

CEVEX BUSINESS SOLUTIONS PRIVATE LIMITED

11.06.2022

To,

Muhammed Shafi S
Makayiram paramb,vattayal ward
Thiruvambady P.O
Alappuzha

Subject - Offer Letter

Dear Mr.muhammad Shafi

With reference to your application and subsequent discussions, we are pleased to offer you the position of "**Trainee In Events**" at Cevex Business Solutions Pvt Ltd.

You will be receiving a monthly salary of **INR 10,000/-** for first 2 months and Rs.15,000/- from 3rd Month Onwards. On successful completion of the same and based on your performance, your salary may be increased and your designation may be reviewed.

You are requested to report at Opposite Ponneth Temple, Ponneth Temple Road, Kadavanthra, Cochin - 682020 on **13th June 2022 (Monday)** at **10.30 AM**. All other terms and conditions of your employment are mentioned in the enclosed Annexure.

Please sign a duplicate copy of this letter as a token of your acceptance of the appointment letter and its terms and conditions. You are advised to go through the contents before signing the letter. Wishing you all the best and welcoming you to the organization,

For **Cevex Business Solutions Pvt Ltd**

Acceptance of offer:

Name:

Signature:

Date:

Cevex Business Solution Pvt Ltd.
C.C 28/348F, First Floor, Souparnika ,
Opo.Ponneth Temple, Ponneth Temple Road
Ernakulam 682 020

CEVEX BUSINESS SOLUTIONS PRIVATE LIMITED

Terms of Contract:

1. You are selected as Trainee for CEVEX BUSINESS SOLUTIONS, for a period of 3-6 month starting from your date of joining. On successful completion of your Trainee period, based on strict evaluation of performance and our sole discretion, you will be made an on-roll employee at CEVEX BUSINESS SOLUTIONS.
2. If in any case, you break the contract in between, CEVEX BUSINESS SOLUTIONS reserves all right to initiate, using appropriate methods, all expenses incurred for your trainings and the damages suffered by the company thereto.
3. If at any time in our opinion, which is final in this matter, you are found non-performer or guilty of fraud, dishonest, disobedience, disorderly behaviour, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this contract, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.
4. During the period of your employment with the company, you will devote full time to the work of the company. Further, you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the company.
5. You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the written permission from the Company.
6. You will be required to maintain utmost secrecy in respect of Project documents, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, Company's policies, Company's patterns & Trade Mark and Company's Human assets profile.
7. You will be required to comply with all such rules and regulations as the Company may frame from time to time.
8. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter.
9. You will not accept any present, commission or any sort of gratification in cash or Company having dealing with the company and if you are offered any, you should immediately report the same to the Management.
10. The terms of engagement are as per the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in you being offered this

CEVEX BUSINESS SOLUTIONS PRIVATE LIMITED

appointment, the management may take such action as it deems fit in its sole discretion, including termination of your employment.

11. You will be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge.

Declaration:

I, _____, hereby declare that, I
Have, read and understood the information furnished above. I accept the terms of contract and will abide by it.

Signature: _____

Date: _____

Annexure - 1

1. Key Responsibilities:

- Become a reliable point of contact and provide 24x7 client support.
- Perform research to identify new potential clients.
- Develop and maintain client business relationship.
- Ensure client satisfaction from start to finish.
- Dedicated involvement in execution of the event.

- Overall tracking of events
- Offer solutions to resolve problems in a timely manner
- Evaluate event's success and submit reports
- Negotiating with vendor.
- Daily Report Management of Team
- Branding and Publicity on Delivery or Services
- Identifying and sourcing of new vendors through event department and sticking to company policies to choose a vendor
- Post event reporting and evaluation
- Event Processes implementations - Event All Reports and Schedules
- Vendor Form & Managing Vendors time to time and implement the office policies
- Tele -calling / Cold calling to generate leads for different projects

2. Location:

Your present job location would be Cochin But during your course of service; you shall be liable to be posted anywhere to serve any of the company's projects at the discretion of the management

Cevex Business Solution Pvt Ltd.
C.C 28/348F, First Floor, Souparnika ,
Opo.Ponneth Temple, Ponneth Temple Road
Ernakulam 682 020

CEVEX BUSINESS SOLUTIONS PRIVATE LIMITED

3. Allowances: (General Terms, can vary from Designation to Designation)

Travel Allowance:

You are eligible to claim TA based on travel destinations and the mode of transportation. TA should be claimed on weekly basis based on the following norms:

1. For two wheelers INR 2.5/- per km
2. For Outstation travel:
 - Travel tickets (Second Class by train/bus).
 - Food receipts

Stay Allowance:

1. INR 750/day*.(*variant to cities)

Mobile Allowance:

You are entitled to an official mobile connection as a part of your designation, which may be used as per the company guidelines and conditions:

Restriction:

- a. Not to be used in any form that would be illegal or in any ways against company rules.
- b. Please avoid long personal calls/Traineeet usage.

4. Holidays and Leave: Refer Annexure II

5. Working Time:

- a. Official working hours are

Monday to Friday - 9:30 AM - 5:30 PM

Saturday - 10.00AM – 4.30 PM

b. In event industry, events can occur in uncertain times & days in which all employees should have flexibility to work with various sized budgets and alternative time schedules. You'll also be expected to be available out of the normal 9:30 to 5:30 working hours and also on holidays if required.

Declaration:

I, _____, hereby declare that I have, read and understood the norms listed in Annexure 1. I accept and agree to abide by it.

Signature: _____

Date: _____

Cevex Business Solution Pvt Ltd.
C.C 28/348F, First Floor, Souparnika ,
Opo.Ponneth Temple, Ponneth Temple Road
Ernakulam 682 020

CEVEX BUSINESS SOLUTIONS PRIVATE LIMITED

Annexure II

Employee Code of Conduct

1. General:
 - a. All Trainees should be neatly dressed in accordance with the dress code followed by the Company.
 - b. Employee must be willing to work for the company in different shifts based on the job profile as and when requested and should be willing to travel to different destinations as a part of the work and in case of necessities.
 - c. Employee will have to work for their scheduled hours inclusive of refreshments & break.
 - d. Employee must be well disciplined to handle any kind of work as and when the company directs.
 - e. Any employee involved in malpractices or disclosure of trade secrets or any other violations shall be terminated from the company without any notification.

2. Holidays, Leaves and Late comings:
 - a. All Trainees are requested to give a request for leave at least 3 days before to the concerned manager. Emergency leave can be availed, only after taking prior permission from the concerned manager.
 - b. No Employee can avail leave for more than two days continuously without prior approval.
 - c. Sick leaves will be sanctioned only with valid medical documents.
 - d. Public Holidays are considered holidays except on project eve.
 - e. In the case of coming in late, the employee must inform the office as well as the concerned manager.
 - f. All Trainees are requested to mark their attendance in the attendance register. Failure to mark will result in the day being marked as leave. If the employee is unable to mark attendance as result of work related absence, then the concerned manager must be intimated.
 - g. In case of emergency leave, the employee is required to make suitable arrangements so that the work allotted to him/her is executed without fail. In case of sanctioned leave, their duty must be transferred to another team member with approval from the management.
 - h. On successful completion of probation, you are eligible to take 6 sick leaves and 6 casual leaves and 12 earned leaves in a year.

CEVEX BUSINESS SOLUTIONS PRIVATE LIMITED

3. Probation period:

- a. The total probationary period is 3 - 6months. The company shall decide on the Trainee based on the performance level in Probation Period.
- b. Experience certificate will be issued only after successful completion of a total of 179 working days.

Daily Reporting, MIS update and Performance Reviews:

- c. All Trainees can request for Allowances once in a week and payment would be done based on the evaluation of tickets/bills and documents submitted.
- d. Daily Reporting, MIS update and Performance Reviews:
- e. All Trainees should submit a daily report on the activities they have done for the day to the concerned manager and shall submit regularly without any fail.
- f. Assessment and review on the status of ongoing and completed tasks will be conducted on a weekly basis by the concerned manager.

Declaration:

I, _____, hereby declare that I
Have, read and understood the norms listed in Annexure 2. I accept and agree to abide by it.

Signature: _____

Date: _____