1. **What has been your contribution so far, to the company that was useful to the company?**

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| --- | --- | --- |
| S.NO | Work | Date |
| 1. | **Task:** Created 51 Knowledge Base pages on PnaPna, including content and images**Description**: Developed 51 Knowledge Base pages under PnaPna, complete with detailed content and relevant images for each page, providing users with a comprehensive knowledge resource. | 2024 |
| 2. | **Task:** Created 9 out of 10 Knowledge Base videos, including script writing, voice-over, and video creation using ClimpChamp.Completed in 1 week**Description**: Developed 9 Knowledge Base videos, including writing scripts, creating voice-overs using SpeechNow, and producing the final videos with ClimpChamp. The videos were uploaded to YouTube and organized into a playlist. | 2024 |
| 3. | ****Task**:** Created multiple webpages on PnaPna.**Description**: Developed the following webpages on PnaPna:1. millionairecontractor
2. contractor-leads
3. contractor-business-software
4. pnapna-features
5. contractor-lead-pricing
6. pricing-tech
7. abouts
8. giveaway-product-page
9. launch-page
10. pricing-lifetime
11. faq
12. help-desk
13. sitemap
14. contacts

These web pages users and provided key information about PnaPna's offerings. | Oct. 2023 to Sep. 2024 |
| 4. | **Task**: Translated all PnaPna webpages from English to Spanish.Description: Translated all the webpages of PnaPna from English to Spanish to make the content accessible to a wider audience, enhancing the user experience for Spanish-speaking visitors. | Sep. 2024 |
| 5. | ****Task**:** Integrated CXGenie chatbot on PnaPna.Description: Implemented the CXGenie chatbot on PnaPna to improve customer interaction and provide instant support. The chatbot was integrated to assist users with their queries in real time, enhancing overall engagement and user experience. | 2024 |
| 6. | ****Task**:** Updated PnaPna webpages as per the instructions for content modifications.**Description**: Made updates to various PnaPna webpages as instructed, ensuring the latest content and features were added and existing information was revised accordingly. These updates were done to keep the website current and in line with business goals. |  |
| 7. | ****Task**:** Created multiple documents for PnaPna.* **Description**: Developed the following documents for PnaPna to assist with content management, website monitoring, business operations, and chatbot integration:
1. **PNPT 20241026 SANP TO VIJC** - Old PnaPna Employee Monitoring and Knowledge Base Webpages HTML Content
2. **PNPT 20241025 SANP TO VIJC** - Old PnaPna Main Cleaning Webpage HTML Content
3. **PNPT 20241024 SANP TO VIJC** - Old PnaPna Home Page HTML Content (.docx)
4. **PNPT 20241021 SANP VIJC** - PnaPna Business Website All Links List (.docx)
5. **PNPT 20241021 SANP VIJC** - Download Website List (.docx)
6. **PNPT 20241018 SANP TO VIJC** - About Page Content Change (.docx)
7. **PNPT 20241011 SANP TO VIJC** - HomeBuddy HTML Content (.docx)
8. **PNPT 20241010 SANP TO VIJC** - Sanjana Clone Website List
9. **PNPT 20241010 SANP TO VIJC** - HomeBuddy FAQs List
10. **PNPT 20241008 SANP ATUK VIJC** - USA Street Addresses (.xlsx)
11. **PNPT 20241007 SANP ATUK VIJC** - American Names List (.xlsx)
12. **PNPT 20240927 SANP TO VIJC** - Chatbot Questions & Answers List (.docx)
13. **PnaPna Testing Manage Engine** (.xlsx)
14. **INCS 20240906 SANP TO VIJC** - PnaPna Work List
15. **PNAP\_TECH\_20240911\_SANP\_VIJC** - PnaPna Tech Compare to Copilot CRM
16. **INCS 20240906 SANP TO VIJC** - PnaPna Work List
17. **PNAP TECH 20240715 SANP GAUP VIJC** - Backend Testing Document
18. **PNAP TECH 20240219 SANP VIJC** - HTML Content of Knowledge Base
19. **PNAP TECH 20240214 SANP VIJC** - HTML Content of Knowledge Base Features
20. **PNAP 20240925 SANP TO VIJC** - JobNimbus Chatbot Q&A List
21. **PNAP 20240925 SANP TO VIJC** - JobNimbus Chatbot Q&A List
 |  |
| 8. | ****Task**:** Downloaded terms page from bench.co, created transcripts, titles, views, URLs, and keywords 130 YouTube videos and compiled relevant data.**Description**:1. Downloaded the terms page from **bench.co** website for reference.
2. Extracted and compiled the transcripts, keywords, average views, titles, and URLs of 130 videos from the **bench.co YouTube channel**.
3. Downloaded **130 YouTube videos** from the **bench.co** channel.
4. Created a comprehensive document containing all the video-related data, including their playlists.
5. Generated the following documents:
	1. **ABT20250110 SANP TO VIJC** - Bench video titles, transcripts, and keywords
	2. **ABT20250110\_SANP\_TO\_VIJC\_Bench\_video\_titles,\_transcripts\_and\_keywords\_Edited\_VIJC2SANP\_V01**
	3. **videos.Bench.co.xlsx**
	4. **ABT20250113 SANP VIJC** - High Volume Bench video to be recreated with URL, titles, transcripts, and keywords
	5. **ABT20250114 SANP VIJC** - High Volume Bench video to be recreated with URL, titles, transcripts, word count, and keywords ver02
 | **2025-01-10**  |
| 9. | ****Task**:** Developed the ABT Business Website on WordPress**Work Overview**:Built a robust and feature-rich WordPress website for **ABT Business** that includes multiple pages and functionalities to meet the client’s needs.**Webpages Created**:1. **Home Page**
2. **Free Tax Audit**
3. **Work With Us**
4. **Client Portal**
5. **Upload Docs**
6. **Beat My Price**
7. **Pricing**
8. **Contact**
9. **Submittals**
	1. **Individual Tax Return Submittal Form**
	2. **Bookkeeping and Payroll Submittal Form**
	3. **S-Corp Partnership Tax Return Submittal Form**
	4. **C-Corp Partnership Tax Return Submittal Form**
	5. **LLC Partnership Tax Return Submittal Form**
10. **Resources**
	1. **Current Tax Rates**
	2. **Due Dates**
	3. **Tax Tools**
	4. **Financial Calculators**
	5. **Retention Guide**
	6. **Tool Tips**
11. **Industries**
12. **About Us**
13. **Blog**
	1. "Your Tax Status Will Change if You Get Married"
	2. "6 Ways That Motivate 12 Million Non-Tax Filers"
14. **Services**
15. **Legal**
	1. **Terms and Conditions**
	2. **Privacy Policy**
16. **Operations**
	1. Reserve
	2. TOC
	3. PP
17. **Help Center**
18. **Experienced Professionals(**Elliot Landing Webpage)
19. **Partner Programs**
20. **Partner Solutions**
21. **WATAX Blog Section** (18 Pages)
	1. How to Motivate 11.3 Million Tax Non-Filers
	2. Explore IRS Payment Plan Options Quickly & Easily
	3. Five Top Ways the IRS Will Get Your Attention
	4. 2024 Election Impact on IRS Collections and Tax Compliance
	5. Out of IRS Tax Compliance? Expect W4 Lock
	6. IRS Collections is NOW levying. Receive these letters?!
	7. You've Found the Right Place for US Expat Tax Assistance
	8. Own a Foreign Corporation? Tips for Filing Form 5471
	9. Are you an American Expat with Unfiled Taxes?
	10. How WATAX Uses Our Software to Serve Our Clients
	11. Options for Resolving IRS Back Tax Debt
	12. Tax Problems: Levels of Urgency
	13. Answers to Common Questions About Tax Problem Relief
	14. Avoid These Mistakes When Solving Your Tax Problem!
	15. Analysis of a Junk Tax Lien Letter
	16. Is It Time to Set Up an LLC/S Corp?
	17. New in 2024: LLCs and Corps Must Disclose Owners
	18. Taxing Businesses: Choose the Right Entity
 | ABT WORK Start date:2024-11-04End date: Now |
| 10. | ****Task**: **ABT WordPress Settings Updated****All necessary settings were updated as specified in the documentation. Below is an overview of the changes:****General Settings****:* **Site Title**: All Bookkeeping And Taxes.
* **Tagline**: Your Tax Partner Nationwide.
* **Timezone**: New York (America/New\_York).
* **Language**: English (United States).

****Permalinks****:* Updated to **Post Name** format for cleaner URLs.

****Reading Settings****:* **Homepage Display**: Static page set to the "Home Page."
* **Blog Page**: Assigned to the "Blog" page.

****Discussion Settings****:* Disabled comments on all pages to avoid spam.

****Media Settings****:* Optimized default image sizes for faster page load.

****Plugins and Integrations****:* **W3 Total Cache**: Fully configured for caching and optimized performance.
* **Flamingo**: Confirmed functional with Contact Form 7.
* **Site Kit**: Google Analytics, Search Console, and PageSpeed Insights successfully integrated.
* **All in One SEO:**  Optimizes the site for search engines, including meta tags, titles, and sitemaps.
* Yoast Duplicate Post: llows easy duplication of posts and pages. This is particularly helpful for creating similar content without starting from scratch ETC .
 | Start Date: 202411282 days  |
| 11. | ABT Chatbot Integration: CXGenie**24/7 Availability**: The chatbot is available round-the-clock to assist users with inquiries. |  |
| 12. | ****Task**:** ABT Help Center - 18 Pages Created1. **Getting Started**
2. What is allbookkeepingandtaxes.com?
3. How to schedule an appointment?
4. Why Does ABT Need Documents From Me?
5. Which types of services are we providing?

**2.Communication**1. How to communicate with clients via chat?
2. How to communicate with clients via email?

**3.My Account**1. How to apply as a service provider in ABT and get access to your account?
2. How to create a Client Portal account in All Book Keeping And Taxes?

**4.Document Management**1. How to upload documents?
2. How to manage folder categories?
3. How to share documents securely with clients or service providers?

**5.Billing and Invoices****6.Tax Season** | Start date 21-01-2025. End date 22-02-025  |
| 13. | ****Task**: Documents Created for ABT**1. ABT 20241115 SANP TO VIJC - mytaxwebsite and WP theme divs
2. ABT 20241128 SANP TO VIJC - ABT Project work deadlines
3. ABT 20241206 SANP TO VIJC - Pricing page table
4. ABT 20241207 SANP TO VIJC - All ABT PROJECT WORK all webpages
5. ABT 20241220 SANP TO VIJC - BLOG titles
6. ABT 20241223 - ABT TYPEFORM Q&A doc.docx
7. ABT 20241225 - ABT TYPEFORM Q&A Ver02.docx
8. ABT\_20241203\_TO\_VIJC - ABT project work update
9. ABT20241230 - ABT PROJECT PLUMBERS HTML
10. ABT20250116 - EILOT web page Experienced Professionals Ver03 HTML Content
11. ABT20250118 SANP TO VIJC - ABT Website Page Loading Speed Testing Report
12. ABT20250120 SANP TO VIJC - ABT WORK STATUS
13. ABT20250120 SANP TO VIJC - HubEtc ABT work status
14. ABT20250124 SANP TO VIJC - ABT Emails content and images
15. ABT20250124 SANP TO VIJC - ABT WORK WITH US FORM dropdown html content
16. typeform.xlsx

These documents cover a wide range of updates, content creation, project management, and other crucial aspects of ABT's work, including emails, webpage content, testing, and Typeform data.  |  |
| 14. | ****Task**: Downloaded websites and web-pages** kb.contractorforeman.com1031-Tax-Deferred-Exchange-ServicesMicrosoft 365 for Home Plans and Pricing Microsabcprofessionaltax.com2accounting.combreadwinnerbreadwinnerfinancialhttps\_\_\_www.affordabletaxprep.orghttpshelp.rentredi.comenwatax.comwww.homebuddy.comwww.owner.comwww.serviceautopilot.comwww.windownationpros.comBench.co |  |
| 15. | ****Task**: Clone Websites:****home-buddy****home-buddy\_v02****member.docter****rocketlane-pnapna****ebook-landingpage****Odoo three.pnapna** |  |
| 16. | ****Task**:** Email Scraping Work  |  |
| 17. | **Task:** Software Research |  |

1. **What has been your limitations with the tasks that were assigned to you that you could not undertake?**

|  |
| --- |
| There were a few tasks I couldn’t complete fully, but I always gave my best effort. When I realized I needed more time or support to continue, I informed you right away. Some tasks had technical challenges I couldn’t solve on my own, and a few were completely new to me, so I didn’t have enough knowledge at the time. Still, I always tried my best and worked hard to complete them on my own before asking for help. |

1. **What were your strengths that the company has used so far?**

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| --- |
| As a Frontend Developer in the company, I have worked on the frontend of both the PnaPna and ABT websites. Notably, I handled the entire frontend of the ABT website independently.My key strengths include:Hard work and dedication: I ensure that any task assigned to me is completed to the best of my ability.Quick learner: I adapt quickly to new tasks and make efforts to handle them effectively.Problem-solving skills: I analyze challenges and work on finding solutions proactively.Time management: I focus on completing tasks within deadlines. Many tasks were finished ahead of schedule, while some took additional time when I needed to understand them better to deliver quality work.Teamwork: When tasks required collaboration, I worked well with the team, and I’ve always been ready to help team members whenever they needed support with their tasks. |

1. **Was there anything that you think should have been done, was not done for you, to your liking and satisfaction?**

|  |
| --- |
| I’ve had a good experience working here and appreciate the opportunities I’ve been given. However, there were times when I felt that having more guidance could have helped me finish some tasks faster, especially when dealing with completely new challenges. Even so, I always tried to learn independently and complete the work as best as possible. |