



WORLD TOUR PLAN

Transparent Crown, East Shewrapara Mirpur,
Dhaka-1216, Bangladesh

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Email : worldtourplan@gmail.com

No. BD/WTP/2023/EMPAL(WTP)-119/Head-Office

Date : 04 January 2023

Dear Farzana Hossain Rakhi,

We are delighted to officially appoint you as an **Accounts Executive** at **WORLD TOUR PLAN**. Your qualifications and experience in finance make you an ideal candidate for this role, and we are confident that you will contribute significantly to our financial management.

Appointment Details:

- Job Title : **Accounts Executive**
- Department : **Finance**
- Reporting to : **Shad Rahman**
- Joining Date : **07 January 2024**
- Compensation : **20,000 BDT**

Job Responsibilities :

- **Client Relationship Management**
- **Account Growth Strategy**
- **Sales Support and Proposals**
- **Budget Oversight**
- **Market Analysis**
- **Performance Reporting**
- **Regulatory Compliance**

Please report to the **Transparent Crown, East Shewrapara Mirpur Dhaka-1216, Bangladesh** on **07 January 2024** at **10:00 AM**. This appointment is subject to the **terms and conditions** outlined in the **company's policies**, which will be provided to you for your reference upon joining.

We look forward to your valuable contributions to maintaining our financial health.

Sincerely,

Fariha Mehzabeen

Head of HRM

World Tour Plan

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