

Sr. No. ISC/J/523

Date 01/07/2019

To,  
Ms. Trishana Sen  
H. No. 10 Nis Road Old  
Moti Bagh, Patiala

**Subject: Appointment Letter**

Dear Trishana,

We welcome you to **Iconic Solution.Co** and are pleased to confirm your appointment for the position of "**Business & Sales Executive**". The following terms and conditions of the job-

- 1. Job Title/Designation:** Business & Sales Executive.
- 2. Job Location:** Chandigarh.
- 3. Commencement of Employment:** Your employment with us will be effective from **1<sup>st</sup> July 2019**.
- 4. Employee Salary & Compensation:** Your salary will Rs. 15,000/- per month. The total Cost to Company CTC will be Rs. 1,80,000/- per annum. You will receive a variable amount which will be strictly based on your performance. Once your probation period will be over, you will become eligible for leave as per the company policy.
- 5. Working Hours/Days:** Your appointment is on a Full time basis i.e. 9 hours from Monday to Saturday.

We congratulate you on your appointment at Iconic Solution.Co and wish you a long career with us. We are looking forward to having a fruitful collaboration with you for organizational development as well as for your professional growth.

All the best  
**ICONIC SOLUTION.CO**

  
Authorized Signatory  
**Ms. Avleen Kaur**  
(HR Manager)



Sr. No. ISC/P/224

Date 01/08/2021

## PROMOTION LETTER

**Ms. Trishana Sen**  
**LOB: Iconic Solution.Co**

**Subject:** Promotion cum Increment Letter

**Dear Trishana,**

Consequent to the review of your performance, we are pleased to inform you that you have been promoted Business & Sales Manager and your Monthly CTC has been revised to INR 20000/- with effect from August 01, 2021.

We are sure you will put more efforts in the coming year to ensure higher levels of performance for the organization.

Other terms and conditions of your employment shall remain the same as per the contract of fixed term Employment/Appointment Letter.

You may contact HR for any query/clarification on the appraisals within a month from the date of issue of the letter.

Best of Luck.....  
Yours Faithfully  
Iconic Solution.Co

  
Ms. Avleen Kaur  
(HR Manager)





Sr. No. 1Sc/E/681

Date 07/10/2023

**TO WHOM IT MAY CONCERN**

This is to certify that **Ms. Trishana D/O Prem Bahadur Sen** having D.O.B 01/08/1998 is an employee at “**Iconic Solution.Co**” as a **Business & Sales Executive** from **1<sup>st</sup> July 2019 to 31<sup>st</sup> August 2021** and as a **Business & Sales Manager** from **1<sup>st</sup> September 2021 to TILL DATE** and providing her continuous services.

She was assigned the task to oversee the sales process to attract new clients, work with senior team members to identify and manage risks, maintain fruitful relationships with clients and address their needs effectively. She also oversees local and regional sales, promotions and campaigns. She is diligently carrying her duties with full dedication. She possess the team spirit skill and maintain good relationship with her colleagues. We wish her good luck for her career and hope she achieves new heights.

**Iconic Solution.Co**

  
**Ms. Avleen Kaur**  
(HR Manager)



Sr. No. ISC/S/750

Date 07/10/2023

## Salary Certificate

Employee Name : Ms. Trishana Sen

Designation : Business &amp; Sales Manager

Salary Statement of Ms. Trishana Sen for last 6 Months

Date	Salary paid (Rs.)
10-04-2023	20,000/-
10-05-2023	20,000/-
10-06-2023	20,000/-
10-07-2023	20,000/-
10-08-2023	20,000/-
11-09-2023	20,000/-

  
Ms. Avleen Kaur  
(HR Manager)  
