

## **APPOINTMENT LETTER**

1 January 2021

Mr. MD. REZAUR RAHMAN

Son of DIHIDER ABDUS SAMAD, NID: 7768275997, DOB: 07 JAN 1990

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Current address:

House 16, Flat 2B, Road 01, Block G, Banasree, Dhaka.

Permanent address:

Village: Jessoredi, Post Office: Daibajnahati, Thana: Kachua, District: Bagerhat.

Dear Mr. Reza,

I am pleased to offer you the following position with our organization.

**Job Title:** "Search Consultant"

**Date of Commencement:** 05 Jan 2021

**Job Responsibilities:**

As a Consultant you have varied duties within the company as was mentioned to you during the interview.

You will be required to fulfill different tasks including but not limited to as follows:

Summary: Ontime and efficient service delivery according to the client's mind space for high ratio successful placement closing as regularly as required. Looking for new client as part of your continuous sales and business development efforts.

- Keep active communication with different assigned clients, job seekers to supply the right people with right competencies depending on the clients' requirement for successful search.
- Look for new clients in Executive Search or other products e.g. Learning & Development, RealityCheck, TONforce and others.
- Survey the potential clients, finding the needs of the clients and preparing proposals, submitting it within the stipulated time regularly in order to onboard new client, 2 new clients in every 3 months.
- Ensure existing client portfolio management.
- CV Bank Management in soft and hard form, posting job in the portal regularly and immediately after receiving assignment from clients.
- Analyze and bring marketing solutions to bring the feasibility of the company brands and products in the competitive markets e.g. social media presents specially in LinkedIn, Facebook, YouTube and twitter company pages.
- Other duties as and when requested by the management.

It is important to note that we expect our employees to work as a team and to commit themselves to the objectives of the company, helping their coworkers and showing a high level of proactively. The change of responsibilities and work station may be incorporated.

**You will report to:** Mr. Md. Ariful Islam.

**Hours of Work:**

Working hours is from 9:00 am to 6:00 pm, 6 days a week and on Friday will be your day off. However, due to the nature and responsibilities of your job, the Company reserves the right to vary your working hours at any time and to change your day off. All hartal days will also be considered as usual work days.



**Probationary Period:**

The trial period consists of 6 months, which may be shortened or extended depending on your performance. Either side requires one month notice in lieu salary to terminate the employment agreement.

**Remuneration Package:**

BDT 10,000.00 consolidated gross (base salary) per month and thereafter there will be annual reviews. Probation evaluation review depends on performance but we expect a salary raise depending on your accomplishments. All TA/DA will be reimbursed at actual according to the company policy and practice.

**Performance Incentive:**

As per the performance Incentive Scheme in existence you will be given the incentive according to your performance.

**Other facilities:**

Entitled for two Eid bonuses of one-month basic salary (50% of gross) each after completion of one year, & Income tax from all your income will be borne by you.

**Confidentiality & Code of Conduct:**

All information you will gather from time to time with us is totally confidential and should not be revealed to third parties. All spreadsheets, design work, creations, patterns, styles shall remain the property of Prediction Learning Associates and copyright rules will apply as applicable.

You will be holding a very responsible position and it is essential that you maintain the highest standards of dignity, dress sense, behavior, attitude and public relations. You should not act in any manner that could damage Prediction LA's image in any way.

**Service Agreement:**

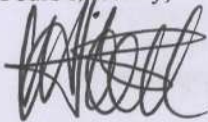
In line with labor laws of Bangladesh and Prediction Learning Associates. employment terms, you will also need to agree upon to the conditions laid out in the standard local law of the country which is an integral part of this job offer.

**Other points:**

We expect all our staff to be very dynamic, efficient, pro-active, self-motivated, decisive and use their own initiative to solve problems in order to fit in our team.

We wish you every success in your job and we look forward to seeing you soon.

Yours sincerely,



Mr. Md. Ariful Islam  
Managing Director  
Prediction Learning Associates Ltd.



Reza 26/01/2021  
Signed with date in acceptance of the above offer  
MD. REZAUR RAHMAN



1<sup>st</sup> June 2021

**Name** : Md. Rezaur Rahman  
**Designation** : Search Consultant  
**Department** : Executive Search

**Subject: Confirmation with Salary Review**

Dear Mr. Rezaur,

We are happy to announce that you have successfully completed your probation period and confirming your services from probation status. As a token of appreciation, Management has decided to revise your Monthly Gross salary Tk. 14,000.00 (Taka Fourteen Thousand only) per month and performance bonus with effect from 1<sup>st</sup> June 2021 based on your performance during probation phase. A copy of new benefits scheme is attached as annexure.

All terms mentioned in appointment letter, which will remain unchanged, continue to be applicable to your permanent status.

We wish you a successful career in our organization.

Yours sincerely,



Md. Ariful Islam

Managing Director

Prediction Learning Associates Ltd.

Reza  
(Md. Rezaur Rahman)

Incentive Scheme**Expected Sales Target:**

All incumbent must maintain monthly Sales/Revenue Target which will be 3 (Three) times of his/her current Base Salary. Sales revenue target achievement will be reviewed monthly/ quarterly.

**Incentive Package:**

Concern incumbent will get 9% sales incentives on the sales amount exceeds his/her 2 times monthly salary. The maximum incentive amount will be 3 times of his/her base salary.

**Salary Package:**

If he/she achieves below 80% but more than 50% of monthly targets, will get full Base Salary. If achieves below 50% but more than 25% of monthly targets, will get 70% of his/her Base Salary. Below 25% of target achievement but more than 15% will get (50%) of Base Salary. If he/she achieves below 15% and it continues consecutively 3 months, based salary will be held up and will go through (PIP) performance improvements plan for next 1/3 months. If no improvement, incumbent will undergo through the disciplinary hearing followed by termination.

**Stock Options (Depends):**

During your continuous, successful, and considerable tenure of service with **High Values** and **Performance** to be future leader, company may offer you the company stock options which will entitle you for dividend declared according to the company annual profit (Audited).

Yours sincerely,



Managing Director

Reza  
(Md. Rezaul Rahman)

Prediction Learning Associates Ltd.