**Office Work Report** **Date:** 3rd April 2025

**Employee Name:**Pallavi Kumari  
 **Office In-Time:** 10:30 AM

### **Tasks Completed:**

1. **Started the Day with Python Exercises**
   * Logged into Sunstone's Moodle coding exercise platform.
   * Worked on Python-related assignments to improve coding skills.
2. **Public Speaking Task**
   * Harjot Sir assigned a task to speak for 10 minutes on a random topic.
   * Delivered the speech in front of colleagues, enhancing confidence and communication skills.
3. **Continued with Python Exercises**
   * Resumed solving coding problems on Moodle.
   * Practiced problem-solving and logical thinking skills.

**Office Out-Time:** 7:00PM

**Summary:** Today's tasks focused on improving both technical and soft skills. The coding exercises helped in strengthening Python concepts, while the public speaking session was a great opportunity to build confidence and fluency. Overall, it was a productive day.