



UNIVERSAL TRIBES

Empowerment & Uplifement of Tribal Art



Corporate Office : D-3/5, Bibvewadi, Pune, India -411037
Contact : www.universaltribes.com | Universaltribes@gmail.com

INTERNSHIP OFFER LETTER

Date: 18-07- 2022.

Dear Roshan kumar Prajapati ,

Greetings from Universal Tribes

With reference to your application and subsequent discussions, we have pleasure in offering you Internship in our organization as **SALES AND MARKETING INTERN**.

You'll be representing our organization and functioning based on our requirements. You'll be provided with number of opportunities to exhibit your leadership and managerial skills. At the end of the term, based on your performance you'll receive a certificate describing your achievements and active participation.

During the period of internship, you may have access to trade secrets and confidential business information belonging to the Company. By accepting this offer, you acknowledge that you must keep all of this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company.

In addition, you agree that, upon conclusion of your internship, you will immediately return to the Company all of its property, equipment, and documents, including electronically stored information. Your appointment will be governed by the terms and conditions presented in the **Agreement**.

Best Regards,

RAJAT RAGHATWAN
FOUNDER & CEO
UNIVERSAL TRIBES



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JOB DESCRIPTION

Sales & Marketing Internship

Jobs and Responsibilities

1. Understanding the Nature of Business and Product Details.
2. Product Presentation.
3. Leads and Sales Generation.
4. Creating Marketing Pitches.
5. Digital Marketing and New Vendor Registration.
6. Interacting with Potential Customers for Demonstration and Presentation.
7. Conducting Research and Analysing Data to Identify and Define Audiences.
8. Maintaining Accurate Records and Updating Database in Google Sheets daily.
9. Reviewing Sale Performances and Aiming to Achieve Monthly Targets.

Skills Required

1. Business Communication Skills.
2. Influencing and Negotiation Skills.
3. MS Excel / Google tools / Canva.
4. Time Management.

Perks and benefits:

1. Internship Completion & Excellence Certificate on achieving 2500 /- rupees sales targets.
2. LOR & 1000rs Stipend on achieving sales target of 7500rs.
3. Sales and marketing Intern who achieves 7500rs sales will be on boarded as a BRAND ASSOCIATE for the company and they will get a personalized coupon code along with a poster.
4. BRAND ASSOCIATES can earn 10% incentives against any sale if their customers use their Brand associate code to avail 15% discount on their purchases through the Universal Tribes Shopping website.
5. Best Performer can also expect Placement & Full time employment in same domain.

NOTES: If any Sales & Marketing intern is not active during the internship he/she won't be eligible for any certificate or perks.



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CODE OF CONDUCT

1. Interns should **secure 100% attendance** throughout the duration of the allocated internship, for being eligible for the internship certificates and other beneficiaries.
 - All interns who are working in this company are bound to follow all the regular tasks mentioned/provided in the SOP.
 - Interns are expected to be punctual and sincere about their work allotted.
 - Daily reporting/follow-ups and attendance for all interns are a must, excluding medical and urgent emergencies
2. During the meets, group & personal conversation, the **decorum of communication** with the higher authority has to be maintained with utmost respect and morals.
3. Only queries, complaints and suggestions regarding Internship can be put forward to their respective mentors/guests.
4. **No intern/employee/panel members/ head/ anyone related to this company are allowed to break the Code of Conduct of Universal Tribes.**
5. If found disrespecting/violating the same, severe actions will be taken by the company and its council on the respective person(s)/group(s).
6. Company **does not demand for offline work for the internship**, and focuses on giving online internships only.

I, _____, hereby assure that I have read and understood the Code-of-Conduct for interning and working in this company in the allocated job profile.

With proper consciousness and agreement, I respect and accept all the above-mentioned disciplines and rules.

Date: -

Signature: -