



H#27, R#2, P.Sci Culture Housing Society, Mohammadpur, Dhaka

March 01, 2020

## Appointment Letter

Mr. Fahim Ahmed,

We are pleased to appoint you as Project Coordinator & Technical Lead in our organization on the following terms and conditions.

**Date of Joining:** You have joined us on March 01, 2020.

**Salary:** Your Monthly Salary would be \$100, which you may be paid weekly basis (\$25 per week).

**Place/Transfer:** You can work from your own place.

**Probation/Confirmation:** You will be on a Probation period for the Six months. Based on your performance your services will be confirmed with the company in written after six months.

**Job roles and Responsibilities:** This position reports daily to the CEO of the company. The job roles and responsibilities include - to coordinate the project activities and ensure smooth completion of each projectManage mofidulalam.com, blog.mofidulalam.com and company's official website (coming soon), to ensure traffic to website and service sale with proper SEO, adsense integration, fiverr affiliate program, outsource skills as and when required for projects, manage company's main business activities - customized marketing solutions, email marketing and chatbot development and ensure smooth completion and timely delivery, manage company's official agency account in mailchimp and manychat, ensure list growth of client in mailchimp and send regular newsletters+social media posts weekly, manage company's social media/blog account including facebook, instagram, twitter, linkedin, quora, medium, hootsuit account, and develop local business in Bangladesh.

**Leave:** You will be eligible to the benefits of the Company's Leave Rules on your confirmation in the Company's Service. 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.



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1. 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.
2. You will be required to maintain utmost secrecy in respect of Project documents, commercial offer, design documents, Project cost & Estimation, Technology, Company's polices, Company's patterns & Trade Mark and Company's Human assets profile.
3. You will be required to comply with all such rules and regulations as the Company may frame from time to time.
4. 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.
5. 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 behavior, 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 letter, 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.
6. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Company having dealing with the company and if you are offered any, you should immediately report the same to the Management.
7. 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.

Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance.

We welcome you to Executive Team family and look forward to a fruitful collaboration.

With best wishes,

Mohammad Mofidul Alam, Chief Executive Officer, Executive Team