



ZekiExperts Solutions (Private) Limited

ZES (Pvt.) Ltd

NUST, Office #1109, NSTP, Khyber Rd, H-12,
Islamabad, Pakistan

Wednesday, Sep 15, 2021

Dear Ibrahim,

Zeki Experts is pleased to offer you the position of “Software Engineer” effective **Mon Oct 04th, 2021**. This position will report to **Waqas Saleem** (Project Manager). It is offered subject to satisfactory reference and pre- employment checks and a **2 Months probationary period** during which your performance will be reviewed.

Other terms and conditions of your employment are as follows:

The starting salary for this position is **PKR 170,000** per month. You will also be eligible to receive the following benefits:

Medical Insurance

A: 4 Lac/year for 2 members (Un-married employees)

B: 10 Lac/year for 4 members (Married employees)

OPD claims worth up to the maximum of **Rs. 20,000/Year**.

As part of the family health coverage, you will also be eligible for a one-time Maternity payment of **Rs. 30,000** in case of a childbirth.

Vacation / personal time off: 14 business days in a year (From the day of your Joining)

Incentives and Bonuses:

Employee Excellence Award (EEA):

- Team member who accumulates **10 EEA's** will be eligible for a bonus payment of one salary amount up to the maximum of **Rs.120,000**.
- Team member will receive a cash bonus of **Rs. 50,000** or a laptop on achieving **3000** billable hours for a client.
- Overtime for weekends will be paid double and a dinner or lunch can be availed up to **Rs.350**.
- Overtime will need to be approved from client before availing.
- All team members are eligible for a company sponsored monthly lunch or dinner.
- Team members who want to engage in learning/educational activities related to work will be eligible for reimbursement of course/certification fees.

Annual Review:

Your next review will be held after completion of one year service with Zeki Experts, and any raise in the salary will entirely depend on your performance, if it matches the required and agreed upon standards.

On the first day of your contract, you will be given additional information about ZekiExpert's procedures and policies and be asked to sign an NDA (Non-Disclosure Agreement) and NCA (Non-Compete Agreement).

Your start date with ZekiExpert is **Mon Oct 04th, 2021** and you will be working at ZekiExpert Office i.e., NUST, Office #1109, NSTP, Khyber Rd, H-12, Islamabad. Due to current situation, till further notice all employees are working from home respectively.

Sincerely,

Zainmalik

Zain A. Malik
Human Resources Manager

Accepted:

Ibrahim

Ibrahim (36601-6609877-3)