

TEXCUTIVE SERVICES PRIVATE LIMITEDOffice-101, Omgurudev Plaza, BadiBhamori

Near Vikram Urban, Indore,

Madhya Pradesh- 452010

**OFFER LETTER**

10thJuly, 2021

**Mr. Abdul Khalique Khan**,

Zonal Sales Manager- Sales and Marketing,

Indore, Madhya Pradesh.

India.

**Sub: Offer Letter for the post of Zonal Sales Manager – Indore, Madhya Pradesh.**

Dear Abdul,

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| Texcutive is pleased to offer you the position of **Zonal Sales Manager** in Sales and Marketing Indore, Madhya Pradesh effective from **12th July, 2021**. We would like to make the following job offer and trust it will meet with your approval. |
| 1. As a Zonal Sales Manager, you will report to the State Head - **Mr. Manish Sharma**. 2. The primary responsibilities for this position include:  * Develop a business plan and sales strategy for the market that ensures attainment of company sales goals and profitability. * Responsible for taking part in manager short-term and long term strategies that will ensure the growth and profitability of the company. * Prepare action plans on individual as well as team basis for effective search of sales leads and prospects. * Responsible for development of action plans to penetrate into new markets. * Preparing quotations or estimate for customers. * Identify the opportunities in distribution network and create strategies for growth. * Schedule and conduct regular customer meetings to discuss customer-specific issues/review. * Retaining Existing Customer’s Business and developing new business to achieve Budget Targets. * Responsible for customer relationship ensuring that all customer requirements are identified and met. * Monitor the Visits done by the Sales Team. * Ensuring submission of Bills and Collection of Payments through Team Administration of Zone. * Provide timely feedback to senior management regarding performance. * Adhere to all company policies procedures and business ethics and ensure that they are communicated within the team. |
| 1. The compensation for this position will be **Six Lakh Sixty Thousand** will be reviewed annually. All payments are subject to statutory deductions, in accordance with legislation (i.e., Income tax, CPP, Employment Insurance).  * Your training period is from 12th July, 2021 till 18th July, 2021. The continuation of the job will be based on the successful completion of training clauses. |
| 1. This offer is applicable only when you submit all the documents. |
| 1. Your position is subject to a ninety (90) day training period during which your performance and suitability for employment will be evaluated. It is understood that the probationary period is designed to determine your suitability for continued employment by assessing your skills, performance and interpersonal relationships. It is also a time for you to assess Texcutive as your employer. Employment may be terminated at any time in this period without notice or pay in lieu of such notice. |
| You are required to maintain your Driver’s License as a condition of employment. Should you lose your eligibility or fail to renew your licenses for any reason, your employment may be terminated. |
| You agree to abide by all current and future policies, rules and procedures established by Texcutive. Please feel free to ask for clarification for anything you are not sure of. Safety is a priority at Texcutive. |
| This offer will be interpreted and enforced in accordance with the laws of the India. This document constitutes the whole and entire agreement between yourself and Texcutive. |
| If you accept this offer of employment, please sign your name and date in the space indicated below and return it to me. This offer is open until 12thJuly, 2021. |
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| Congratulations and welcome to Texcutive    Sincerely,  Dipshikha  Director Human Resource Management |
| **SALARY ANNEXTURE**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Salary Annexure** | | | | | | | **EARNINGS** | | | **DEDUCTIONS** | | | **Fixed** | BASIC | 264000 | PF | 0 | | HRA | 105600 | ESI | 0 | | Special allowances | 66000 | LOANS/ADV | 0 | | Conveyance Allowance | 12000 | LOSS OF PAY | 0 | | **Variables** | Medical Reimbursement | 0 | 1 month provision period | 0 | | Salary Arrears | 0 | TDS | 0 | | Other Incentives | 0 | PT | 0 | | Performance Linked Incentives | 212400 | Total | 0 | |  | **GROSS** | 660000 |  |  | | **NET SALARY** | | | **660000** | | ***AUTHORISED SIGNATORY*** |  | ***EMPLOYEE’S SIGNATURE*** |  | |
| **Acknowledgement:**  I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby acknowledgement and having read and understood them, agree that they apply to my employment with Texcutive Services Private Limited a  Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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