



E mail : info@riemensolution.com

Web: www.riemensolution.in

HQ Add : B-61, Sector-67, Noida, G.B. Nagar, U.P.-201301

CIN : U74120UP2014PTC065625

Date : 12th May, 24

Appointment Letter

Dear Shoaib Riyaz Shaikh,

Employee Id - RIEMPU14110

Appointment as Advisor for the company.

This is a Full Time position. While you are employed at this Company, you will not engage in any other employment, consulting or other business activity (whether full-time or part-time) that would create a conflict of interest with the Company.

We refer to your recent interview for the above position and are pleased to advise that we are offering you the position with our Company effective from 24th April, 24 under the following terms and conditions:

1. Salary

You will receive the CTC of Rs 12000/- per month, payable in accordance with the Company's standard payroll schedule. This salary will be subject to performance pursuant to the Company's employee compensation policies in effect/change from time to time. Target will be allocated by written or oral, in case of target will not be completed salary will be deducted as per company policy. TDS or PF & ESI will be deducted from above mentioned CTC as per government norms.

2. Working Hours

At times, you may be required to work irregular hours or in customized shifts, including Sunday. However, you may also be required to avail yourself outside these stipulated hours if the need arises.

To track working hours or productivity, Riemen can monitor virtually through installing online monitoring tools or software during Work from Home in your system or laptop or desktop. You ensure that you are aware of this and you will adhere to this and We strongly recommend that you will not access personal things in your systems during office hours. Only your login/productive hours shown by the online monitoring tool or Dialer or CRM will be considered your attendance.

For Attendance policy please refer to [HR policies](#).

3. Leave of Absence

Leave of absence whether medical or annual will be given in accordance with the Company's Employee Handbook. Application on prescribed form for leave must be made one week in advance. Due to the nature of the process, there will be paid/official leaves will be provided from the company side as per the [HR Policies](#).

4. Bonus

Bonus is dependent upon the Company's profitability and your performance. It will be paid monthly with the salary.

5. Period of Notice for Resignation of Employment

Notice period will be served for 1 Month in advance notice and leaves can't be utilized during notice period. Salary of notice period will be processed after F&F settlement and should be handed over all the office belongings and rolls/responsibilities to the concerned person.

Please refer to [HR Policies](#) for more information.

6. Resignation/Termination

The Company shall be at liberty at any time by notice in writing summarily terminate the service of the employee if: -

- a) she/he is guilty of misconduct;
- b) she/he is negligent in the discharge of her/his duties; or
- c) being absent or being unable to perform her/his duties and alleging ill-health as the cause thereof, she/he shall refuse to be a practitioner nominated by the company to examine her/him or shall fail to give to such medical practitioner the information necessary to report upon her/his state of health.

d.) In case of fraud, misbehavior, theft, working under alcohol or illegal drugs etc no F & F will be processed.

e.) You will be terminated by organization any time without any prior notice in case of business loss and process ramp down. Due to nature of business, company can transfer anytime, to anywhere or to any other process, with in the country without any prior notice. If there will be any objection from your side, company can terminate your employment with immediate effect.

f.) Company can announce your employment as leave without pay any time, without any prior notice, due to the nature of business.

g.) Your Appointment letter & LOI will be rejected if your employment verification fails.

Note:

- In case termination will be happened, due to any reason (Business loss /process ramp/Fraud activity will not included), Riemen will share warning letter before termination, if warning letter will not be adhered by employee, termination with immediate effect will be done and Riemen will not be liable to process any salary or F&F.
- In case of abscond, No F & F and salary will be processed.
- In case of immediate termination without any warning letter, F & F will be processed within 45 days of termination date on the basis of performance, login hours, working days. Weak Offs/Paid leaves/Holidays shall not be payable.

Upon resignation or termination of service, you shall deliver to the person in charge all documents in your possession which belong to the company.

To avoid any doubt, it is hereby declared that the property and all such documents used in the course of your work belong to the company.

If you are agreeable to the above terms and conditions of the appointment, kindly confirm your acceptance by signing and returning the duplicate copy of this letter for our file and records.

Human Resource Manager



Riemen Solution Pvt. Ltd.

Shoaib Riyaz Shaikh

Employer Employee Service Level Agreement

THIS AGREEMENT made as of the “24th April,24”, between Riemen Solution Private Limited a corporation incorporated under the laws of the Company’s Act 2013, and having its principal place of business at B 61, Sector 67, Noida, G.B. Nagar, UP – 201301 (the "Employer"); and **Shoaib Riyaz Shaikh**, in India (the "Employee").

WHEREAS the Employer desires to obtain the benefit of the services of the Employee, and the Employee desires to render such services on the terms and conditions set forth.

IN CONSIDERATION of the promises and other good and valuable consideration (the sufficiency and receipt of which are hereby acknowledged) the parties agree as follows:

1. Employment

The Employee agrees that he will at all times faithfully, industriously, and to the best of his skill, ability, experience and talents, perform all of the duties required of his position. In carrying out these duties and responsibilities, the Employee shall comply with all Employer policies, procedures, rules and regulations, both written and oral, as are announced by the Employer from time to time. It is also understood and agreed to by the Employee that his assignment, duties and responsibilities and reporting arrangements may be changed by the Employer in its sole discretion without causing termination of this agreement.

2. Position Title

As a Advisor, the Employee is required to perform the following duties and undertake the following responsibilities in a professional manner.

- Responsible to complete login hours as per the requirement.
- Responsible to resolve maximum enquiries of the End user’s of the client.
- Exceeding the targets assigned to you.

- Responsible to deliver required KPIs.
- Responsible to adhere company policies.

3. Performance Reviews

The Employee will be provided with a written performance appraisal at least once per year and said appraisal will be reviewed at which time all aspects of the assessment can be fully discussed.

4. Laws

This agreement shall be governed by the laws of India.

5. Entire Agreement

This agreement contains the entire agreement between the parties, superseding in all respects any and all prior oral or written agreements or understandings pertaining to the employment of the Employee by the Employer and shall be amended or modified only by written instrument signed by both of the parties hereto. Company adhere it's own employment policies only, company doesn't adhere any other policies or laws.

6. Severability

The parties hereto agree that in the event any article or part thereof of this agreement is held to be unenforceable or invalid then said article or part shall be struck and all remaining provision shall remain in full force and effect.

7. Deductions/Penalty clause

- Employer can hold/deduct/penalty salary of the employer in any situations like –
- Due to poor performance metrics
- Due to non target completion, if any target will be assigned by management/authorities/client.
- Due to KPI or KRAs not meeting on time.

- Due to a non serving notice period.
- Due to delay in handover all the belongings/properties/Software/Files/Information/Team's Information to the concerned person or management.
- Due any fraud activity happened, and if proved. Riemen Can claim any amount of Penalty against any fraud activity, if proved.

IN WITNESS WHEREOF the Employer has caused this agreement to be executed by its duly authorized officers and the Employee has set his hand as of the date first above written.

For Hr Policies please click on below link- [Employee Handbook](#)

Work Home Policy Link - [Remote Work](#)

After getting this appointment letter please start on-boarding with the Riemen by clicking on the link - [Employee On-boarding](#)

By signing this letter for appointment in the company you are accepting all the terms which are mentioned in this letter of appointment and you are agreed on the HR Policies of the Company. You will not have any objection related to company policies in the future.

Company can change policies in future, with or without any intimations.



(Riemen Solution Private Limited)

Shoaib Riyaz Shaikh



QUESS
WINNING TOGETHER

**Name - DANISH GAFFAR
CHISHTI**

Emp ID - 2002212964

Designation - SEC

Work Location:

**office, Maharashtra, PUNE,
111111**

Emergency Contact:

Blood Group:



Scan to Verify

Date: January 10, 2024

'Letter of Appointment'

To: Rugved Ravindra Dervankar

Date of Joining: May 31, 2023

Dear Rugved,

Based on our discussions, we are pleased to offer you full-time employment in our Company, **Mediaxis Marketing Private Limited** as **"Lead Generation Executive"** at an **Annual Salary of Rs. 144,000** - as outlined in Annexure B.

This offer is also subject to submission of educational certificates/employment work experience testimonials and offer documents required per company policy and verification of all information provided by you to the satisfaction of the company including the background checking reports, previous compensation and education details.

We expect you to adhere to our code of regulation (commitment, integrity, determination and hard-work) and help this organization grow to the best of your capacity, knowledge and skills.

- Your employment with us will be governed by the terms & conditions as detailed in Annexure- A
- You will be paid a gross salary as mentioned in Annexure – B

(A copy of the draft Employment Agreement is attached. Kindly go through the attached draft closely and let the undersigned know if you require any clarifications on the same)

Mediaxis Marketing Private Limited is confident that your contribution will take us further in our journey towards becoming world leaders in our space, also we assure you of our support for professional development and growth.

Congratulations on your appointment and wish you a long and successful career with us!

For Mediaxis Marketing Private Limited,



Shagufta Lari
HR Manager

Date: 08 Aug 2023

Ms Srushti Sunil Horane
4755 TAL POLICE STATION DNYNESHWAR WADI
PANDHARPUR
Pin-413304 413304

Employee No: 3085679
Dear Ms Srushti Sunil Horane

Fixed Term Contract

We are pleased to appoint you in our organization as subject to the following terms and conditions:

1. On joining, your Employee Code would be 3085679.
2. You are hereby appointed as Sales Officer for Two Year commencing from 08 Aug 2023 to 07 Aug 2025 or from the actual date of Joining whichever is later, during which you will render services to our Client at their premises subject to the terms and conditions of this engagement letter and in accordance to the instructions received by you from us or any other authorized person and will be bound by our rules and regulations.
3. You hereby agree to be liable for the following terms and conditions:
 - i. Fully perform the services, in a professional manner, at the Client's location until the completion of the term of the work assignment.
 - ii. During the term of the work assignment, render services exclusively to the Client and such performance shall not be inconsistent with any obligation you may have to other third parties.
 - iii. Not engage in any conduct which is detrimental to the interest of the Client or TeamLease.
 - iv. Not receive any payments of any nature directly or indirectly from the Client unless agreed to by TeamLease.
 - v. Neither directly nor indirectly offers you for employment with the Client or its affiliates during the period of the work assignment without prior permission of TeamLease.
 - vi. Extend all cooperation to the Client's employees, consultants, representatives, etc, and do all such things as may be necessary and comply with all terms of the Appointment letter so as to effectively undertake the work.
 - vii. Report and be present at the designated location during the working hours mentioned herein and abide by the rules and regulations as required by the Client.
 - viii. Comply with the safety, health and other rules and regulations of TeamLease and the TeamLease Client that you have been made aware of.
 - ix. During the course of your contract, you can be transferred to a location within the territory of India as and when required by TeamLease for executing the services provided herein.
4. The nature of your relationship with TeamLease will be that of a Contract of Service for a fixed period of Two Years. By executing this letter of engagement neither do we offer you employment with TeamLease nor do you become an employee of TeamLease. Upon expiry or termination of the Work Assignment, your employment with TeamLease shall stand terminated forthwith.
5. Except for expiry of a Work Assignment due to completion/expiry of the same or in respect of a Work Assignment of one week or a lesser period of time, either party may terminate this Work Assignment Letter by issuing 15 days notice in writing or payment thereof.
6. You will be entitled to Twenty One days General Leave in a financial year at a time to be determined by the Company.
7. If at any time, you are found overstaying sanctioned leave or absence from work without permission for a period exceeding five consecutive days or habitual absence or similar misconduct considered by TeamLease or its Client to be gross indiscipline, you will be considered to have abandoned your services with TeamLease. This will be treated as voluntary termination of services from your end and incentives withheld. TeamLease will not be liable to pay one month's salary in lieu of notice thereof in such cases.
8. This contract may be terminated by either party giving to the other not less than one month's prior written notice.

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Signed Using Aadhaar
(Leegality.com - CVJNAeU)
Srushti Sunil Horane

Date: Wed Aug 09 15:59:33 IST
2023

TeamLease shall be entitled, whether such notice of termination is given by you or TeamLease, to require you to proceed on leave at the time of receiving or giving such notice of termination or at any time thereafter. TeamLease shall also be entitled to terminate your services forthwith by paying one month's salary in lieu of notice.

9. Termination of this letter of engagement shall not affect the obligations of the parties that have been incurred prior to such termination and TeamLease shall promptly settle all your dues after making the applicable deductions.
10. You agree to defend, indemnify and hold TeamLease or the Client harmless from any and all claims, damages, liability, attorneys fees and expenses on account of your failure to satisfy any of your obligations under this work assignment letter or for misconduct or for violation of any law or creation of any legal liability by you.
11. Any dispute between you and TeamLease shall be referred to a sole arbitrator appointed by TeamLease. The arbitration shall be conducted in English language, in accordance with the Arbitration and Conciliation Act 1996, at Bangalore, Karnataka, India. This Engagement Letter shall be governed by the laws of India.
12. Details of your salary breakup will be as per the Annexure attached herein. You hereby authorize TeamLease to make all salary payments required to be made to you by TeamLease including all reimbursements either by way of Cheque or by directly crediting the amounts to your bank account.
13. You will be entitled to an employer's contribution of Provident fund to the extent of 12% of your basic salary and ESI contribution, if applicable. You will also be covered under Medical and Accident Insurance and will be entitled to all other statutory benefits whichever is applicable during the contract period. It is hereby clarified that if you fail to submit complete ESIC, PF, Gratuity nomination forms together with any other document as required under the applicable labour legislations, TeamLease shall not incur any liability with regards to any Claims under the said applicable labour legislations.
14. In addition to the terms contained herein, your relationship with TeamLease may be subject to such other additional terms and conditions as may be communicated to you from time to time in writing by TeamLease and you hereby agree to have read and clearly understood the terms of employment provided in the Service Rules, which is attached herein.
15. The nature of your relationship with TeamLease will be that of contract of service from 08 Aug 2023 to 07 Aug 2025 . Upon expiry or termination of the work Assignment, your employment with TeamLease shall stand terminated forthwith.
16. Upon resignation or early termination of your fixed term contract, an amount of Rs. 500/- (Rupees Five Hundred Only) shall be deducted from your full and final settlement towards the Alumni & Learning Fee. This Fee is towards Lifetime Access to the TeamLease Alumni App, where you will continue to have access to the TeamLease Learning portal to be able to access free courses. You will also get various job recommendations from our TL Connect Job portal basis your career interests. Additionally on the TeamLease App, you will also be able to view & download your Payslips, Appointment letter, relieving letter, PF statement, Income Tax statement etc.
17. "You shall not, either during or after termination of your employment with client give out to any third part by word of mouth or otherwise, the Proprietary and/or Confidential Information of the Company, that shall include but not limited to all information, software (whether in object or source code), statistics, data, data base, knowledge, trade secrets, inventions, products detail, know-how, formula, processes, designs, drawings, charts, maps, concepts, ideas, systems, project plans, business plans, client details, security information, any other creations of whatsoever nature, kind or description, organizational matters pertaining to company or our client. Further, you shall not at any time, whether during or after the period of employment, use such Proprietary or Confidential Information or any part thereof, for your own benefit or for the benefit of any person, firm, company or other legal entity other that our client. This Non-Disclosure obligations enumerated above shall be binding on you at all times, irrespective of whether you continue to be employed by the company or not.
18. .This appointment letter shall be co-terminus with the agreement we have with our client.

We at TeamLease would like to create an environment and culture committed to co-operation, quality and responsiveness that permeates every activity. As a new entrant we would like you to add value to this process. Please return the copy of the enclosed Letter duly signed in token of you having read , agreed , fully understood and accepted the terms and conditions of appointment. In case we do not receive your acknowledgement copy within a period of 15

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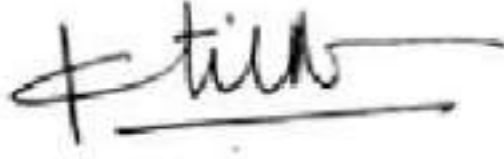
days from the date of joining, your assignment at TeamLease with the acceptance of your first salary from TeamLease will be conclusive proof of your acceptance in accordance of terms and conditions.

ENDORSEMENT

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.

For TEAMLEASE SERVICES LIMITED

Accepted and Agreed



(Authorized Signatory)

Signature and date:

Name: SRUSHTI SUNIL HORANE

eSigned using Aadhaar
(Leegality.com - CVjNAeU)
Srushti Sunil Horane

Date: Wed Aug 09 15:59:33 IST
2023

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Salary Annexure

Employee No: 3085679

Particulars	Amount
Basic	5500
House Rent Allowance	2200
Employer PF Contribution	1441
ESIC - Employer	462
Works Allowance	6511
TotalAmount	16114
Amount In Words(Rs)	Sixteen Thousand One Hundred Fourteen Rupees

Net Pay Annexure

EARNINGS	Amount
Basic	5500
House Rent Allowance	2200
Works Allowance	6511
Gross Earnings	14211
DEDUCTIONS *	Amount
Employee ESI	107
Employee PF	1441
Total Deduction	1548
Net Salary	12663

* Income-tax deductions, if applicable, will be as per the Income-Tax Act, 1961

** Annual components (like LTA, Medical Reimbursement) would be payable on claims and will be considered for exemption under Income Tax subject to receipt of valid bills for the Financial Year if applicable

Note : This statement is only for the purpose of information and is illustrative in nature

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Srushti Sunil Horane

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Dated: 08 Aug 2023

The Branch Manager
HDFC BANK LTD

Subject: Introduction Letter for Salary Account

Dear Sir,

We hereby confirm that below mentioned employee are bonafide employees of TeamLease Services Ltd, Bangalore and we would like to confirm the below details are as per our records.

SL No.	Emp. Code	Emp. Name	Location
1	3085679	Srushti Sunil Horane	Pune

This letter is given to the above employee towards zero balance salary account activation purpose.

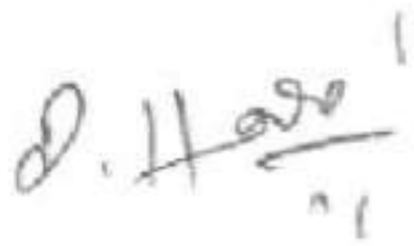
This letter is given subsequent out banking arrangements with HDFC Bank, Bangalore.

Company Name: TeamLease Services Ltd
Company Code: T0559

Request you to please do the needful .If any clarifications please write to sudhir.kumarhn@hdfcbank.com

Yours sincerely,

For TeamLease Services Ltd



Authorised Signatory,

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(Leegality.com - CVjNAeU)
Srushti Sunil Horane

Name: Hari Krishna P L

Date: Wed Aug 09 15:59:33 IST
2023

Designation: Senior General Manager – Staffing Operations

Mandatory Training Programme - Prevention of Sexual Harassment at Work Place - The Sexual Harassment

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of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 (Act)

In accordance with the provisions of the above Act and the Policy of the Company to create awareness on prevention of sexual harassment at workplace, we urge you to undergo an online training programme, on the subject matter.

Please note that undergoing online training is mandatory for this engagement.

The **link** to undergo the programme and complete the evaluation is given below.

Link : <https://tconnect.teamlease.com/Learning>

The training programme shall be conducted on a regular basis every year. Please complete the training programme within 15 days of receipt of this letter, after which it shall be treated as a deemed confirmation that you have understood your responsibilities in ensuring a safe workplace.

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(Leegality.com - CVjNAeU)
Srushti Sunil Horane

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SPECIMEN

FORM 2 (REVISED)

**NOMINATION & DECLARATION FORM
FOR UNEXEMPTED / EXEMPTED ESTABLISHMENTS**

GROUP No. :

Office :

Declaration and Nomination Form under the Employees Provident Funds
and Employees Pension Scheme

(Paragraph 33 & 61 (1) of the Employees Provident Funds Scheme, 1952 and
Para 18 of the Employees Pension Scheme, 1995)

1. NAME (in block letters) : Srushti Sunil Horane
2. FATHER'S / HUSBAND'S NAME : SUNIL SURESH HORANE
3. DATE OF BIRTH : 07-Feb-2003
4. SEX : Female
5. MARITAL STATUS : Single
6. ACCOUNT NO : KN/BN:KN/35224
7. ADDRESS : 4755, dhyneshwar wadi, ,
Pandharpur, Dist-Solapur,
Solapur - 413304

PART - A (EPF)

I hereby nominate the persons(s) / cancel the nomination made by me previously and nominate the person(s), mentioned below to receive the amount standing to my credit in the Employees Provident Fund in the event my death.

Name & Address of the Nominee(s)	Nominee's relationship with the member	Date of Birth	Total amount or share of accumulation in PF to be paid in each nominee	If the nominee is minor, name & relationship & add. of the guardian who may receive the amount during minority of nominee
(1)	(2)	(3)	(4)	(5)
Sunil Suresh Horane, 4755, Dhyneshwar Wadi, , Pandharpur, Dist-Solapur, Solapur - 413304	Father	23 - Nov - 1970	100	eSigned using Aadhaar (Leegality.com - CVJNAeU) Srushti Sunil Horane Date: Wed Aug 09 15:59:33 IST 2023

- * Certificate that I have no family as defined in para 2 (g) of the Employees Provident Funds Scheme, 1952 and should I acquire a family thereafter the above nomination should be deemed as cancelled.
 - * Certified that my father / mother is / are dependent upon me.
- (* Strike out whichever is not applicable.

X _____
SIGNATURE OR THUMB IMPRESSION THE SUBSCRIBER

Emp Code # 3085679

PART - B (EPS)

Para 18

I hereby furnish below particulars of the members of my family who would be eligible to receive widow / children Pension in the event of my death.

Sr. No.	Name & Address of the family member/s	Date of Birth	Relationship with Member
(1)	(2)	(3)	(4)
1	Sunil Suresh Horane, 4755, Dhyneshwar Wadi, , Pandharpur, Dist-Solapur, Solapur - 413304	23 - Nov - 1970	Father

**Certified that I have no family, as defined in para 2 (vii) of the Employees Pension Scheme, 1995 and should I acquire a family here after I shall furnish particulars thereon in the above form.

I hereby nominate the following person for receiving the monthly family pension (admissible under para 16 (2) (i) and (ii) in the event of my death without leaving and eligible family member/s for receiving pension.

Name of the Nominee	Address	Date of Birth	Relationship with Member
(1)	(2)	(3)	(4)
Sunil Suresh Horane	4755, dhyneshwar wadi, , Pandharpur, Dist-Solapur, Solapur - 413304	23 - Nov - 1970	Father

Date : 09-Aug-2023

X

(*) Strike out whichever is not applicable

SIGNATURE OR THUMB IMPRESSION THE SUBSCRIBER

CERTIFICATE BY EMPLOYER

CERTIFICATE that the above declaration and nomination has been signed / thumb impressed before me.

by Shri / Smt. / Miss. _____ employed in my / our establishment after he / she has read the entire / the entries have been read over to him / her by me and confirmed by him her

For TeamLease Services Limited

Place : _____

Authorized Signatory

Date :

Signature of the Employer's OR other Authorised Officer's the Establishments

Signature with Designation

TeamLease Services Ltd

6th Floor, BMT Commercial Complex,

80 Feet Road, Koramangala,

Bangalore - 560095.

(Name and address of the factory / estt. Or rubber stamp thereof)

eSigned using Aadhaar
(Leegality.com - CVjNAeU)
Srushthi Sunil Horane

Date: Wed Aug 09 15:59:33 IST
2023

UNDER THE PAYMENT OF GRATUITY ACT, 1992.
&
THE PAYMENT OF GRATUITY (MAHARASHTRA) RULE, 1972

FORM 'F'
(See Sub-Rule (i) of rule (6))

Nomination

To
M/s TeamLease Services Limited
6th Floor, BMTC Commercial Complex,
80 Feet Road,
Koramangala,
Bangalore - 560095.

eSigned using Aadhaar
(Leegality.com - CVjNAeU)
Srushti Sunil Horane

Date: Wed Aug 09 15:59:33 IST
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- Shri / Shrimati / Kumari SRUSHTI SUNIL HORANE whose particulars are given in the statement below hereby nominate the person(s) mentioned below to receive the gratuity payable after my death as also the gratuity standing to my credit in the event of my death before that amount has become payable, or having become payable has not been paid and direct that the said amount of gratuity shall be paid in proportion indicated against the name(s) of the nominee(s).
- I hereby certify that the person(s) mentioned is / are member(s) of my family within the meaning of clause (h) of section 2 of the Payment of Gratuity Act, 1972.
- I hereby declare that I have no family within the meaning of clause (h) of section (2) of the said Act.
- (a) My father / mother / parents is / are not dependent on me.
(b) My husband's father / mother / parents is / are not dependent on my husband.
- I have excluded my husband from my family by a notice dated the to the controlling authority in terms of the provision to clause(s) of section 2 of the said Act.
- Nomination made herein invalidates my previous nomination.

NOMINEE (S)

Sr. No.	Name If Full address of the nominee(s) - (1)	Relationship with the Employee (2)	Age of the Nominee (3)	Proportion by which the gratuity will be shared (4)
1	SUNIL SURESH HORANE,4755, dhyneshwar wadi, , Pandharpur, Dist-Solapur, Solapur - 413304	Father	23 - Nov - 1970	100
2				
3				
4				
5				
6				

eSigned using Aadhaar
(Leegality.com - CVjNAeU)
Srushti Sunil Horane

Date: Wed Aug 09 15:59:33 IST
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Statement

1	Religion	Hinduism	
2	Sex.	Female	
3	Name of employee in full.	Srushti Sunil Horane	
4	Whether married/unmarried/widow	Single	
5	Department/Branch/Section where employed	Laxmi Road	
6	Post held with Ticket or Serial Number if any.	Sales Officer	
7	Date of appointment.	09-Aug-2023	
8	Permanent address.	4755, dhyneshwar wadi, , Pandharpur, Dist-Solapur, Solapur - 413304	
	Village	Thana	Sub-division
	Post Office	District	State

Place : Laxmi Road
Date : 09-Aug-2023

X _____
Signature/Thumb impression of the employee

Declaration by witnesses

I declare that the Nomination has been signed/thumb impressed before me.

Name in full Signature of Witnesses.

Address of witnesses

1. _____

1. _____

2. _____

2. _____

Place : Laxmi Road

Place : Laxmi Road

Certificate by the employer

Certified that the particulars of the above nomination have been verified and recorded in this establishment.

Employer's References No., If any.

For TeamLease Services Limited

Designation

Authorized Signatory

Name and address of the

of rubber stamp thereof

Signature/Thumb impression of the Authorized Signatory

Acknowledgement by the employee

Received the duplicate copy of nomination in Form 'F' filed by me and duly certified by the employer.

X

Date _____

Signature of the employee

Note : Strike out the words and paragraphs not applicable.

eSigned using Aadhaar
(Leegality.com - CVjNAeU)
Srushti Sunil Horane

Date: Wed Aug 09 15:59:33 IST
2023



Composite Declaration Form Form -11

(To be retained by the Employer for future reference)

3085679

EMPLOYEES' PROVIDENT FUND ORGANIZATION

Employees' Provident Funds Scheme, 1952 (Paragraph 34 & 57) &

Employees' Pension Scheme, 1995 (Paragraph 24)

(Declaration by a person taking up employment in an establishment on which EPFS 1952 and/or EPS 1995 is applicable)

1	Name of the Member	Srushti Sunil Horane						
2	Fathers' Name <input checked="" type="checkbox"/> Spouse's Name <input type="checkbox"/>	Sunil Suresh Horane						
		eSigned using Aadhaar (Leegality.com - CVjNAeU) Srushti Sunil Horane Date: Wed Aug 09 15:59:33 IST 2023						
3	Date of Birth (DD/MM/YYYY)	07/02/2003						
4	Gender: (Male/Female/Transgender)	Female						
5	Marital Status(Married/Unmarried/Widow/Widower/Divorcee)	Unmarried						
6	(a) Email Id: (b) Mobile No.:	srushtihorne@gmail.com 8010626441						
7	Present employment details: Date of joining in the current establishment (DD/MM/YYYY)	09/08/2023						
8	KYC Details (attach self attested copies of following KYCs)	008326000071						
	a) Bank Account No.:	PUCB0000008						
	b) IFS Code of the branch:	983057005536						
	c) AADHAAR Number:	BHSPH2870R						
	d) Permanent Account No. (PAN), if available							
9	Whether earlier a member of Employees' Provident Fund Scheme, 1952 ?	Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>				
10	Whether earlier a member of Employees' Pension Scheme, 1995 ?	Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>				
Previous employment details [if Yes to 9 &/or 10 above] - Un-exempted								
11	Establishment Name & Address	Universal Account Number	PF Account Number	Date of joining (DD/MM/YYYY)	Date of exit (DD/MM/YYYY)	Scheme Certificate No. (if issued)	PPO Number (if issued)	Non Contributory Period (NCP) Days
Previous employment details [if Yes to 9 &/or 10 above] - For Exempted Trusts								
12	Establishment Name & Address	Universal Account Number	Member EPS A/C Number	Date of joining (DD/MM/YYYY)	Date of exit (DD/MM/YYYY)	Scheme Certificate No. (if issued)	Non Contributory Period (NCP) Days	
13	a) International Worker:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>						
	b) If yes, state country of origin (India/Name of other country)							
	c) Passport No.							
	d) Validity of passport [(DD/MM/YYYY) to (DD/MM/YYYY)]	From <input type="text"/>		To <input type="text"/>				

UNDERTAKING

- 1) Certified that the particulars are true to the best of my knowledge.
- 2) I authorize EPFO to use my Aadhaar for verification/authentication/eKYC purpose for service delivery.
- 3) Kindly transfer the funds and service details, if applicable, from the previous PF account as declared above to the present PF Account as I am an Aadhaar verified employee in my previous PF Account *
- 4) In case of changes in above details, the same will be intimated to employer at the earliest.

Date: **09-Aug-2023**
Place: **Pune**

Signature of the Member

DECLARATION BY PRESENT EMPLOYER

A. The member Mr./Ms./Mrs. _____ has joined on _____
and has been allotted PF Number _____ and UAN _____

B. In case the person was earlier not a member of EPF Scheme, 1952 and EPS, 1995:

• **Please Tick the Appropriate Option:**

The KYC details of the above member in the UAN database

- Have not been uploaded
- Have been uploaded but not approved
- Have been uploaded and approved with DSC.e-sign

C. In case the person was earlier a member of EPF Scheme, 1952 and EPS, 1995:

• **Please Tick the Appropriate Option:**

- The KYC details of the above member in the UAN database have been approved with E-sign/Digital Signature Certificate and transfer request has been generated on portal.
- The previous Account of the member is not Aadhaar verified and hence physical transfer form shall be initiated.

eSigned using Aadhaar
(Leegality.com - CVjNAeU)
Srushti Sunil Horane
Date: Wed Aug 09 15:59:33 IST
2023

Date:

Signature of Employer with Seal of Establishment

* Auto transfer of previous PF account would be possible in respect of Addhaar verified employees only. Other employees to fill physical claim (Form-13) for transfer of account from pervious establishment.



घोषणा पत्र DECLARATION FORM

Offer Ref # 3085679

फार्म-1/Form-1

घोषणा पत्र कर्मचारी द्वारा भरा जाएगा। फार्म के साथ पोस्टकार्ड आकार के दो फोटोग्राफ भी लगाए जाने चाहिए। फार्म भरने से पहले पीठ पृष्ठ पर दी गई हिदायतों को भली-भांति पढ़ लेना चाहिए। यह फार्म निःशुल्क है।

To be filled by employee after reading instruction overleaf. Two Postcard Size photographs to be attached with the form. This form is free of cost.

(क) बीमाकृत व्यक्ति के विवरण

(A) INSURED PERSON'S PARTICULARS

1. बीमा संख्या/Insurance No.					
2. नाम (स्पष्ट अक्षरों में) Name in block letters	Srushti Sunil Horane				
3. पिता/पति का नाम Father's/Husband's Name	SUNIL SURESH HORANE				
4. जन्म की तिथि Date of Birth	दिन Day	महीना Month	वर्ष Year	5. वैवाहिक प्रास्थिति Marital Status	विवाहित/ अविवाहित वि/वा M/U/W
	07	02	03	6. लिंग/Sex	पु.म./M.F
7. वर्तमान पता/Present Address Gulab Nagar, Akshar bagh Dhankawadi, Pune, Maharashtra पिन कोड Pin Code	8. स्थायी पता/Permanent Address 4755, dhyneshwar wadi, Pandharpur, Dist-Solapur Solapur, Maharashtra पिन कोड Pin Code				
4 1 1 0 4 3	4 1 3 3 0 4				
टेलीफोन नम्बर/ई-मेल पता/srushtihome@gmail.com	टेलीफोन नम्बर/ई-मेल पता/ 8010626441				
शाखा कार्यालय Branch Office	औषधालय Dispensary				

(ख) नियोजक के विवरण

(B) EMPLOYER'S PARTICULARS

9. नियोजक की कूट संख्या Employer's Code No.			
10. नियुक्ति की तारीख Date of Appointment	दिन Day	महीना Month	वर्ष Year
	09	08	2023
11. नियोजक का नाम और पता/Name & Address of the Employer			
12. यदि पहले नियोजन में रहे हैं तो कृपया निम्नलिखित ब्यौरे दीजिए In case of any previous employment please fill up the details as under.			
(क) पिछली बीमा संख्या (a) Previous Ins. No.			
(ख) नियोजक कूट संख्या (b) Employer's Code No.			
(ग) नियोजक का नाम व पता (c) Name & Address of the Employer			
टेलीफोन नम्बर/ई-मेल पता/e-mail address			

(क) मृत्यु की स्थिति में नकद हितलाभ के भुगतान के लिए क.रा.बी. अधिनियम, 1948 की धारा 71/क.रा.बी. (केन्द्रीय) नियम, 1950 के नियम 56(2) के अंतर्गत नामित के ब्यौरे।
(c) Details of Nominee u/s 71 of ESI Act 1948/Rule-56(2) of ESI (Central) Rules, 1950 for payment of cash benefit in the event of death.

नाम/Name	नातेदारी/Relationship	पता/Address
SUNIL SURESH HORANE	Father	4755, dhyneshwar wadi, Pandharpur, Dist-Solapur, Solapur-413304

मैं एतद्वारा घोषणा करता/करती हूँ कि मेरे द्वारा प्रस्तुत किए गए विवरण मेरी जानकारी और विश्वास के अनुसार सही है। मैं अपने परिवार के सदस्यों में हुए परिवर्तन की सूचना 15 दिन के भीतर प्रस्तुत करने का वचन भी देता हूँ/देती हूँ।

I hereby decalare that the particulars given by me are correct to the best of my knowledge and belief. I undertake to intimate the corporation any changes in the membership of my family within 15 days of such change.

नियोजक के प्रतिहस्ताक्षर
Counter signature by the employer

बीमाकृत व्यक्ति के हस्ताक्षर/अंगूठा निशान
Signature /T.I. of IP.

सील सहित हस्ताक्षर
Signature with seal

(घ) बीमाकृत व्यक्ति के परिजनों का विवरण
(D) Family Particulars of Insured person

क्र.सं. Sl. No.	नाम Name	फार्म भरने की तारीख को आयु/जन्म-तारीख Date of Birth/Age as on date of filling form	कर्मचारी के साथ नातेदारी Relationship with the Employee	क्या उनके साथ रह रहे हैं? बताएं Whether residing with him/her.	यदि नहीं तो आवास का स्थान दर्शाएं If 'No' state Place of Residence
1	SUNIL SURESH HORANE	23-11-1970	Father	हाँ/Yes No	कस्बा/Town Solapur राज्य/State Maharashtra
2	TEJASWINI SUNIL HORANE	07-01-1975	Mother	हाँ/Yes No	कस्बा/Town Solapur राज्य/State Maharashtra

क.रा.बी. निगम अस्थायी पहचान पत्र
ESI Corporation Temporary Identity Card

(नियुक्ति की तारीख से 3 महीने तक वैध)
(Valid for 3 month from the date of appointment)

नाम/Name	Srushti Sunil Horane
बीमा संख्या/Ins. No.	नियुक्ति की तारीख/Date of appointment 09-08-2023
शाखा कार्यालय Branch Office	औषधालय Dispensary
नियोजक की कूट संख्या व पता Employer's Code No. & Address	

फोटो के लिए स्थान (Space for photograph)

वैधता
Validity
तारीख
Dated

बीमाकृत व्यक्ति के हस्ताक्षर/अंगूठे का निशान
Signature/T.I. of I.P.

eSigned using Aadhaar
(Legalify.com, GYINAGL)
Srushti Sunil Horane
Signature of B.M. with seal
Date: Wed Aug 09 15:59:33 IST
2023



E mail : info@riemensolution.com

Web: www.riemensolution.in

HQ Add : B-61, Sector-67, Noida, G.B. Nagar, U.P.-201301

CIN : U74120UP2014PTC065625

Date : 4/27/2024

From,

Office 303, Near Rasika Hotel, Siddhivinayak Aurum, Viman nagar Pune - 411014

Date: 4/27/2024

Dear **Arbaz Sagir Shaikh**

Sub - Letter of intent to hire.

This is to inform you that you are selected in our company. We take pleasure in offering you the position of Advsiior in our organization. You accepted the offer of 12300 INR (CTC) per month, payable in accordance with the Company's standard payroll schedule. This salary will be subject to performance pursuant to the Company's employee compensation policies in effect/change from time to time.

Nature of duties: You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the company may call upon you to perform, from time to time. Company property You will always maintain in good condition Company property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

Non-Disclosure: The protection of confidential business information and trade secrets is vital to the interests and the success of the company. Such confidential information includes, but is not limited to, the following examples:

Customer lists

Financial information

Marketing strategies

New materials research

Proprietary product processes

Research and development strategies

Technological data

Technological prototypes

Confidentiality: Employee keep to secret and retain in the strictest confidence all confidential matters which relate to the Company, including, without limitation, customer lists, client lists, trade secrets, pricing policies and other business affairs of the Company learned by the Company and to not disclose any such confidential matter to anyone outside the Company. During your employment with the Company, you will devote your whole time, attention and skill to the best of your ability for its business. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Company.

Mobile Uses and other social platforms can not be used during the working hours. Mobile phones are not allowed in the office premises. Applicability of Company Policy the Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent.

Code of Conduct/ Ethics You should maintain a healthy and ethical working environment. Yours's responsibility towards the assets of the company.

Please sign your acceptance to indicate that you have accepted this offer and return it to me. We have found you to be the most suitable for the post and look forward to working with you.



HR Team

Riemen Solution Private Limited

Arbaz Sagir Shaikh

2:36 😊

📶 5G 65

< Joining Letter Inbox 📄 🗑️ 📧 ⋮



Info 24 May

to me ▾



Dear Neelu,

I am pleased to formally welcome you to **True Intent Media LLP** as our new **Lead Generation Executive** with an annual CTC of INR 2,16,000. We are excited to have you join our team starting on **28/05/2024**. We are confident that your skills and experience will contribute significantly to our team. Please feel free to reach out if you have any questions before your first day.

Please bring the following documents on your first day:

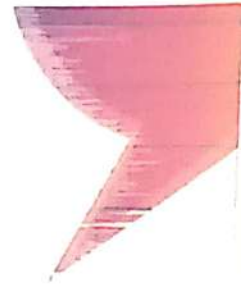
- Aadhaar Card
- PAN Card
- Educational Certificates / 2 identity Size Photos
- Last Company's Offer Letter
- Experience Letter
- Last 3 Months' Salary Slips or Bank Statements

If you have any questions, please feel free to reach out team HR

We look forward to welcoming you to our team!

Best regards,

Abhilasha Patil
Hr Coordinator
True Intent Media LLP
91 7385083247



To,

AVANTI MAHENDRA PARMAR

Subject: Appointment Letter for the Position of Process Associate

Dear Avanti,

We are delighted to inform you that you have been selected for the position of Process

Associate at Benchmark Marcom Firm, effective from [01 Aug 2024]. We believe that your skills, qualifications, and experience will contribute to our continued success. We look forward to working with you and hope you will be a valuable addition to our team.

Below are the details of your employment:

1. Job Title: **Process Associate**
2. Department: **Purchase**
3. Reporting To: **Mr Ajay**
4. Employment Type: **Full-time**
5. Compensation:

Annual Salary: **INR 2,40,000 per annum (paid monthly)**

Payment Mode: **Bank Transfer**

Payment Cycle: **Monthly**

Once again, congratulations, and we look forward to your contribution.



Principal
Foresight College of Commerce
Pune

Sincerely,

IFSHAK SHAIKH

[Benchmark Marcom]

- Pune - Head Office - Sr. No. 588/20 KTS - 3217, Office No. 813, 8th Floor, Anex Business Court, Elnikewadi, Kothiwada Road, Gangachari, Pune, Maharashtra - 411057
- Mumbai - Office No. 306, 3rd Floor, Deep Plaza Bldg, Near Khetani Compound, Madanlal Nathuram Road, Kurla (W) Mumbai - 400070
- Bengaluru - Office No. 71K 277, 11 Stn. A Cross, Manjunath Nagar, Halikere Main Road, Banashankari Bangalore Urban, Karnataka - 560043
- Goa - House No 4/399/K1/T3, Visapurhat Gubliwada Oxel Sionim, Bardez, Goa - 403517

- info@benchmarkmarcom.com/events
- careers@benchmarkmarcom.com/events

To,

PIRINA RAMESH AAUJI

Subject: Appointment Letter for the Position of Process Associate

Dear Pirina,

We are delighted to inform you that you have been selected for the position of Process Associate at Benchmark Marcom Firm, effective from [01 Aug 2024]. We believe that your skills, qualifications, and experience will contribute to our continued success. We look forward to working with you and hope you will be a valuable addition to our team.

Below are the details of your employment:

1. Job Title: **Process Associate**

2. Department: **Sales**

3. Reporting To: **Mr Ajay**

4. Employment Type: **Full-time**

5. Compensation:

Annual Salary: **INR 2,40,000 per annum (paid monthly)**

Payment Mode: **Bank Transfer**

Payment Cycle: **Monthly**

Once again, congratulations, and we look forward to your contribution.

Sincerely,

IFSHAK SHAIKH

[Benchmark Marcom]



Principal
Foresight College of Commerce
Pune

- Pune (Head Office) - Sr. No. 588/2C, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000

- info@benchmarkmarcom.com
- www.benchmarkmarcom.com



To,

ANOSA ANKAYYA MACHARLA

Subject: Appointment Letter for the Position of Process Associate

Dear Anosa,

We are delighted to inform you that you have been selected for the position of Process Associate at Benchmark Marcom Firm, effective from [01 Aug 2024]. We believe that your skills, qualifications, and experience will contribute to our continued success. We look forward to working with you and hope you will be a valuable addition to our team.

Below are the details of your employment:

1. Job Title: **Process Associate**

2. Department: **Purchase**

3. Reporting To: Mr Ajay

4. Employment Type: **Full-time**

5. Compensation:


Annual Salary: INR 2,40,000 per annum (paid monthly)

Payment Mode: Bank Transfer

Payment Cycle: Monthly

Once again, congratulations, and we look forward to your contribution.




Principal
Foresight College of Commerce
Pune

Sincerely,
IFSHAK SHAIKH
[Benchmark Marcom]

- Pune (Head Office)- Sr. No 568/2C CTS - 3217, Office No. 813, 8th Floor, Apex Business Court, Bibwewadi Konahwa Road, Gangacham, Pune, Maharashtra - 411037
- Mumbai- Office No. 306, 3rd Floor, Deep Plaza Bldg, Near Khitani Compound, Maganlal Nathuram Road, Kurla (W) Mumbai - 400070
- Bengaluru - Office No. 71K, 277/11 5th, A Cross Manjunath Nagar, Karkere Main Road, Benaswadi Bangalore, Urban, Karnataka - 560043
- Goa- House No 4/399/K1/T5, Visapurhat Gublwada Oxel Solim, Bardaz, Goa - 403517

● info@benchmarkmarcom.com
● www.benchmarkmarcom.com



To,

AMAN MANOJ VISHWAKARMA

Subject: Appointment Letter for the Position of Process Associate

Dear Aman,

We are delighted to inform you that you have been selected for the position of Process Associate at Benchmark Marcom Firm, effective from [01 Aug 2024]. We believe that your skills, qualifications, and experience will contribute to our continued success. We look forward to working with you and hope you will be a valuable addition to our team.

Below are the details of your employment:

1. Job Title: **Process Associate**

2. Department: **Purchase**

3. Reporting To: Mr Ajay

4. Employment Type: **Full-time**

5. Compensation:

Annual Salary: INR 2,40,000 per annum (paid monthly)

Payment Mode: Bank Transfer

Payment Cycle: Monthly

Once again, congratulations, and we look forward to your contribution.



Principal
Foresight College of Commerce
Pune

Sincerely,

IFSHAK SHAIKH

[Benchmark Marcom]

- 1. Pune Head Office - Sr. No. 548/20, 15 - 42/17, Office Top, 814, 8th Floor, Apex Business Court, Bhamburda, Kothrud Road, Gangadham, Pune, Maharashtra - 411037
- 2. Mumbai - Office No. 356, 3rd Floor, Ocean Plaza Bldg, Near Keshavnagar, Commercial, Marolli Bhatkar Road, Kurla (W), Mumbai - 400020
- 3. Bangalore - Office Top, 218, 227, 11, 5th A Cross, Mahanagar, Kalkere Main Road, Basavanagari Bangalore, Urban, Karnataka - 560043
- 4. Goa - House No. 4/399/93/75, Vasantdhar Gulavada Daxi Sionim, Bardor, Goa - 401517

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