



Dear Ahmed Ameen,

Date: 06-12-2021

EnergyTus is excited to bring you on board as Client Relations Executive in our team. We're just a few formalities away from getting down to work. Please take the time to review our formal offer. It includes important details about your job description, benefits and the terms and conditions of your anticipated employment with EnergyTus.

EnergyTus is offering a full-time position for you as a Client Relations Executive, and you will be reporting to Mrs. Ayisha Mariyam starting from 6th December 2021.

Your work timings are as follows:

Mon – Fri: 9:00 Am To 4:30 Pm.

Saturday: 9:00 Am To 1:00 Pm.

In this position your major duties & responsibilities are to:

- Identify and invite potential engineering university to the conference.
- Build & maintain relationships with clients & Partners.
- Follow up with clients for any further requirements.
- Make customer deal closing a smooth experience.
- Be in touch with the clients for their maximum satisfaction and negotiating payment terms.
- Attend client complaints & resolve issues promptly.
- Manage Digital Marketing Executive or any outsourced company.
- Anything not limited to requirement for benefit of the company.


Principal

A.J. Institute of Engineering & Technology
Mangaluru - 575 006



As discussed, you will receive a monthly package of the following.

- 7,000 INR: Allowance
- 40,000 INR: 10 University Tie-ups (From Compulsion Category).

You would be getting a total of 47,000 INR per month upon achieving your targets. You are also eligible to receive commissions as mentioned below for further University tie ups after completion of the targets.


University tie ups would come under 2 categories. (Will be further explained during Training)

1. University Non-Compulsion on students – 1,500 INR
2. University Compulsion on Students – 6,000 INR

This is a 4-month agreement which would be renewed upon your performance.

If you agree to accept this offer of employment, please sign on all the pages and email back a scanned copy of this letter.

Sincerely,
Ayisha Mariyam
HR Administrator
06-12-2021


Principal
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