

Date: 06/02/2020

HRD/OL/BDC/2020/02

Offer Letter for BDC

To,

**Ms.Aleena Santoo
Madassery House
Mookkannoor P O
Angamaly**

Dear Ms.Aleena,

With reference to the successful completion of your interview, we are pleased to offer you the position of **Trainee Business Development Coordinator** within our Department of **Sales & Marketing**. You will be on probation for six months. Your responsibilities will include all that has been communicated to you in-person by the management.

The offered position is full-time, beginning on **Monday, April 6th 2020**, with a monthly Net Salary of **Rs.15,000/- (Rupees Fifteen Thousand Only)**. Apart from the mentioned salary you will be eligible for incentives which will solely depend up on your performance and achievements (refer the CTC enclosed).

Further employment and upward revision of your remuneration including variables will be subject to satisfactory completion of the period of probation. Failure to complete a minimum of thirty (30) days and or one month of service will not entitle you for any compensation/salary/benefits during that period. And you will be eligible for experience certificate subject to successful completion of minimum one year in Orell. During the period of probation, you will not be entitled for any type of leave. Leave or absence if any during this period will be treated as loss-of-pay. While we are certain that you will find Oréll an exciting place to develop and advance your career we trust that your knowledge and skills will prove to be invaluable for the Company.

During the period of employment, either party may terminate the contract. If we find any breach of contract or misconduct or unsatisfactory behavior from your side, the Company is having full authority to terminate you without any prior notice. On the other hand, you can resign from the position by giving a 30 days prior notice. During your notice period, you shall handover all documents and materials relating to your work and ensure a smooth transition of your duties and responsibilities. If you fail to complete the notice period as well as the handover during the notice period, the Company shall be fully entitled to require and compel you to stay one more month after the notice period has ended to complete the hand over failing which you will not be entitled for anything including the salary of the month.

Responsibilities:

- You will be responsible for all sales and marketing activities of Orell as specified by the company.
- You need to generate leads, market our product with a demo and close the deals.
- You need to prepare data bases for future reference and enhancement of the product.
- You need to conduct Client meetings online and give demos as and when necessary.
- All databases need to be furnished in your daily report, for us to filter whether it's an existing or already approached client.
- You are required to contribute and know the market relevance of our other products, such as digital language lab, library management, campus management, e-learning software etc. We would appreciate and expect you to do a market survey on the same and provide a feedback on a timely basis.

- The role will be to work with a database of clients that are a mixture of existing, dormant and new contacts.
- Overall office handling and basic admin activities.
- Need to support the Sales and marketing team & Technical Team.

Competencies and skills:

- Should be able to handle all client calls.
- Product knowledge, including online demo is a must.
- It is imperative that we maintain good work ethics and you are requested to abide by the Company policies and procedures set for controlled expenses.

Reporting:

Daily reporting to your Supervisor – You are expected to send in your report on the activities for the day, without fail, to your Supervisor. You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action

Confidentiality:

You shall not disclose to any third party any confidential information obtained during your course of employment unless expressly authorized by the Company. Confidential information for the purposes of this contract includes and is not limited to trade secrets, business plans, strategies, financial information and any other information that will affect the Company's competitive position. Your obligations to maintain confidentiality and secrecy shall apply after your employment until such time that the information is no longer confidential or has been made public by the Company.

This letter of offer is based on the information furnished in your application for employment and during the interviews you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.

We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

Kindly sign and return to us the duplicate copy of this letter as your acceptance.

Wish you all the best and happy selling!

Yours sincerely,

For Oréll Technosystems (India) Pvt. Ltd.



Human Resources Department

I do hereby acknowledge receipt of this letter and confirm my acceptance of the position offered.

Signature..... 

Name..... ALEENA SANTOO

Place..... IRINDALAKUDA

Date..... 24/02/2020