

## APPOINTMENT LETTER

5 October 2021

Mrs. Rupa Aktar

Daughter of Abu Bakkar Siddik & Bulbul Nahar, NID:2402579284, DOB: 10 Aug 1995

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Current Address:

134 (4th floor), East Rajabazar, Farmgate, Dhaka-1215.

Permanent Address:

Village: Krishnapur, Post: Raghurampur, Thana: Raninagor, Distinct: Naogaon.

Dear Mrs. Aktar,

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

**Job Title:** "Human Resource Analyst"

**Date of Commencement:** 20 October 2021

### **Job Responsibilities:**

As an Analyst 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 to the Dedicated Client Account for Outsourcing (TONforce BPO) in Payroll and HR Related tasks in addition to the core tasks of Executive Search with high ratio successful placement closing as regularly as required. Looking for new client as part of your continuous sales and business development efforts.

- Payroll Management for assigned/dedicated Client Account (s), HR Related service delivery effectively and efficiently.
- 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, 1 new client 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, twitter and other 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:**

*Rupa*

*[Signature]*

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 3 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 18,000.00 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 @BDT 3000 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:**

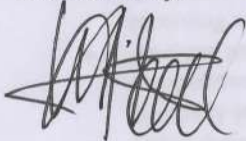
In line with labor laws of Bangladesh and Prediction Learning Associates. employment terms, you will also need to agree upon to the conditions laid out in the standard local law of the country which is an integral part of this job offer.

#### **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.



Rupa Aktar

Signed with date in acceptance of the above offer  
Rupa Aktar