PROJECT

ADVANCED COMMUNICATION SKILLS LAB

[20HS5153]

Student Name : POTLURU SRI SASHANK

Roll Number   : 208W1A12B3

Branch   : INFORMATION TECHNOLOGY

Section   : B

Submitted To :

DR.M.Jayrajan

Department Of English

COVER LETTER

From :

Potluru Sri Sashank
D/O Potluru Srinivasa Rao
D.No : 1-65
Vijayawada-520007

27th December, 2022

To:
The Sr. Hr. Manager
XYZ India Pvt. Ltd.,
 Hi. Tech City
Hyderabad-500012

Sir/Madam,
Sub: Application for the post of Assistant Manager … reg
Ref: Advertisement dated 15/11/22 on the Unstop website.

In response to your advertisement on Unstop website. I am applying myself for the position of Assistant Manager in your prestigious organization.

I am pursuing my B. Tech 3rd year in the stream of Information Technology and Engineering at VRSEC, with a 9.01CGPA. My main streams are Full-stack development and Machine Learning. I have actively participated in organizing several technical and cultural activities at the department level.

I herewith endorse copies of my testimonials regarding my academics and co-curricular activities. Enduring you my devoted service if appointed to the post.

Thanking you.
yours sincerely, Sashank

Enclosures:
Resume
Photocopy of B.Tech Original Degree
Photocopy of the Internship.

POTLURU SRI SASHANK

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linkedin : linkedin.com/in/sri-sashank-potluru-9a819323b
Hacker Rank : https://www.hackerrank.com/sashank_potlur u1
code chef : https://www.codechef.com/users/sashank22 2
Contact No: 7386282559

CAREER OBJECTIVE:

A highly self-driven individual looking for a challenging position in a software industry that will be the impetus to work innovatively to contributes to the prosperity of the organization and to ensure professional growth.

Academic Qualifications:

SI.NO	QULIFICATION	INSTITUTION	BOARD	YEAR OF PASSING	CGPA
1	B. Tech in Information Technology and Engineering	Velagapudi Ramakrishna Siddhartha Engineering College	Jawaharlal Nehru Technological University Kakinada	2024	Pursuing (9.01) (Currently)
2	Intermediate	Narayana Junior college	Board Of Intermediate Education Andhra Pradesh	2020	9.94
3	CBSE	Narayana English Medium school	Central Board Of Secondary Education	2018	406

Technical Skills:

• **Programming Languages** : Python, C, Java, c++, R programming , DBMS

• **Library and Packages:** Numpy, Matplotlib,turtle ,scikit-learn

• **Tools :** Notepad++,Dev C++,Android studio,vscode

• **Web Technologies:** Html, Css , react

• Data Structures and Advanced Data Structures.

Projects:

- Pothole detection using meachine learning - tensorflow object detection (classification of pathole and dividers on road and detecting the patholes)

- Baggage Tracking System and weight Detection

Certifications :

- Introduction to Cyber Security (Cisco)
- Programming Essentials in C (Cisco)
- Programming Essentials in Python (Cisco)
- CCNA Introduction to Networks (Cisco)
- NPTEL Data Analytics using Python

Achievements:

- Volunteer in aksharamalla

- Achieved Certification of Appreciation in National level online coding.

- Earned Three Gold Badges In Hackerrank : C , Python, c++

Personal Details:

Father Name : POTLURU SRINIVASA RAO
Mother Name : POTLURU NEERAJA
Address : 1-68,kothapalli ,Krishna(DT),Andhra Pradesh - 521111
Date of Birth : 29/07/2002

Declaration:

I hereby declare that the above particulars of facts and information stated are true to the best ofmy belief and knowledge.

Place: Vijayawada

Date: 29/12/2022

Signature
(sashank.p)

CASE STUDY

Introduction:

A case is a story that describes a problematic incident, event, or situation. It typically reports in-depth information about certain aspects of the situation while under-reporting other aspects, and its conclusion is commonly left open- ended. The mission of case analysis is to make sense of the given material and to identify appropriate actions for handling the case situation

Successful case discussions begin with an analysis of the key issues in the case. The analysis then serves as the basis for defining the most desirable out- comes and considering what options are available. This process usually results in a diversity of opinion as participants view the case situation from their unique perspectives, stressing different values and promoting different out- comes. Such diversity of opinion is the strength of the group case exercise. Par ticipants should value these differences, recognizing them as essential to learning, and make a special effort to encourage new opinions about the case. As a result, the case exercise will become an even more profitable learning experience.

In case analysis, participants also evaluate the different opinions about the case and use their evaluations as the basis for forming a common opinion. By working together in this way to build group consensus on case solutions, participants gain a deeper understanding of how they can constructively deal with real- life leadership issues. The following are case analysis guidelines that constitute a seven-step method for reaching group consensus. These steps provide participants with a common source of direction for addressing case issues.

Case Analysis Guidelines:

Step 1.

What are the key issues or problems of the case?

Any case may suggest several interpretations of what the focal concerns are. It is helpful to begin by identifying as many different interpretations as possible. Have each participant state why he or she identified the issues or problems as key.

Step 2 :

Prioritize the problems

Participants should focus on the key issues of the case. This may involve selecting one of the issues already raised or creating a new statement that identifies the problem. In some cases, there may be

several problems at work, in which case participants may wish to simply rank the problems in terms of either potential importance or timing of impact.

Step 3:

Consider whether it is necessary to determine the "cause" of the problem.

In some cases, it is important to determine what caused the problem in order to identify the appropriate solution(s). In other cases, the cause of the problem is not as important as what to do about it. Therefore, when working on a case, always ask whether it is necessary to decide what the cause is It should be noted that speculating on the motivations of the individuals in a case seldom does more than sidetrack a case study. By trying to determine why a person acted in a certain way, participants can easily fall into unproductive discussions that revolve around guesswork instead of focusing on the situation at hand. Managers and supervisors often must respond to actions (or lack of actions) made by the people with whom they work, and reflecting on the motivations of others is, in this regard, only a diversion.

Step 4:

Brainstorm the options available to the leader.

There is always one option: Do nothing. However, there are usually several ways to resond to a problem, and helping participants identify those options is an important part of case discussions. Participants should be encouraged to use their best brainstorming skills to determine what the options are

Step 5:

Evaluate the options.

Each option will have advantages and disadvantages. In management and human resource issues, there are several criteria that may be useful for evaluating different options, including:

• The power of the option to solve the problem

• The impact of the option on organizational performance and/or mo-rale Legal or regulatory liabilities and requirements .

Step 6:

Select the optimum solution

The ideal solution will produce the best outcome at the least cost. In management situations, this may not be possible. Therefore, selecting the best solution may involve balancing competing opportunities and constraints with an optimum solution that produces satisfactory outcomes on as many criteria as possible.

Step 7:

Describe how the solution should be implemented

Create a plan or "script" of what the manager or supervisor should do to implement the solution.

Case Study Format:

1. **Introduction:** Provide context for the story.

2. **Challenge/Problem:** Describe the primary issue being faced.

3. **Solution:** Identify the product or service being used.

CASE STUDY
A Pain In Claims

INTROCUCTION :

Sandy Jones supervises a group of eight clerks who do high-volume, relatively routine typing and filing tasks. The employees tend to be young women who recently graduated from high school. This is their first job.

Katherine Bruskowicz is perhaps Sandy's best performer. However, she tends to be a disruption in the workplace. For example, she is a loud and incessant talker. She is also verbally abusive. She boasts about her boyfriends and be littles Sandy, who has no boyfriends. She also teases Sandy about being overweight.

Although some of the employees take her in stride, others are upset by her. Sandy believes that Katherine causes some morale problems. Sandy has "informally" talked with Katherine about these matters on several occasions. Katherine will make a temporary improvement then revert to form

PROBLEM :

This is a borderline call. While Katherine is annoying, it is not clear that there are significant productivity problems as a result. Some of her co- workers have adjusted to her. Furthermore, Katherine's job performanceis evidently good. On the other hand, Katherine's talking and rudeness do seem to heighten the level of tension and reduce the group's morale.

Considering the above, the question is whether Katherine's verbal behavior is an annoyance or a problem. This is a determination that each supervisor needs to make individually.

However, Sandy should watch for signs of hostility or stress directed at Katherine. She should also pay attention to the turnover of her staff. If either increases, Sandy will need to act so that the work problems caused by Katherine will not grow even more serious and the work environment further deteriorate.

SOLUTION :

It is not clear that Sandy now should do much more than she is already doing. Certainly, as noted above, she should begin monitoring the mood of her group more closely. She should also continue to correct Katherinewhen she gets out of hand.

Sandy should also schedule a formal meeting with Katherine to discuss the problem of her loud and abusive behaviors. Unless matters grow worse, it is not clear that Katherine's behavior is of sufficient nature to justify a formal disciplinary procedure.