



Hi-Tech Bangla (Bangladesh) Ltd.

32 Mymensingh Lane ■ Rawshan Vila ■ Suite # 2/B, Banglamotor ■ Dhaka-1000 ■
Phone: +880 1787284246; +880 1789443358 ■ E-mail: info@htbbd.com ■ Web: www.htbbd.com ■

January 28, 2024

Abubakar Abdullah

139 Crescent Road,

Dhaka- 1205, Bangladesh

RE: Employment with Hi-Tech Bangla (Bangladesh) Ltd.

Dear **Mr. Abdullah**,

I am pleased to offer you the “**Mechanical Application Engineer**” position at Hi-Tech Bangla (Bangladesh) Ltd. (HTBBD) effective from **January 29, 2024**. The summary of the offer is described below:

1. Job Information:

Title: Mechanical Application Engineer
Start Date: January 29, 2024
Employment Type: Full Time
Working Hour: 7:00 pm to 3:30 am, Monday through Friday (40 Hours) ;
Dinner break 30 minutes
Location: 28, Kazi Nazrul Islam Avenue, Navana Zahura Square, Suite # 11/A,
Banglamotor, Dhaka-1000
Reporting Manager: Zaki Shahriar

2. Job Responsibility:

As a Mechanical Application Engineer you are required to perform the following responsibilities (for our CAE SoftSys) but not limited to:

- Conduct Tech Sales (Through sales call and email campaign) for Fluids Segment in Aerospace, Heavy Equipment and Machinery, Automotive, Oil & Gas and Shipbuilding Industry.
- Provide Trainings and Customer Demonstration and Customer Support for Fluids Segment in the above listed industries.
- Provide Trainings and Customer Demonstration and Customer Support for Fluids Segment in the above listed industries.
- Participate in engineering simulation problems using MSC Software tools (**Cradle CFD – scSTREAM, SC/TETRA, scPOST, scFLOW and CoSIM**).
- Develop Simulation tutorial and Technical Report.

3. Salary:

a. Salary:

Basic Salary Monthly	Monthly House Rent	Discipline, Attendance	Performance Bonus	Total Monthly Income
12,000.00	6,000.00	2,000.00	2,000.00	22,000.00

- b. The Employee must fill up the timecard every day and get it signed by the line manager / supervisor / Employer’s designated person without exception. Failure to do so will result in non-payment. A signed time card form is necessary in order to be able to receive payment.
- c. Payroll is run on the 15th day of each month.



4. Employment at Contract

Hi-Tech Bangla (Bangladesh) Ltd., can dismiss your employment at any time with or without notice for any or no reason. But you need to notify Hi-Tech Bangla (Bangladesh) Ltd. before sixty (60) days from your resignation date. Moreover, you must agree to provide continuous service at least for one (01) year from the joining date. Failure to do so will cost you two-month salary cut by HTBBD.

5. Firing from work:

An employee can be fired from the job for any of the following reasons:

- a. Violating sexual harassment policy
- b. Not following instruction from the management
- c. Refuse to work as per company policy
- d. Failure to deliver the assigned tasks
- e. Falsifying personal information to company
- f. Disclosing company's internal/ proprietary information to any outsiders without having any written permission letter from the company.
- g. Any disciplinary actions (inappropriate attitude, behavior etc.)
- h. Showing up late more than 3 times in a row per month and 10 times a year.
- i. Absence to work without any prior approval.
- j. Taking official information/data or any other proprietary information to home without any written permission.
- k. Destroying or deleting official information/data or any other proprietary information.

Once a firing is handed, the person will be charged with 2 months' salary cut and the cost of damage which could go anywhere between 2 months' salary to 2 Crore (BDT).

6. Standard Benefits Include: As per company policy

7. Terms & Conditions:

- a. For the greater interest of the company, the employer holds all the rights to change/modify the remuneration package, commission structure and any terms and conditions of this offer letter as necessary.
- b. Employee must log in on webex meeting during the office period. Failure to do so will result considering as "no show from the work". Company will not pay for those hours. Employee must report their daily total worked hours to HR by Email.
- c. Workers must recognize borders, boundaries, courtesies and proper professionalism during virtual office.
- d. Good connection of internet must be guaranteed by the employee. Availability of office resources such as laptop/pc, headphone, mouse etc need to be confirmed by the employee of his/her own. Failure to do so will result immediate dismissal from the job.
- e. Employee need to keep weekly data back up of the official documents to US office.
- f. The full-time employee has to work 45 hours per week to achieve the targeted goals.
- g. To become a full-time employee the employee has to work for six months and an evaluation will be taken place to enlist as a permanent employee.
- h. The employee is required to send/email daily/weekly/monthly work summary report to his/her supervisor.
- i. The employee will be required to input his/her leads in the CRM and a soft copy must be maintained as an excel file.
- j. The company has full right to access email, computer, data, or any other necessary official documents of employees whenever is needed.
- k. In absence of employee, employer shall assign someone else as a backup to continue the ongoing communication with the customer(s) using the same communication process to close the sales process.



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- l. The employee has no authority to propose or enter into Customers/Associates/Partners/Affiliates agreements on behalf of HTBBD without pre-approval from the Management
- m. The Employee cannot share or use the leads which are generated during his tenure at HTBBD within the FIVE years of the Employee's termination or resignation from the company. In case of any breach of this obligation, the employer shall have the right to take legal actions, in addition to any other remedies available to obtain immediate injunctive relief as well as other equitable relief (financial & other) allowed by courts.
- n. Company Policies and agreements: The employee is required to sign the following agreements before joining-
 - i. **Employment Agreement**
 - ii. **Code of Business Conduct and Ethics set by HTBBD**
 - iii. **Company Employee Handbook Acknowledgement**
 - iv. **E-Mail Monitoring Consent Form**
- o. The compensation and benefits described in this letter are subject to change during one's employment at the discretion of HTBBD. In addition, this offer of employment is contingent upon:
 - i. **Verification of one's education and employment history**
 - ii. **Satisfactory reference and background checks**
 - iii. **Joining documents lists:**
 - a. **National ID Card and passport copy**
 - b. **Driving license copy**
 - c. **Copies of educational documents**
 - d. **Copies of Birth certificate**
 - e. **Copies of character certificate**
 - f. **Experience verification**
 - iv. **Conditional Employment:** Your job is subject to 30 days evaluation of your delivery. Only a satisfactory evaluation will continue this job. Failure to receive a satisfactory evaluation will terminate the job immediately.

If you have any questions now or in the future, please do not hesitate to call me at 01787284246.

If you accept this job offer, please sign below and return the original copy within 48 hours of receiving this offer.

8. Special Terms & Condition:

- i. After quitting/ being discharged from our office, you are not allowed to communicate with any of our customers directly or indirectly for three (03) years.
- ii. You are not authorised to take any software codes/materials out of the office without any written consent.
- iii. You Can not share HTBBD's Product, Technology, Customers, Operations etc. with anybody.
- iv. You will enjoy 1 week vacation after completion of 1st year of service in the company. You will be eligible for 10 US federal holidays as per CAE USA team holidays schedule.
- v. Resignation Procedure:
 - a) Resignation period inception: You must meet with HR within 24 hours of your formal resignation notification. Once this meeting is completed, your resignation period will start counting. Remember you need 60 days of resignation period.
 - b) Getting clearance letters:
 - a. HR Clearance Letter: During resignation, you must start getting cleared through "HR Clearance Letter Form" from HR Department. It will take 60 days to get cleared all of the sections of that form. There are 3 sections in this form and you must get cleared for each section from respective department.
 - b. Clearance from Supervisor: You must handover all the documents, Data, Power Point Presentations, Excel files, Passwords, The status of various projects, Current and pending etc to the company designated person assigned to you by HR.



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- c. Clearance Letter from IT Department: You must handover all accesses (User ID and Password lists) to IT department and your supervisor.

Failure to do any of the resignation process/conditions will result in immediate legal actions against you. The company will claim as a loss of work/data with minimum 2 lacs (BDT) to maximum 2 crore (BDT).

Sincerely,

Harun R Khan
Managing Director
Hi-Tech Bangla (Bangladesh) Ltd.

Accepted by,

Abubakar Abdullah
Date:

