

APPOINTMENT LETTER

08 November 2021

Md. Mahbub Alam

Son of Md. Md. Badsha Mia & Jesmin Begum, NID: 19921314970000206, DOB: 21 September 1992

Current address:

House: 1/A, Road: 14, Nikunja-2, Khilkhet, Dhaka-1229.

Permanent address:

Village: Ahmedabad, Post: Rajargaon, Thana: Hajigonj, District: Chandpur.

Dear Mr. Alam,

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

Job Title: "Senior Software Engineer"

Date of Commencement: 15 November 2021

Job Responsibilities:

As an Engineer/Programmer, besides managing teams and projects 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: Strategic drives and on-time, efficient service delivery according to the company needs of technology/Software evolutions enabling its global business vision to be prominent Consulting and Technology Company.

- Team Management, Projects Management
- Project Requirement Analysis, System Design,
- Data Base Design
- Project Architect & Development
- Development and add new software as required, develop features and maintain existing website, Job Portal, Payroll Software, Accounting Software, TrainMaster Software with world class features with user friendly in order to align with the business of the company.
- Arranging software's in a way which saleable to markets and assist to form a sustainable IT Business.
- IT Service Technical Trouble Shooting as and when requested.

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 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:

Page | 2 BDT 20,780.00 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 @4,000/5,000 depending on your accomplishments. All TA/DA will be reimbursed at actual according to the company policy and practice.

Performance Incentive:

You will get the Project Completion Bonus for significant/large projects equivalent to 1-month Gross Salary along Sales Commission/profit of the Software/Technologies sales/business when in existence.

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:

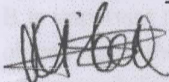
In line with labor laws of Bangladesh and Prediction Learning Associates. employment terms, you will also need to agree upon to the conditions laid out in the NDA and standard local law of the country which is an integral part of this job offer.

Other points:

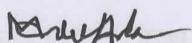
We expect all our staff to be very dynamic, efficient, pro-active, self-motivated, decisive and use their own initiative to solve problems in order to fit in our team.

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.



Signed with date in acceptance of the above offer
Md. Mahbub Alam

15 Feb, 2022

Name: Md. Mahbub Alam
Designation: Senior Software Engineer
Department: IT

Subject: Confirmation with Salary Review

Dear Mr. Mahbub,

We are happy to announce that you have successfully completed your probation period and confirming your services from probation status. Management has decided to revise your Monthly Gross salary Tk. 24,780 (Taka Twenty Four Thousand & Seven Hundred Eighty Only) per month and performance bonus with effect from 15 Feb, 2022 based on your performance during probation phase.

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

We wish you a successful career in our organization.

Yours sincerely,

Md. Ariful Islam

Prediction Learning Associates Ltd.

Chairman

Prediction Learning Associates Ltd.