

## OFFER LETTER



2021.03.27 2

Dear Gayatri Bhaskarla ,

18/12/2020

We are pleased to offer you the full-time position of **Account Executive** at Peseva Technologies Private Limited with a start date **18/12/2020** of you will be reporting to head at Pune.

In this role, you will be required to responsibilities.

- Billing & Invoicing
- Payables Management
- Bank Reconciliation
- Petty Cash Management
- Debit Note/Credit Note
- Import/Export Documentation
- Customer Correspondence
- Banking Correspondence
- Remittance & Interest Calculation
- Tally

Contract Includes:

1. You will report to Finance Department
2. The offered Monthly Salary is Rs.10000/-
3. Your working hours will start from 9:30 AM to 06:30 PM
4. A notice period of 30 days.
5. Probation period-3 Months

Please confirm your acceptance of this offer by signing and returning this letter by offer expiration date. We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Acceptance Gayatri  
Date 18-12-20

For Peseva Technologies Private Limited

