A Day in the Life of a Developer at Incubers Services LLP

Hello, my name is Sanjana Panwar, and I work as a developer at Incubers Services LLP.

Starting the Day at Incubers Services LLP

My workday at **Incubers Services LLP** starts at **8 AM**. Being on time is important. The first thing I do is log into the IWM portal, our company's internal system. This portal is crucial for managing daily tasks—it allows me to mark my attendance, check new assignments, and collaborate with my colleagues. It also helps in tracking work progress and ensuring that nothing is missed.

At 9 AM, we have our morning conference call, where all team members gather to discuss the tasks planned for the day. This meeting helps set clear expectations, define priorities, and allocate time efficiently. If anyone has doubts or needs clarification, this is the perfect time to discuss them. Our manager, Gaurav Sir, leads the meeting, ensuring that every team member understands their responsibilities and is aligned with the company's goals.

Incubers Services LLP is a product-based company that focuses on three main platforms:

PnaPna Tech – A platform that helps US contractors manage their projects efficiently by offering seamless digital solutions.

ABT (All Bookkeeping and Taxes) – A specialized service that handles bookkeeping and tax-related tasks for both businesses and individuals.

theHOMEetc – A platform that connects homeowners with trusted service providers for various home-related services.

Streamlining Work with IWM at Incubers Services LLP

Marking Attendance & Time Breaks

Before I start coding, I mark my attendance in the Team Attendance chat by sending a simple 'GM' (Good Morning) message. This ensures my work hours are properly logged. Later in the day, when it's lunchtime, I just type 'Lunch' to notify my team, and when I return, I send 'Back'—keeping everything seamless.

Collaborating with the Team via Communique Chat

Collaboration is key in our team. If I need to discuss a project, I head over to Team INC for group messages or use Private Chat in the Communique section to message a colleague directly. If I need to send an important document, I simply use the Upload File option. This makes team communication effortless and organized.

Managing Tasks with the IWM Task Panel

Once I have my priorities set, I dive into my tasks using the Task Panel. Here, I can create new tasks, check my assigned work, and update progress. Whenever I begin a task, I start the timer to track my time, and when I'm done, I stop it. This helps in efficient time management and ensures every minute is accounted for.

Keeping Notes & Important Information

If I need to jot down quick notes, I use the Notes feature in IWM. It allows me to save important details about my tasks, making it easy to revisit them anytime.

Effortless Message Tracking & Status Updates

One of my favorite features is the ability to track messages. If I send an important update, I can see if it has been read—messages turn blue

once seen. Plus, I can set my availability status to Online, Away, Busy, or Offline, making communication clear for my team.

Logging Out & Wrapping Up the Day

As the day ends, I log my exit by typing 'GN' (Good Night) in Team Attendance. This marks my logout time and keeps track of my work hours. Finally, I officially log out from the IWM dashboard, ready to start fresh tomorrow!

IWM is more than just a tool; it's the backbone of our work at **Incubers Services LLP**. From managing tasks to communicating with the team, tracking progress, and ensuring efficient workflow—everything is streamlined. It helps me stay productive, organized, and focused on what matters most:

PnaPna Tech Platform

One of the significant projects I've contributed to at Incubers Services LLP is the development of the PnaPna (PNP) platform. PnaPna is an all-in-one cloud-based business productivity software suite designed to streamline operations for small and medium-sized enterprises (SMEs), particularly contractors and service providers. The platform offers a comprehensive suite of tools aimed at enhancing efficiency and productivity across various business processes.

Key Features of PnaPna include:

Built-in Detailed Estimate Tables: Users can select items from predefined books, which then auto-populate estimate tables. This feature simplifies the estimation process, allowing for effortless management of markup prices and easy saving of estimate data.

One-Click Quick Estimate Sheets: Provides various business templates that users can choose from to create quick estimates. These can be

downloaded as PDFs for future reference, ensuring a fast and straightforward design process.

Professionally Designed Proposals: Offers customizable default templates for creating professional proposals. Users can add project milestones seamlessly and send proposals via email, allowing clients to view and interact with the documents easily.

One-Click Quick Invoicing: Streamlines the invoicing process by allowing users to convert estimates into invoices with a single click. This feature aids in efficient project detail management, financial tracking, and simplifies client payments.

Built-In Human Resource Management System: Provides tools to centralize employee data, track attendance, manage salaries, and maintain personal records, all within one powerful platform.

In developing the PnaPna platform, I collaborated closely with the design and product teams to ensure that each feature was implemented effectively. My responsibilities included coding, testing, and refining these features to align with user needs and expectations. This project not only honed my technical skills but also provided insights into the specific requirements of contractor businesses, enabling us to deliver a product that truly adds value.

Specifically, I worked as a frontend developer, creating and designing web pages using HTML, CSS, JavaScript, and Bootstrap.

All Bookkeeping and Taxes (ABT) Platform

Another significant project I've been involved in is the All Bookkeeping and Taxes (ABT) platform. ABT is a specialized service that manages bookkeeping and tax-related tasks for both businesses and individuals. The website is built on WordPress, leveraging various plugins to enhance its functionality.

Key aspects of the ABT platform include:

Extensive Use of Forms: The platform incorporates numerous forms to facilitate seamless client interactions and data collection. These forms are designed to be user-friendly and efficient.

Frontend Development: I was responsible for the frontend development of the website, creating and styling web pages using HTML, CSS and JavaScript. This ensured a responsive and visually appealing interface for users.

Plugin Integration: To enhance the website's capabilities, various WordPress plugins were utilized. These plugins support functionalities such as form creation, accounting features, and overall site performance optimization.

Collaborating on the ABT platform allowed me to apply my frontend development skills effectively, ensuring the website is both functional and aesthetically pleasing. Working with WordPress and its ecosystem of plugins provided valuable experience in building dynamic and user-centric websites.

Checking Messages & Assignments

After the morning meeting, I check my emails and messages, particularly those from Mr. Vijay Kumar Chopra, the owner of Incubers Services LLP. He often assigns critical tasks that require immediate attention. If there is anything urgent, I start working on it right away. Otherwise, I continue with my pending tasks from the previous day.

This systematic approach helps me manage my workload efficiently—urgent tasks are completed on time, and ongoing projects continue progressing smoothly. Proper task management is crucial, especially in a fast-paced development environment.

My Journey at Incubers Services LLP

I began my journey at Incubers Services LLP as an intern, where I was provided with dedicated time and resources to build a strong foundation in HTML, CSS, JavaScript, PHP, CodeIgniter (CI), and database management. This hands-on experience not only enhanced my technical skills but also boosted my confidence in development.

During my internship, the company emphasized practical learning by assigning me to real-world projects. This approach allowed me to apply theoretical knowledge to actual scenarios, solidifying my understanding and proficiency. Additionally, Incubers organized classes focused on skill acquisition and implementation, supplemented by practice projects and templates. This structured learning environment was instrumental in my growth as a developer.

After successfully completing my internship, I transitioned into a full-time developer role. Incubers continues to actively support continuous learning, allowing me to further enhance my skills. Currently, I am allotted time to learn Advanced JavaScript, React.js, and Node.js, which are essential for modern web development. This opportunity enables me to stay updated with the latest technologies and become a more proficient developer.

Given that we are a small company, every team member takes full responsibility for their work. I ensure that I carefully review my tasks to avoid errors and guarantee smooth project execution.

At Incubers Services LLP, learning never ceases. The company values skill development, providing time for learning new technologies and practical implementation through project assignments. We also engage in classes to acquire new skills and create practice projects and templates for

hands-on experience. This approach empowers us to adapt to new challenges and continuously improve our expertise.

Work Responsibilities

As a developer at Incubers Services LLP, my role involves multiple responsibilities across different areas of technology and project management. My key tasks include:

Development & Coding

Writing, managing, and optimizing code using Sublime Text and VS Code.

Working on various company products to ensure smooth functionality and a seamless user experience.

Debugging and troubleshooting issues to improve software performance.

WordPress Development & Website Management

Working on WordPress projects, including developing, customizing, and maintaining websites.

Managing website updates, plugin integrations, and performance optimization to ensure optimal functionality.

Handling content updates and ensuring a user-friendly interface.

Knowledge Base & Tutorial Creation

Beyond development, I also focus on creating instructional scripts and tutorials to guide users in navigating and utilizing our company websites. This involves:

Developing help center content and knowledge base articles to enhance user experience and support.

Creating step-by-step guides and video tutorials that explain website functionalities.

Ensuring that non-technical users can easily understand and utilize the platform.

To produce these tutorials, I utilize Clipchamp, a user-friendly video editing tool that offers features like trimming, cropping, adding text animations, and subtitles.

I also employ screen recording software to capture on-screen activities, providing clear and concise visual instructions.

Once created, these tutorial videos are uploaded to our company website and YouTube channel, and organized into playlists for easy access. This aspect of my role is crucial in empowering users to make the most of our products without requiring constant support.

Product Enhancement & Testing

Enhancing company products by adding new features and optimizing existing ones.

Conducting thorough testing to ensure bug-free applications.

Monitoring system performance and implementing necessary improvements.

Server & Hosting Management

Occasionally managing the SiteGround server, including website hosting, backups, and performance checks.

Ensuring smooth server operations and troubleshooting technical issues when needed.

Collaboration & Communication

Coordinating with team members and managers to discuss project updates and technical challenges.

Participating in daily stand-ups and project meetings to stay aligned with company goals.

Assisting colleagues in problem-solving and knowledge sharing to improve efficiency.

Lunch Break & Resuming Work

After an intense morning of coding and debugging, I take a well-deserved lunch break to relax and recharge. This break helps me refresh my mind and prepare for the second half of the workday.

Once I return from lunch, I resume my development tasks. Apart from my primary responsibilities, I also contribute to other office activities, such as:

Troubleshooting and fixing technical issues related to computers and networks.

At Incubers Services LLP, we are encouraged to learn new skills and stay updated with the latest technologies. This not only enhances our expertise but also helps in delivering high-quality work. Given how fast technology evolves, continuous learning is a crucial part of our job.

Teamwork & Office Environment

One of the things I appreciate most about my job is the collaborative environment. Teamwork plays a significant role in our company's success. If a team member needs help, I always try to assist them, whether it's a technical challenge or an office-related issue. We believe in supporting each other to increase productivity and maintain a positive workplace culture.

Since we work extensively with data and reports, proficiency in tools like Microsoft Excel and Word is essential. These tools help in creating detailed reports and sharing crucial information with the team.

Evening Conference Call & Wrapping Up

At the end of the workday, we have a final conference call to:

Share updates on completed tasks.

Discuss any pending work that needs attention.

Resolve last-minute issues and clarify project statuses.

This wrap-up meeting ensures everyone is on the same page before logging out. After completing my assigned tasks, I update the IWM portal with a status report and send a "Good Night" (GN) message before logging out.

As I leave the office, I feel satisfied knowing I contributed to the company's growth and effectively met my daily objectives.

Conclusion

Being a developer at Incubers Services LLP is an enriching experience. Each day is filled with challenges, learning, and opportunities to improve. The fast-paced environment keeps me engaged, while the collaborative culture makes work enjoyable.

If you are passionate about technology, problem-solving, and continuous learning, working at Incubers Services LLP is a fantastic opportunity. The exposure to diverse projects and the chance to work with a dedicated team make it a great place to grow as a developer.