



## Appointment Letter

Date: 5/05/2021

Dear Ms. Prachi Lokhande,

We are gratified to confirm you have been selected to work for Sailon Logistics LLP as Project co-ordinator and we hope you are equally glad to accept for the same, your appointment order commence from 10/05/2021.

### **Responsibilities are to:**

- Operate keyboard or other data entry device to enter data into a computer or onto magnetic tape or disk for subsequent entry.
- Enter alphabetic, numeric, or symbolic data from source documents into computer, using data entry device, like a keyboard or an optical scanner plus following format played on the screen.

- Compare data entered with source documents, or re-enters data in verification format on screen to detect errors.
- Delete incorrectly entered data, and also re-enters correct data.
- May compile, sort, and also verify accuracy of data to be entered.
- May keep a record of work completed.

**Financial Offer - Salary and Benefits:**

A) [ Basic salary ]: The offered data entry operator position is at INR10,000 Per month

**Further information about the work:**

A) [ Reporting ]: you will report to Team leader Mr Prayash Shah

B) [ Work hours ]: your working hours will start from 10 AM to 6 PM, Monday to Friday.

C) [ Vacations ]: your vacation is 2 days per week

We are delighted to send you this offer to be approved and signed by you to start the job from 10<sup>th</sup> may 2021

We are looking forward for you to join our company and to work with you.

Sincerely,

Prayash Shah

