

Job Description and Offer Letter

Job title: Intern, IT

Designation: Intern Officer, IT

Responsible for: Develop web and mobile applications

Reporting manager: Taulut Hossain (Assistant manager, CoreTeam)

1. Main purpose of the position:

Develop web and mobile application at WebHawks IT. Ensure productivity and development at tasks.

2. Main responsibilities:

- 2.1. Test and Assure quality of the web and mobile application.
- 2.2. Understand the requirement, analyze and pursue accordingly.
- 2.3. Analyses the requirements and advise on improvement.
- 2.4. Make existing designs outstanding in terms of look, performance and feel.
- 2.5. Assist manager to perform day to day task.

3. General responsibilities:

- 3.1. Carry out all duties in accordance with company's Equal Opportunities policy, actively promoting equality and seeking to prevent and overcome disadvantage and discrimination.
- 3.2. Take full responsibility for the implementation of own Personal Development Plan and continued professional development in those areas relevant to the post holder's own role.
- 3.3. Observe all health and safety rules and guidance and to take all reasonable care to promote the health and safety at work of yourself and your fellow employees.

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- 3.4. Support the business to maintain discipline and all regulations while improvise over time.
- 3.5. Participate business's CSR programs.
- 3.6. Participate business's training programs towards inside and outside stackholders.
- 3.7. You will be bound to do any job asked by the business within legal framework.
- 3.8. You shall be respectful to the law of the country.

4. Policies and Procedures

- 4.1. **Leave:** In order enjoy the annual leave, you will need to apply for it in writing to your reporting Assistant manager. All of the leaves must be keeping effect of business on top of the priority. You are not allowed to take the leave while any of your team member is in leave. Detailed HR and Admin rules will be shared on time.
- 4.2. **Resignation:** In the cases while you want to leave the job, you must notify management 2 months prior to that in writing. In such cases, you will be required to make that neither business nor client or any other party is being adversely affected by your absence. If anyone is found to be affected, you will be responsible to match that.
- 4.3. **Termination:** In case of business decides to terminate you due to ethical reasons or otherwise, that termination may take place with immediate effect or from the time business decides.

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Offer letter to Md. Sumon Islam

This letter is to offer employment to you with WebHawks IT for the above position which is subject to your acceptance of this offer letter and its conditions which becomes active from 15-July-2016.

On your first day, please report at 9:00 am to Mr. Taulut Hossain, your reporting manager until the management changes the decision.

1. Your working hours

Your general working days and hours would be Sunday-Friday and 9am-6pm with Saturday as weekend.

2. Remuneration and position flow

You will be start working as Intern officer at WebHawks IT. Your internship period would be for 4 months. During this position your salary would be BDT 7,000 per month. Based on your performance you may be offered permanent position at WebHawks IT. If you are offered with permanent position, your salary would offered based on your performance and HR policy of WebHawks IT.

3. Leave

You will be entitled to annual leaves per year according to the policy of the WebHawks IT. Any leaves you have to taken for any reason whatsoever cannot be carried forward to the next year.

4. Festival bonus

You will be entitled for festival bonuses (Eid) after you have joined as permanent employee.

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If you are happy with the terms of this letter, please confirm your formal acceptance of appointment by signing and returning the attached copy to WebHawks IT by July-13-2016.

Yours sincerely,



Md Ashiqul Islam
Manager, IT
WebHawks IT

Taulut Hossain
Assistant Manager
CoreTeam, WebHawks IT

Acceptance by Employee

I accept this offer of employment on the Terms and Conditions set out by WebHawks IT and in accordance with the attached Position Description.

Signed: Sumon

Date: 12.02.2016



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