

**"Zingo Assist is an equal opportunity organization without any discrimination based on age, gender, ethnicity, racial, religion or disability"**

In consideration of the mutual benefits and responsibilities specified in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, both parties **“Zingo Assist”** (Employer) and

Mr./Miss:

**Saleha Safdar**

(Employee) bearing

CNIC/Passport No: **61101-1195453-8** to this Agreement agrees as follows:

# Employment

The Employee agrees that he/she will carry out the duties and responsibilities assigned to him/ her by the Employer with professionalism and to the best of his/her ability. The Employee shall comply with all company policies, rules and procedures at all times.

# Responsibilities

The **Freelancer** agrees to provide **Virtual Assistance /** **Lead Generation services** to the client assigned by **Zingo Assist**. The services will be provided using **Zingo Assist’s platforms**, including but not limited to **Zoom**, **Canva**, and a **dialer** system.  
  
The **Freelancer / Virtual Assistant (VA)** will be responsible for completing all tasks assigned by the client or company, ensuring that deadlines are met and work is done efficiently. The Freelancer/VA is expected to take initiative to streamline processes and make work easier and smoother for the client, while actively exploring new ideas to enhance business operations and contribute to client growth. Client satisfaction is a top priority, with the goal of retaining each client for contracted period. Regular communication will be maintained to ensure that the client’s needs are met and their expectations are exceeded.

# Salary & Benefits

For the services rendered, the **Freelancer** will be paid **66% to 70%** of the amount charged to the client, depending on the agreement between **Zingo Assist** and the **Freelancer**. The remaining **30% to 34%** will be retained by **Zingo Assist**.

# Non-Competition and Confidentiality

* An Employee has access to confidential information that is the property of the Company. Employees are strictly prohibited to disclose this information outside of the Company or other department.
* During the time of Employment with the Company, employee may not engage in any work for another Employer that is related to or in competition with the Company. Employee will fully disclose to Company any other Employment relationships that employee have and will be permitted to seek other employment provided that it does not detract from employee's ability to fulfill his/her duties, and employee is not assisting another organization in competing with the company.
* It is further acknowledged that upon termination of the employment, employee will not solicit business from any of the company's clients for a period of at least three years.

# General Provisions

1. ***Relationships*:** Nothing contained in this Agreement shall be deemed to make Employee a partner or joint venture of Company for any purpose.
2. **Severability:** If a court, finds any provision of this Agreement invalid or unenforceable, the remainder of this Agreement shall be interpreted so as best to affect the intent of Company and Employee.
3. ***Integration*:** This Agreement expresses the complete understanding of the parties with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings. Both Company and Employee may not amend this Agreement except in writing and signed.
4. ***Waiver*:** The failure to exercise any right provided in this Agreement shall not be a waiver of prior or subsequent rights.
5. ***Injunctive Relief*:** Any misappropriation of any of the Confidential Information in violation of this Agreement may cause Company irreparable harm, the amount of which may be difficult to ascertain, and therefore Employee agrees that Company shall have the right to apply to a court of competent jurisdiction for an order enjoining any such further misappropriation and for such other relief as Company deems appropriate. This right is to be in addition to the remedies otherwise available to Company.
6. ***Indemnity*:** Employee agrees to indemnify Company against any and all losses, damages, claims or expenses incurred or suffered by Company as a result of Employees breach of this Agreement.
7. ***Attorney Fees and Expenses:*** In a dispute arising out of or related to this Agreement, the prevailing party shall have the right to collect from the other party its reasonable attorney fees, costs, and necessary expenditures.
8. ***Successors & Assigns*:** This Agreement shall bind each party's heirs, successors and assigns.

Company may assign this Agreement to any party at any time. Employee shall not assign any of his or her rights or obligations under this Agreement without Company's prior written consent.

Any assignment or transfer in violation of this section shall be void.

**In witness and agreement whereof, the Employer has executed this contract with due process through the authorization of official company agents and with the consent of the Employee is given here in writing.**

**Saleha Safdar**

**Employee Name**

**Employee Signature  
  
30 June 2025**

**Date HR Signature**