

Date: **29-01-2024**

**LETTER OF APPOINTMENT**

Date: **29-01-2024**

To:  
**3-7 83/103/6 RAVINDRA NAGAR SADASIVPET MEDAK SADASIVPET TELANGANA 502291**

Dear **Mr.MATA DIVYA**

**Sub: Letter of Appointment-Reg.**

We are pleased to appoint you as a **MIS** in our organization

**Job Title: MIS Executive**

**Job description:**

- mHere Application maintenance
- FM NOC faults publishing
- Fault Management - Sharing the faults, Follow up and Status publishing
- PM Calls Count and report publishing
- Manual attendance collection & publishing to AFMs on daily basis.
- Training Schedules preparation.
- Store Auditing
- Wireman Data Collection
- Medical Fitness certificates collection.
- Thermography report preparation.
- Online survey completion.
- Monthly Annexure Documents.

Start Date: **29-01-2024**

Location: **VALLURU**

Salary Take Home: **15000**

Employment as per this offer is subject to your being medically fit.

Please sign and return duplicate copy of this letter in token of your acceptance.

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