



Date: 16th Jan 2020

Subject: Offer to join Verve Global Services Pvt. Ltd.

Dear **Shubham Lakhmale**,

Pursuant to the earlier discussions, you would be working as “**Data Entry Executive**” at Verve Global Services Pvt. Ltd. effective from **16th Jan 2020**.

Your main responsibilities shall include:

- Insert customer and account data by inputting text based and numerical information from source documents within time limits
- Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry
- Review data for deficiencies or errors, correct any incompatibilities if possible and check output
- Apply data program techniques and procedures
- Generate reports, store completed work in designated locations and perform backup operations
- Keep information confidential
- Respond to queries for information and access relevant files
- Comply with data integrity and security policies

Your gross compensation would be according to the attached terms of the offer. You will be working from the Pune office of **Verve Global Services Pvt. Ltd.** Your probation



period is six months during which your notice period will be 30 days and after the probation period the notice period for termination of services would be 60 days for both you and Verve Global Services Pvt. Ltd.. In case of you not observing this notice period, you will be required to pay the organization the sum equivalent to your 60 days salary. Company reserves the right to terminate you any time on the bases of poor performance and/or breach of confidentiality and other gross negligence.

Shubham Lakhmale, we are very excited to welcome you as a part of our growing company and expect that this offer will be adhered to in both word and spirit.

Terms of the offer

Date of joining : 16th Jan 2020

Gross compensation : **Rs 1,32,000** per annum

Your performance would be reviewed on periodic basis.

Job location : 1st Floor, 102, Dorabjee Classic, South Main Road, Lane No-G, Koregaon Park Pune- Pin code- 411006.



For

Verve Global Services Pvt. Ltd.

Gayatri Dayma

Authorized Signatory

Signature of the candidate

ANNEXURE: BREAK-UP OF SALARY

Particulars	Amount p.m.	Amount p.a.
Basic	5,500	66,000
HRA	2,500	37,418
CCA	-	-
Conveyance	800	9,600
Special Allowance	-	-
Medical Allowance	400	4,800
LTA	800	9,600
Performance Bonus	-	-
GROSS	11,000	1,32,000
(-) PT	200	2,500
(-) PF	-	-
(-) TDS	-	-
(-) Canteen	-	-
(-) Transport	-	-
NET PAY	10,800	129,500