

March 4, 2022

Manav Jawrani
manavjawrani7@gmail.com

Dear Manav Jawrani,

We are pleased to extend this opportunity to you to join the WEBMINIX as a Business Development Intern. Your date of joining is **16 March 2022** with the following considerations:

Position: Business Development Intern

Tasks include:

- Prospecting potential clients who can benefit from a website: by phone, by email or physically
- Selling our web services to those clients.
- Managing the sales process.
- Follow-up of sales.
- Promoting Webminix and its services.

Compensation: The compensation from the internship is completely performance based i.e. the number of successful sales that intern makes. You will receive 5% of the total sales.

Duration: The duration of the internship is 45 Days.

Internship Worksite Address: Remote (Work from Home) Due to COVID

Your appointment will be governed by the terms and conditions presented in the **Annexure A**.

Please confirm your acceptance of this offer by signing and returning this letter by 14 March.

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Congratulations!


Gurpreet Singh
Senior Recruitment Manager



Acknowledged and Agreed:

Signature:

Name: Manav Jawrani

Date:

ANNEXURE-A

You shall be governed by the following terms and conditions of service during your internship with Webminix, and those may be amended from time to time.

- Your date of joining is 16 March and the duration of the internship would be 45 Days. During this time you are expected to devote your time and efforts solely to WEBMINIX work. You are also required to let your team leader know about forthcoming events (if there are any) in advance so that your work can be planned accordingly.
- You will be working remotely for the duration of the internship. There will be catch ups scheduled with your team leader to discuss work progress and overall internship experience at regular intervals.
- We take data privacy and security very seriously and to maintain confidentiality of any customers, clients, and companies' data and contact details that you may get access to during your internship will be your responsibility. WEBMINIX operates on zero tolerance principle with regard to any breach of data security guidelines. At the completion of the internship you are expected to hand over all WEBMINIX work/data stored on your Personal Computer to your mentor and delete the same from your machine.
- Under normal circumstances either WEBMINIX or you may terminate this association by providing a notice of 15 days without assigning any reason. However, WEBMINIX may terminate this agreement forthwith under situations of in-disciplinary behaviors or not performing as per the standards.
- You are expected to conduct yourself with utmost professionalism in dealing with your mentor, team members, colleagues, clients and customers and treat everyone with due respect.
- Webminix is a start up and we love people who like to go beyond the normal call of the duty and can think out of the box. Surprise us with your passion, intelligence, creativity and hard work – and expect appreciation & rewards to follow.
- Expect constant and continuous objective feedback from your mentor and other team members and we encourage you to ask for and provide feedback at every possible opportunity. It's your right to receive and give feedback – this is the ONLY way we all can continuously push ourselves to do better.
- Have fun at what you do and do the right thing – both the principles are core of what Webminix stands for and we expect you to imbibe them in your day to day actions and continuously challenge us if we are falling short of expectations on either of them.