



Staff Confidential

May 08, 2023

GOWRI J

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Job Offer Letter

We are pleased to send you this offer letter setting out of the details of your employment as **Business Development Associate** in our Calicut Back Office, responsibilities of which include but not limited to:

Main Responsibilities

- Understand and embrace the company vision, mission and values in every undertaking.
- Bring in potential customers.
- Set up appointment/s with potential customers and present the company's services.
- Coordinate with your designated Key Accounts Manager/Team Leader to secure and maintain business with customers.
- Discuss issues related to sales and operations proactively and professionally.
- Ensure all handled jobs are opened and are invoiced promptly and accurately.
- Ensure customers sign the Credit and Service Contract in accordance to company's terms.
- Ensure payments are received as per the credit limit and term.
- Resolve any invoice dispute and secure payment from customers.
- Prepare sales reports on a daily or weekly basis as required.
- Inform the top management of any critical issues promptly to ensure immediate resolutions.
- Participate in any activities/training/orientation organized by the company.
- Practice teamwork and respect at all times.
- Perform related duties as assigned by HOD and HR.
- Comply with the company policies and procedures.

You will be paid a salary of **INR 20, 000/- (Indian Rupees Twenty Thousand Only)** per month all inclusive. This covers your Basic Wage of INR 10,000 and Other Allowances of INR 10,000/-

Your joining date would be **01 July 2023**.

1. This offer is based on the information furnished in your application for employment and during the interview you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.
2. You will be immediately given the tasks as required and your efficiency in this department must be proven within three (3) months period as the probationary period. The work performance and behaviour will be monitored closely.
3. In case of voluntary resignation or termination of your employment, a notice period of at least one (1) month is required from either side to relieve you from your responsibilities.
4. You shall have single contract duration with the company for not less than 1 year. This contract is renewable with the consent and approval of both parties.
5. During your employment in the company, you shall not secure or try to secure any other job without the previous consent of the company in writing. You shall not take any presents, commission or any kind of gratification or benefit in cash or kind from any person, party or firm having connection with the company. In case you get, you must possess a certificate from the person that it is presented to you.



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6. Your hours of attendance shall be regulated to suit the duties entrusted to you from time to time as required by the management of company.
7. Your normal timing will be from 10:30am to 6:30pm from Monday to Friday & from 10:30am to 4:00pm on Saturday. Your week off day will be on Sunday.
8. Sick leaves without a valid note/advice from a physician are considered Loss of Pay (LOP).
9. Your monthly target is 5x of your gross salary per month (calculated in AED).
Hence AED 1,000 X 5 = AED 5,000/- per month will be your monthly target.
10. In case of termination, the Company will provide a 30-day notice to the employee, and the former is not required to have any justification for the termination.
11. All outstanding (if any) must be settled to the Company prior to the end of service.
12. And all matters pertaining to your appointment and compensation are strictly confidential and it should be treated as such.


Should you require any clarification, please do not hesitate to contact us.

Sincerely,

M. ABDUL RAUF, Director



I hereby affix my signature as a token of my acceptance to this job offer:


10/05/2023
Applicant's signature/ Date