

Offer Letter

OL No: WSINT2121

Date: 01/05/2024

Dear **Namita Kalra,**

We are pleased to offer you the position of **Business Development Associate** with **WAYSPIRE ED-TECH PVT LTD** with the underlined terms and conditions. We hope you will enjoy your role and make a significant contribution to the future success of the business.

Designation: Business Development Associate

Joining Date: 08th May 2024

The job will start post 7 days of mandatory training(unpaid)

Compensation: (Subject to statutory deductions)

Stipend (During Probation) (Per Month): INR18,000

Post Probation: CTC 5.4 LPA (3 LPA + 2.4 LPA Based on performance)

Target: INR 1,50,000 per month

Probation Period– 4-6 Months

Location: Gurugram, Haryana

You are required to do Work-From-Office.

Working Hours: 11:00 am to 8:00 pm (Inc. 1 Hour Lunch break)

Working Days: 6 days a Week (Saturday & Sunday mandatory)

*Salary will be calculated on the 20th of every month(i.e. 21st to 20th) and will be credited to your bank account by the 5th of every month. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential. You will not be eligible for any paid salary structure if you do not complete 45 days of your working period in the organization in total.

SIGNATURE: _____

DATE: _____



+91 8130927999



contact@wayspire.in



www.wayspire.in



Ground Floor, Landmark Tower, Plot No. - 2, South City-1, Sector-41 Gurugram, Haryana 122001

Roles & Responsibilities:

Your day-to-day responsibilities include:

- Work closely with the sales and marketing team in assisting the growth of the business by acquiring new business ideas.
- Pitch and promote WAYSPIRE services to prospective clients
- Career counseling of prospective students and understanding their learning objectives to offer relevant products to them.
- Build sales leads through referrals and cold calling to generate sales(monthly target/revenue-oriented)
- Collaborate with the sales and marketing team to plan and oversee new marketing initiatives
- Setup meetings to prepare and deliver pitches to prospective clients
- Follow-up with team members to identify and manage risks
- Work with the team members to identify and manage risks
- Counsel Students on the product and convince them to be paid customer
- Leading sales demos with prospective customers with product presentations
- Maintaining a database (CRM, Excel, etc.) of prospective client information
- Meeting all quotas for cold, active, and inactive calls, appointments, and interviews.
- Maintaining a pipeline of all sales administration, collaborating with the sales team on sales goals, planning, and forecasting.

Training Policy:

- By accepting this offer you agree to perform all the responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are required to substantially use all of your time and effort to perform these tasks during business hours.
- During the probation period, you will not receive any of the employee benefits.
- During the probation period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue due to personal reasons, you will have to serve a notice period of 1 month.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside the company.

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- Upon conclusion of your tenure, you will immediately return to the company all of its property, equipment, and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be done through the company email of your manager only.

Notice Periods -

During the Probation Period, this Employment Agreement can be terminated by the Company by giving you not less than Thirty (30) days' notice in writing or salary in lieu thereof. During the Probation Period, if you wish to terminate this Employment Agreement, you can do so by providing the Company not less than Thirty (30) days' notice in writing or by compensating pay up to an amount equal to 1 month's salary to the Company in lieu of the notice period.

Termination and suspension -

The Company may also terminate this Employment Agreement immediately, and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you if you:

- Commit any serious or repeated breach of any of your obligations under this Employment Agreement.
- Are guilty of serious misconduct which, in the Company's reasonable opinion, has damaged or may damage the business or affairs of the Company.
- Willfully cause damage to Company property.
- If you abscond without serving a notice period.
- On the termination of your employment for whatever reason, you will return to the Company all property; SIM Card, ID-Card, notes, data, and Confidential Information, in your possession or under your control relating to your employment or clients' business affairs

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Non-Disclosure Agreement -

As per the legal obligation against the signed NDA between Wayspire and clients, we are not allowed to disclose any information pertaining to the confidentiality of the clients and the pointers that the company allows the intern to share have been included in the executive summary above.

The Company has adopted a **BYOD** framework so you are required to arrange your device (laptop/desktop) to carry out the duties on the job.

We are delighted to have you as part of our team. To confirm your acceptance of this Employment Agreement on the terms and conditions specified herein, please sign the letter and mail the signed and scanned copy of the Training offer letter and the document mentioned below to **hr@wayspire.in** by 04th May 2024.

The offer shall stand automatically withdrawn without further action on the part of Wayspire if we do not receive your acceptance as per the mentioned timeline.

If you have any queries, please do not hesitate to contact us.

Yours Sincerely

Aashi Gupta

Senior HR Executive

WAYSPIRE ED-TECH PVT LTD

Website: www.wayspire.in

Contact Number: +91 8700025978

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Wayspire, and will report on or before 08th May 2024.

SIGNATURE: _____

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ANNEXURE

S.No.	Particulars
1.	Professional/Educational certificate and mark sheet towards: ● 10th standard or equivalent examination ● 12th standard or equivalent examination ● Graduation ● Post-graduation/Doctorate(if graduated) Other relevant educational or skill certifications
2.	Color scanned copy of your: ● Signed Offer Letter with passport signed photograph attached to it.
3.	PAN card, AADHAR card, 2 Passport size photographs
4.	Bank Account Details: ● Bank Passbook First Page ● Bank Name, Your Name as per Bank records, Account Number, IFSC Code
5.	Any of the below-mentioned original mark sheets must be submitted for verification: ● 10th Standard Original mark sheet ● 12th Standard Original mark sheet ● Degree Consolidated mark sheet ● Diploma Consolidated mark sheet
6.	Mandatory RT-PCR report which should be taken 48 hours before reporting to the office OR Fully Vaccinated Certificate.

