

Sr. No. ISC/2/509

Date 02/08/2021

To,  
Ms. Riya  
Vill- Baruki, Post – Bhopa  
Muzaffarnagar

**Subject: Appointment Letter**

Dear Riya,

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

- 1. Job Title/Designation:** Business & Relationship Executive.
- 2. Job Location:** Chandigarh.
- 3. Commencement of Employment:** Your employment with us will be effective from **2<sup>nd</sup> August 2021**.
- 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/E/667

Date 29/09/2023

**TO WHOM IT MAY CONCERN**

This is to certify that **Ms. Riya D/O Yogendra Singh** having D.O.B 05/04/2002 is an employee at “**Iconic Solution.Co**” as a **Business & Relationship Executive** from **2<sup>nd</sup> August 2021 to Till Date** and providing her continuous services.

She was assigned the task to prompt clients to upgrade their existing packages and to purchase additional offering. She also settling clients' concerns in a professional manner. She also encourages internal relationships to address clients' needs and to maximize our profits. 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/738

Date. 29/09/2023

## Salary Certificate

Employee Name : **Ms. Riya**

Designation : **Business & Relationship Executive**

Salary Statement of **Ms. Riya** for last 6 Months

Date	Salary paid (Rs.)
10-03-2023	15,000/-
10-04-2023	15,000/-
10-05-2023	15,000/-
10-06-2023	15,000/-
10-07-2023	15,000/-
10-08-2023	15,000/-

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