

03. 12, 2018

Ms. Chitra Verma  
FL No. 106, Bldg. No.A2,  
Venkatesh Prasad Soc,  
Somnath Nagar, near Ganesh  
Park, Wadgaon Sheri, Pune-  
411014

Dear Chitra,

We are pleased to offer you an internship position at Gold Ocean Capital Advisors Pvt. for the 9 month internship program. Please see below the specifics regarding your internship:

**Internship Title:** Accounting Intern  
**Start date:** 10 Dec'2018  
**Number of hours:** 7 hours per day.  
**Timing:** will be within regular office hours

**Location for internship:** Stellar Spaces, 601, 6<sup>th</sup> Floor, opp. Zensar IT Park, Kharadi, Pune -411014

**Supervisor for internship:** Mrs Pallavi Panpaliya, Director of Company

**Responsibilities:**

Your duties include intern will be required to assist CAs, insolvency professionals, and other Professional in carrying out various tasks-Accounting, Legal and Tax Compliance, MIS preparation, Memorandum preparation, collating data from different centre involve client visit locally, Filing and up keeping of all records, Follow-up with various stakeholders, organizing meeting, and taking care of arrangement, as well as other duties that may be assigned to you from time to time.

**Internship stipend:** @ Rs.4000 per month

**Other Conditions:**

- 1] If in any month, intern is not able to work for hours as mentioned in this letter, stipend will be proportionately reduced.
- 2] Experience certificate will be awarded only after completing full tenure of internship
- 3] Intern will have an opportunity to appear for job interview with Gold Ocean Capital Advisors after successful completion of internship and good performance track record with us.
- 4] You requested for relaxation in timing of Dec'18, month due to your some college commitment, management has accepted your request of reporting office at 3.30 pm for month of Dec'2018 as one off.
- 5] You have declared that you are fit and proper to work as intern and college has allowed you for the same.

Please indicate your acceptance of the internship by signing this letter along with self attested all educational certificate & KYC and returning it to the Human Resources Department of Gold Ocean Capital Advisors Pvt. Ltd.

Congratulations on your internship!

Best Wishes,

Director

I accept the internship offer described in this letter : Date: 03/12/2018

Student Name: Ms. Chitra Verma

Signature: 