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Date: 1st October, 2021

To,

Ankita Dutta
161, Sreerampur Road, Garia,
Kolkata: 700084

Sub: Confirmation Letter for the Post of Trainee Business Development Executive

Dear,

Ms. Ankita Dutta

With reference to our interaction with you and subsequent interest shown by you for the job, we offer you the post of Trainee Business Development Executive with effect from 1st October, 2021
The terms and conditions of your job responsibilities are given below:

- Your designation would be Trainee Business Development Executive
- You will have to undergo a trainee period of three months during which you will only be entitled to a stipend of Rs. 9000/- for the first three months. During this period you would be given training on **Industry / Project Specific Applications, Organizational Etiquette and Grooming, Team Building, Corporate Training Communication** other than assistance in working on **Real time Client Communication**.
- Your Scope would include the following
 - Identifying opportunities for new business through following up on leads and conducting research on target clients
 - New business generation by meeting potential clients to understand needs and providing relevant solutions
 - Building strong relationships with the existing portfolio of clients
 - Create presentation for new business pitch
 - Assist in closing ongoing projects by acting as a liaison between client and our designing/development team
 - Provide support in content development, reporting and social media marketing of different projects
 - Target to get at least one new business every month during your trainee period
- Based on your performance you may be made a permanent employee of GL Technologies and you will be provided with all facilities as a **Permanent Employee** of the organization with a salary hike depending on your capability.
- As a permanent employee, in addition to the above you would also be entitled to **Performance Bonus** after appraisal every year.