



ActionFi Technologies Private Limited

02 Jan 2020

To,  
Reeza Rasheed  
Karukakkattu Parambil (H)  
Near K.V.H.S.S, Eriyad (PO)  
Pin:680666, Kodungallur  
+91-9400895944  
[reezasheed97@gmail.com](mailto:reezasheed97@gmail.com)

We take great pleasure in inviting you to join the family of ActionFI Technologies.

Your terms of employment would be as follows:

Designation: AI Data Analyst  
Annual CTC: **240000 INR** All inclusive. (20000/Month)  
Office Location: 2<sup>nd</sup> Floor UL Cyberpark, Calicut, Kerala.  
Employment confirmation: On successful completion of review in 3-6 months from joining.

In case you need any further information on your job profile, salary, or any policy, please contact the undersigned. This is a letter of offer and your formal letter of appointment shall be provided on your joining duties. As a part of the joining process, you are requested to bring the original and one photocopy of the following documents on the day of joining. The original will be returned to you immediately after due verification. Please note that the offer of appointment is subject to satisfactory completion of your reference check and verification of the documents submitted by you.

Documents to be submitted: - *Photocopies*

- Certificates (Graduation/Post Graduation)
- Certificate confirming your date of birth
- Work Experience Certificate & Relieving Certificates from the previous employer
- Last drawn Salary Certificate
- Residential Address proof + Two reference Numbers
- 2 Passport size photographs, PAN Card copy & Copy of voter ID/Driving License

Your appointment order and terms & conditions of ActionFI Technologies will be given on joining date. You are required to join **latest on 15th Jan 2020**.

Please reply mail as a token of your acceptance of the offer, confirming your date of joining.

Yours sincerely.

For Director **ActionFI Technologies**.

Joseph PJ