1. Team Lead - DotNet
   1. Product domain knowledge
   2. Daily morning meetings
   3. Communication with US office
   4. Participation in project kickoff meetings
   5. Business domain discussion with US office
   6. Brainstorming session with team for initial and final timeline estimates
   7. TFS and version control
   8. Peer code reviews
   9. Review of developer approach/code to reduce expected/estimated development time
   10. Review/approve team estimates and finalize them for project plan
   11. Status reporting
   12. Troubleshooting for support items and prompt resolution
   13. Manage development team
   14. Keeping development documentation up to date
2. Software Engineer – DotNet
   1. Product domain knowledge
   2. Daily morning meetings
   3. Code unit testing
   4. TFS and source control
   5. Assist in support items and provide resolution
   6. Participate in development meetings
   7. Participate in offshore meetings on need basis
3. Software Engineer – QA
   1. Product domain knowledge
   2. Creation of use cases
   3. Creation and execution of test cases
   4. Product testing; logic and business scenarios
   5. Issues reporting and monitoring
   6. Assist in support items and suggest resolution
   7. Participate in development meetings
   8. Participate in offshore meetings on need basis
4. Support Engineer
   1. 24x7 access to support box (email)
   2. Periodically (5 minutes) check for support box
   3. Send acknowledgment to client with proper response
   4. Request further information if required in the acknowledgement mail
   5. Investigate the issue, spend 30 minutes
   6. Escalate to concerned department (dotnet, DB or configuration) for fix
   7. Escalate to QA department if issue is not reproduced
   8. Follow up with concerned department for updates
   9. Validate the fix
   10. Send the closure email to customer
   11. Perform monthly maintenance routine on production servers
       1. Db server
       2. Web server
       3. File server
   12. Make sure log shipping is intact
   13. Recreate log shipping if broken
5. Manager DotNet Dept
   1. Participate in development meetings
   2. Participate in offshore meetings
   3. Maintain and provide timely development status
   4. Conduct scrum meetings daily
   5. Assist GM Development in project planning and project plan
   6. Assist in support items and suggest resolution
   7. Help developers to resolve issues during development
   8. Keep an eye on delays and react in time to mitigate delays
   9. Participate in development activities
   10. Participate in interviews for new hires
6. Manager DB Dept
   1. Participate in development meetings
   2. Participate in offshore meetings
   3. Maintain and provide timely development status
   4. Conduct daily scrum meetings
   5. Assist GM Development in project planning and project plan
   6. Assist in support items and suggest resolution
   7. Help developers to resolve issues during development
   8. Keep an eye on delays and react in time to mitigate delays
   9. Participate in development activities
   10. Participate in interviews for new hires
7. Manager QA Dept
   1. Participate in development meetings
   2. Participate in offshore meetings
   3. Maintain and provide timely development status
   4. Conduct daily scrum meetings
   5. Assist GM Development in project planning and project plan
   6. Assist in support items and suggest resolution
   7. Help developers to resolve issues during development
   8. Keep an eye on delays and react in time to mitigate delays
   9. Participate in development activities
   10. Participate in interviews for new hires
8. Client Implementation and support manager
   1. Deployment of releases on test and production servers
   2. Smoke test of releases on test and production servers
   3. Creation of release notes
   4. Shadow support box responsibility
   5. Help in QA of the product
   6. On boarding and training of new staff
9. GM Development
   1. Responsible for over all development activities
   2. Participate with US team for new projects and business domain knowledge
   3. Communicate with US team for project status and project plan
   4. Create and maintain project plan
   5. Conduct daily scrum meetings
   6. Conduct status update meeting with leads/managers
   7. Help developers/leads for clarity in business understanding
   8. Dispute resolution
   9. Delivery of releases
   10. TFS control
   11. Assignment of support items to concerned lead/manager/resource
   12. Perform final review of the product before release launch
   13. Conduct interviews for new hire
10. GM
    1. Project plan
    2. Financial matters
    3. Tax preparation and filing
    4. Maintain accounts
    5. Participate in development on need basis
    6. Handle special projects
    7. Dealing with auditor/tax consultants
    8. Documentation for SECP
11. Manager Admin & HR
    1. Making sure office is fully functional 24x7
       1. Laptops
       2. Desktops
       3. Network
       4. WiFi
       5. Printer
    2. Report to concerned person if any unit is not functional and provide solution
    3. Provide logistic support to development teams
    4. Office purchases for supplies, stationary items, and consumables
    5. Dealing with vendors for purchases
    6. Search for candidates
    7. Arrange interviews and follow up
    8. Maintain petty cash and provide weekly report