

Date: 15/08/2023

Dear Fazal Shaik,

Apropos to your application for the post of “**Data Analyst Intern**” and subsequent to our discussions we are pleased to offer you the position of **Data Analyst Intern**. Attached are our terms and conditions of our offer please read these details carefully, including your compensation and benefits as explained on page ANNEX 1.

### **Acceptance and Commencement**

Your appointment date will be effective on your joining date i.e., **16/08/2023**. Please contact us immediately if you want an alternative joining date. If you do not confirm your joining date or we are unable to set an alternative joining date this offer will be withdrawn.

**Internship Duration:** This internship is for the duration of four months.

### **The terms and conditions of the offer are as below:**

- The current work location is virtual and is work from home for the entire duration of Internship
- Your appointment is contingent on no adverse findings against reference and background checks including education, internship history, and other checks as applicable. Your internship is also contingent upon your ability to work without restrictions (i.e., you do not have any non-compete clauses or any restrictive clauses with any previous employer.
- You may be required to travel on company work and you will be reimbursed for expenses as per company policy.
- If you are absent from work for more than 5 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your internship without notice.
- Your individual remuneration is confidential between you and the company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as confidential.

**Working Hours** – This is a part-time role. You might be required to work on the weekends and the week offs are rotational and will be provided during the weekday as agreed between you and the Manager. The working hours shall be determined by your manager and you

**Absence from work** – Internship certificate will not include the periods of unauthorized absence.

**Work** - You will perform all duties and obligations and comply with such orders as may be designated by the Company management which is reasonably consistent with your position.

**Working in Shifts** – You may be required to work in shifts. This shall be informed to you by your manager/supervisor well in advance.

**Code of Conduct** – Your internship is governed by the Code of Conduct. A copy is attached. You are required to read, understand and follow it in letter and spirit.

**Confidentiality** - In the ordinary course of your internship you will be exposed to information about the business of the Company, its clients, and customers, which is confidential or commercially sensitive and which may not be readily available to competitors or the general public, and which if disclosed would be harmful for our reputation. All information is shared on a need-to-know basis. You shall not discuss or transmit by any means any confidential information outside the office environment.

**Restriction After Termination of the Internship** - You are likely to obtain trade secrets and confidential information of the Company and personal knowledge of and influence over customers and Interns/employees of the Company during the course of the Internship. To protect the interests of the Company you are bound by a 03 month non-solicitation clause wherein you will not entice or solicit or assist another person of the firm.

**Intellectual Property** - You agree that during your internship the 'work of art, any patent application, design, copyright or other intellectual property shall be owned by the Company,

**Data Protection** – Ensuring the protection of our data is a requirement of the job. You shall ensure that –

- You do not disclose any personal data without prior written approval
- You do not access information that you are not otherwise authorized to view.
- You do not access systems and IT infrastructure that you are not authorized to use.
- You do not treat personal data carelessly
- You secure all printouts away when not in use. You do not share your passwords to any unauthorized person

**Termination – By you:** During the period of internship, you are required to give the company at least one calendar months' notice in writing. In case the notice period as per terms of internship is not served, stipend in lieu of notice period would be deducted from the final settlement dues to the Intern.

**Termination – By Company:** Post confirmation, except where your Internship is terminated on the grounds of Gross Misconduct you will not be entitled to stipend from the company or pay in lieu of notice period.

**Intellectual Property** - You agree that during your Internship, the 'work of art, any patent application, design, copyright or other intellectual property shall be owned by the Company, except articles written with personal opinion. You agree that you will promptly inform the Company about any Intellectual Property you make or are involved in making.

**Your roles and responsibilities during the internship will include:**

**Marketing the product to 50 channel partners per day:** - You will be responsible for promoting and creating awareness about our product to the target audience. This may involve developing marketing strategies, implementing campaigns, and analyzing their effectiveness.

**Reaching out to 50 clients per day for product explanation:** You will be expected to actively engage with potential clients, contacting a minimum of 50 clients daily to provide them with detailed information about our product. This will require effective communication and persuasive skills.

**Compensation** – This is unpaid

**Additional Earning Opportunities** - There is a performance bonus which is given in Annex 1.

**Training** - You will be provided on-the-job training for specific job roles and business processes, fully covered by the Company if necessary. After completing the training, you commit to working with the Company for at least 02 Months

**Acceptance** – You hereby accept the terms of Internship. Please sign the offer letter in duplicate and return us one copy.

Name.....

Accept & Sign .....

Best wishes



Neha Sharma  
HR Associate Manager |  
Movidu Technology Pvt Ltd.

In consideration of being offered Internship by Movidu, I hereby expressly agree as follows:

Movidu may collect, process and disclose my personal information/data to verify the accuracy of the information I have provided in my application form or during my recruitment process, by conducting appropriate background checks.

In this regard, Movidu may, amongst other, obtain a personal credit report, conduct a criminal record search, and contact the persons I have appointed as personal references during my recruitment.

Name.....

Accept & Sign .....

Best wishes



Neha Sharma  
HR Associate Manager |  
Movidu Technology Pvt Ltd.

### ANNEX 1



Name: Fazal Shaik	Designation: Data Analyst Intern
Internship Duration: 03 ~ 04 Months	Work Location: Work from Home

**Compensation Component:**

Stipend (in INR)/Month	Unpaid
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Yours sincerely,



Neha Sharma  
HR Associate Manager |  
Movidu Technology Pvt Ltd.

Name.....

Accept & Sign .....

Date.....