

GOLDEN BRICKS DEVELOPERS

PROMOTERS, BUILDERS & DEVELOPERS

E-Mail:goldenbrickspune@gmail.com; vaibhavkankariya99@gmail.com

Contact # 9970268715 / 8983531821

Ms. Pooja Rajpurohit,
Mehta Jewellers, 3rd Lane, 191 Nagpur Chawl, Yerwada, Pune 411006
E-Mail Address- rajpurohitp45@gmail.com
Contact details- 7030079642

1st June 2019

Sub. : Appointment Letter.

Ref. : Your Interview as part of our understanding with St. Mira's College & subsequent communication with us.

Dear Ms.Pooja,

We are pleased to offer you internship with us. The position will be based at our Lohegaon site office & will involve occasional working at Camp Office.

You will be part of following activities :

- Maintaining stock in Excel & at a later date in Tally ERP
- Forecasting & optimisation of inventory
- A,B,C classification
- RERA compliances : Budget Vs. Actual
- Future ERP implementation
- Excel / Tally based MIS preparation
- Administration
- Other need based activity

We will pay you an all inclusive monthly stipend of Rs.5,000/- (Rs.Five Thousand Only) & the same will be paid through St. Mira's College For Girls. This includes all the taxable, non – taxable components & any statutory deductions. This appointment is subject to following terms & conditions :

- You will join us not later than 3rd June 2019.
- You will have to devote at least four hours per day to the assignment.
- You'll have to follow all the rules & regulations of the firm.
- You will have to ensure any data, information which you receive as part of this assignment is kept confidential.

- Study / Exam Leave will be granted to you but you will have to inform us 15 days in advance & no Stipend will be paid for the duration of leave. The break under no circumstances should be more than three weeks.
- Depending on the need of the hour we may depute you to our sister concerns.
- The arrangement can be terminated by either side by giving 7 days written notice.

We take this opportunity to Wel Come you to Golden Bricks Developers & look forward to having a mutually symbiotic association.

Kindly sign the duplicate of this letter as a token of acceptance.

With Regards,

For GOLDEN BRICKS DEVELOPERS

Vaibhav Kankariya.