



**RUHIL**  
FUTURE TECHNOLOGIES

Dear Shyam Kumar,

Dated: 3rd March, 2025

We're excited to welcome you to Ruhil Future Technologies Pvt Ltd! We're thrilled to have you as Ruhil Future Technologies Intern. Your internship will be for **6 months** starting from **March 8th, 2025**. During the internship, your monthly stipend will be **15,000 INR**.

We are confident that you would play a significant role in the overall success of the organization and wish you the most enjoyable, learning-packed and truly meaningful internship experience with Ruhil Future Technologies. After successfully completing your internship, you will be placed based on your performance and skill sets that matches with the open positions in the company and other subsidiaries of Ruhil Future Technologies.

More information and terms are presented in the Annexure – A

Kindly confirm your acceptance of this offer by signing and returning a duplicate copy of this letter duly signed by **March 8th, 2025**.

We congratulate you on your appointment and wish you a fruitful start of your career with us. We assure you of your professional development and growth with Ruhil Future Technologies.

We're looking forward to seeing you contribute and grow with us. Welcome to the team!



+91 9992636653



647/7 VPO Dehkora, 1, Bahadurgarh, Jhajjar  
Pincode - 124507, Haryana



info@ruhilfuturetechnologies.com



## Key Responsibilities:

### Sales and Business Development

- Assist in identifying and reaching out to potential clients through various sales channels.
- Support the sales team in lead generation, follow-ups, and customer outreach.
- Help maintain and update the customer database with accurate and relevant information.

### Client Interaction and Relationship Management

- Engage with potential and existing clients to understand their needs and provide relevant information.
- Assist in preparing sales presentations, proposals, and reports for client meetings.
- Provide timely responses to customer inquiries and ensure excellent service.

### Market Research and Competitive Analysis

- Conduct research on industry trends, customer preferences, and competitor strategies.
- Analyze market data to identify potential business opportunities.
- Assist in developing strategies to improve sales performance.

### Collaboration with Marketing Team

- Work closely with the marketing team to align sales strategies with marketing campaigns.
- Support social media and marketing initiatives to generate leads.
- Assist in creating sales materials, including brochures, presentations, and digital content.

### Sales Reporting and Performance Tracking

- Maintain and update sales reports, tracking key performance metrics.
- Help analyze sales data to measure effectiveness and suggest areas for improvement.
- Assist in preparing regular updates for senior management on sales progress and performance.

### Learning and Professional Development

- Gain hands-on experience in sales and marketing strategies.
- Participate in training sessions and mentorship programs to develop sales skills.
- Stay updated on industry trends, customer behaviors, and best sales practices.



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## Annexure - A

### Work Hours

At Ruhil Future Technologies, we believe in fostering a healthy work-life balance while ensuring productivity. You are expected to manage your responsibilities within a flexible work schedule, maintaining an average of **8 hours per day**. The focus will be on delivering results and meeting deadlines. While specific working hours may not be enforced, you may occasionally be required to attend team meetings or project discussions as per organizational needs.

### Benefits and Perks

You will continue to benefit from professional development opportunities, mentorship from senior staff, and participation in company-sponsored events and activities.

### Policies and Procedures

You are required to follow all company policies and procedures during your internship. These policies ensure a safe, respectful, and productive work environment.

### Notice Period

You are supposed to give one month's notice should you decide to leave your position as an intern at Ruhil Future Technologies.

### Termination Clause

Ruhil Future Technologies reserves the right to terminate your internship at any time during the extension period if:

1. You fail to meet the required Key Performance Indicators (KPIs).
2. There is a breach of company policies and procedures.
3. Any misconduct or behaviour that negatively impacts the workplace or company reputation is observed.

In the event of termination, you are required to return all company property, including the laptop provided, immediately.

We are excited to see your continued growth and contributions, and we look forward to providing you with a meaningful and impactful learning experience.

Best regards,

*Bala Devi*

Bala Devi Ruhil  
Director of Ruhil Future Technologies Pvt. Ltd

Accepted by:

Print Name:

Signature:

Date: