

Name

Zamarud Shah

ID

7463

Submitted to

Mr. IMRAN KHAN

Date

19th Aug 2020

Subject

Technical report
writing and
presentation skills.

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Q1:- Write an office Memo regarding following COVID-19 SOPs during office timings.

Date: Wednesday 19th Aug, 2020

Basit Khan (CEO)

Zamarud Shah

Subject: Follow COVID-19 SOPs

In a meeting with CEO of the company, it was decided that Seminar should be organized on 19th Aug, 2020. I would like to meet all my fellow colleagues to discuss the details of the SOPs of COVID-19.

Due to this pandemic a huge of time has been seen for which has created a vacancy of deficiency. It is observed that this virus is not so catastrophic only if right measures are taken. The following SOPs should be followed to prevent the spread of COVID-19:

i- Installation of Sanitizing door at the entrance of gate.

ii- Mandatory use of mask.

iii- presence of sanitizer at each table and its regular use.

iv- Avoiding physical contact means shaking hands.

v- Maintain social distance of at least 3m or more

vi- Use of gloves.

The above Sops mentioned that we can Sabotage the virus. This will help to prevent the spread of the disease and workers should also maintain social distance, only in this way can we achieve the quality of controlling COVID-19

Q2:

Zamarud Shah
Mingora Swat
Street #05, House #250
Swat

Zakir Khan (Editor)
Office #102, Sector G-12
Mingora Swat

Date: 19th Aug, 2020

Subject: Non-availability of clean drinking water.

Respected Sir,

with due respect I beg to say that the drinking water in our area has been contaminated and has developed a taste which is not suitable for drinking.

Sir the area where I am live has been facing the problem of the contaminated water is due to increase the water table over years. it can be also observed that in the suburbs of mingora city in a

huge livestock waste has been collected which is polluting the natural flowing water of the area. Excessive discharge of chemical to the rivers, lakes affects the water for humans as well as marine life. one of the major problem is lack of installation of filter plants which lead to pollution of water too. To overcome the above problems governments should install filter plants to minimize the water pollution. This discharge of waste into rivers and lakes should be banned and owner of live stock. So this problem should be solve and pure drinking water. The community shall be very thankful to you.

your Sincerely,
Ashah
Zamarud Shah
ID 7463

Q3:-

Zamarud Shah
Mingora Swat
Street #10, House #56
Mingora

Engr. Zeeshan Ahad (Chairman) CED
INU Peshawar

Date: 19th Aug, 2020

Subject: Application for the post of
lab engineer.

Respected Sir,

It is stated that I have
applied for the post of lab engineer
in civil engineering department for
this post.

I have done my bachelors from INU
Peshawar Session 2019-2020 with CGPA
of 3.20. I have experienced in three
different company of Pakistan like
CNW, FWO, NHA for two months ~~per~~
experience. I am able to teach

Soil mechanics, Structural Analysis
and Quantity Survey and estimation.

I am best for this post.

I will try my best to satisfy my
student as well staff. I will understand
my student in my lecture.

I will be honour to teach in INU

So kindly consider me for this post

I shall be very thankful to you

Yours sincerely,

Z. Shah
Zamarud Shah