



Kwikster Consulting and Technology Pvt. Ltd

Employee Code: 0006

Name Ajay Singh Shaktawat

Address 1306, Genesis Apartments , Sirsi Road , Jaipur, 302024

Dear Ajay Singh Shaktawat, It is our pleasure to offer you the position of Sales Manager. This is a term position that will start on 15 October 2023 and end within 3-6 months. The remuneration details for the role are as follows –

*Incentives based on conversion are variable and subject to monthly targets.

**Incentives based on conversion would be paid quarterly.

***Incentives based on conversion are separate from your CTC.

Fixed Monthly Take Home	₹ 51,500
Adherence Bonus	NA
Performance Limited Incentives (On achieving targets)	NA
Annual CTC	NA

Note - 1. Performance Limited Incentives are paid in the next month of achieving targets.
2. Adherence bonus is given for complying with the Leave/Conduct/Shift Policy.

Your responsibilities as **Sales Manager** are as follows.

1. **Team Performance:**

- Achieve overall team lead generation targets in terms of quantity and quality.
- Monitor and improve key performance indicators (KPIs) such as conversion rates, lead quality, and response times.

2. **Team Development:**

- Provide training and development opportunities for team members.
- Conduct regular performance reviews and set individual and team goals.

3. **Strategy and Planning:**

- Develop and implement effective lead generation strategies aligned with overall business objectives.
- Collaborate with other departments to ensure a cohesive approach to lead generation.

4. **Process Optimization:**

- Continuously assess and improve lead generation processes for efficiency and effectiveness.
- Implement best practices and automation tools to streamline workflows.

5. **Quality Assurance:**

- Ensure the team adheres to lead qualification criteria and maintains data accuracy.
- Conduct periodic audits to verify lead quality and consistency.

6. **Reporting and Analysis:**

- Provide regular reports on team performance, identifying trends and areas for improvement.
- Analyze data to make informed decisions and adjustments to lead generation strategies.

7. **Resource Management:**

- Manage team resources effectively to meet changing business demands.
- Optimize the allocation of team members to different lead generation channels or campaigns.

8. **Cross-Functional Collaboration:**

- Collaborate with sales, marketing, and other relevant departments to align strategies and goals.
- Facilitate communication between teams to ensure a seamless lead-to-sales process.

9. **Motivation and Morale:**

- Foster a positive and motivated work environment.
- Implement incentive programs and recognition to boost team morale.

10. **Continuous Learning:**

- Stay updated on industry trends and changes in lead generation best practices.
- Share new insights and knowledge with the team to keep them informed and engaged.

11. **Customer Feedback Integration:**

- Gather and integrate feedback from sales teams on lead quality and effectiveness.
- Use feedback to make data-driven decisions and improvements.

12. **Leadership and Communication:**

- Provide clear direction and guidance to the team.
- Foster open communication and a collaborative culture within the team.



C9, Chandra Vatika, Gandhi Path West, Vaishali Nagar, Jaipur – 302021



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Here below are the terms of your appointment:

- 1) Assignment: Your present position will be that of Sales manager to be posted at our Jaipur office. The company may however reassign and/or transfer you to any other similar position in the company, anywhere in India. You will be expected to undertake such reasonable duties, as the company shall from time to time determine. You may also be required to perform duties for other group companies if necessary.
- 2) Salary : Your salary, allowance and re-imbursements of expenses will be as per details attached to this letter and marked as Annexure
- 3) Medical Benefits: At present there are no medical benefits available through your employment and you should be liable for any medical situation that may arise at work or during transit to or from work.
- 4) Performance: Your performance will be integral to your Incentives and nonperformance may also ultimately lead to separation.
- 5) Separation: For employees in senior levels (starting from Assistant Manager the notice period will be three calendar months. For employees in Junior Level & Mid -Level Management (Executives/Assistant) the notice period will be one calendar month. A resigned employee would have to serve the entire period of notice, and would not be allowed to surrender leave or pay salary in lieu of notice. The company may however ,at its discretion ,decide to relieve the employee immediately on resignation
- 6) Retirement (IF APPLICABLE HERE) : You will retire from the Company's services after attaining 60 years of age
- 7) Deduction: All payments to you under the terms of employment are subject to deduction at source under the Income Tax Act and other encashment that may be in force from time to time. The company will also be entitled to deduct from the payments due to you, any dues payable by you to the company.
- 8) Secrecy: The position held by you is of a strictly confidential nature. You shall not disclose to any unauthorized person, either during or after your employment with the company, for any reasons, any information about the interest or business of the company or any affiliated companies. You shall not communicate to any public papers journals or cause to be disclosed at any time, any information or documents ,official or otherwise relating to the company except with prior approval of the management
- 9) Outside Employment: While in the employment of the company, you are in no way allowed to be employed in any other company on a temporary or part time basis or offer your services with or without pay to any person, legal entity or public authority or to be occupied in your own business without prior written consent of the company.
- 10) Disclosure: You confirm that you have disclosed fully to the company all of your business interests whether or not they are similar to or in conflict with the business interests, businesses or activities of the company and all circumstances in respect of which there is or there might be, a conflict of interest between the company and you or any immediate relative. You agree to disclose fully to the company any such interests or circumstances which may arise during your employment immediately upon such interest or circumstances arising
- 11) Rules & Regulations: Your employment will be governed by rules and regulations and code of ethics laid down by the company. The company may make such rules/or lay out such procedures as may be deemed necessary for the implementation/ administration of the terms and conditions of your employment as stated in this letter with due intimation to you and the same will be binding on you.
- 12) General : Your employment will be subject to the following
conditions: Your employment will be subject to the following
conditions:
 - a) You being found medically fit by a doctor nominated by the company
 - b) You furnishing copies of certificates of your qualifications and experiences
 - c) Receiving satisfactory references and certificates from your previous employers, if any, as regards to your satisfactory performances and conduct
 - d) Your furnishing the birth/school leaving certificate for proof of your age

We are delighted to have you in the company. Please indicate your understanding and acceptance of the above terms and conditions by signing and returning the duplicate copy of this letter.

Sincerely, Accept _____

DOJ _____

DOMINIC SAVIO JOSEPH

Managing Director

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