

APPOINTMENT LETTER

09 March, 2022

Md. Ataul Ahsan Ali; ataul1@live.com

Son of Ahammed Ali & Jibon Nahar, NID: 6855937535, DOB: 01 August, 1985

Page | 1

Current address: House# 76, Road# 03, Chunkutia Road, South Keraniganj, Dhaka-1310.

Permanent address: House# 76, Road# 03, Chunkutia Road, South Keraniganj, Dhaka-1310.

Dear Mr. Ataul,

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

Job Title: "HR Operations Manager"

Date of Commencement: 01 April, 2022

Job Responsibilities:

As an Associates 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: Manage Executive Search, Outsourcing & Verifications Team in general. Particularly maintain, on time 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. Maintain office administration, Manage Outsourcing Client Operations (Payroll), Verifications directly and coordinating with Training, Management Consulting and other projects/product or services.

- 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 particularly Executive Search success rate will be minimum 80%.
- 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: 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 30,000 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 image in any way.

Service Agreement:


In line with labor laws of Bangladesh and Prediction Learning Associates Ltd. 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.

Yours sincerely,

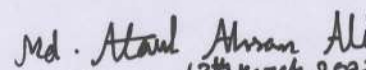


Prediction Learning Associates Ltd.

Mr. Md. Ariful Islam
Managing Director

Chairman

Prediction Learning Associates Ltd.


Signed with date in acceptance of the above offer
MD. ATAUL AHSAN ALI

Date: 2/4/2022

To,
Md Ariful Islam
Chief Advisor
predicton Learning Associates Ltd.
505, Lane 9, Baridhara DOHS, Dhaka 1206, Bangladesh

Subject: Joining Letter

Dear Sir,

I am writing to you in reference to the offer letter you have sent. With pleasure, I accept your job offer for the position of HR & Operation Manager, and I am start working from today 2nd of April 2022.

I am thankful for this wonderful opportunity and accept the offer letter.

Yours Sincerely,

Md. Ataul Ahsan Ali
02.04.2022
Md. Ataul Ahsan Ali,

Please find the attached documents:

1. Certificate photocopy
2. NID Card photocopy
3. Photo

