

From,
PMaps HR Consultants Pvt. Ltd

Date: 16/02/2023

Dear,

Akshada Khopade

Sub: Letter of Offer for Employment

We are pleased to offer you appointment in our organization for the position of **Data Analyst w.e.f 1st March 2023** and in this capacity, you will report functionally to Ms. Chaitali Joshi along with IT and Product team.

Brief terms and conditions of employment are covered in following annexures:

- **Annexure A: Gross emoluments and benefits**
- **Annexure B: Terms & Conditions**
- **Annexure C: Roles and responsibilities**

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming a global organization. We assure you of our support for your professional development and growth. Please sign and return duplicate copy of this letter in token of your acceptance.

Yours truly,

 Tarvinder Kaur
2023.02.16
19:55:45 +05'30'

Team PMaps

I accept the stated terms & conditions of the Organization.



Akshada Sudhir Khopade

Name & signature of the employee

Annexure – A
Gross Emoluments and Benefit

You will be paid gross monthly fixed remuneration of Rs. 40,000/- (Forty Thousand Only).

Other Benefits:

** You are entitled for Medical/Health insurance as per company's policy.

*** Please refer employee's Handbook for more details on above.

Annexure – B.
Terms & Conditions

Your employment will be governed by the below Terms & Conditions:

- You will be located to work from Thane Office.
- You need to come to office at Office No 201, 2nd Floor, Angel's Paradise, Veer Savarkar Marg, Next to Maharashtra Vidyalaya, Naupada, Thane West, Dist Thane, Maharashtra 400602 or any office decided by management based in Mumbai as per project need.
- Regular Office Timing: **10:00 AM to 7:00 PM for five days a week**
- You need to be present in every call as required by the team.
- This offer letter is also to be considered as a 1- year contract document at PMaps. In case of unfulfillment of the 1 year contract, you shall be required to pay 2 months of gross monthly fixed remuneration to the company.
- Based on business progress the terms of an agreement shall be subject to revision.
- You are required to keep all business matters pertaining to the organization in strict confidence.
- The product will develop and marketing will be done for PMaps and intellectual property will be with PMaps
- You have to give a one-month notice to the company should you decide to leave the organization.
- Please note: Your acceptance of this offer letter valid till 23th Feb 2023.

Annexure - C

Roles and Responsibilities

- Understand the data and the problem statement and analyze the data
- Actively work on data cleaning norms and norm group conditions
- Successfully run descriptive and predictive analysis on various data sets.
- Create presentations and dashboards to conclude analysis.
- Understand and implement analysis on Microsoft excel, R studio, python and SPSS.
- Create Data Lake repositories for Data storage and analysis.
- Design custom tools to optimize data mining, cleaning, validation and analysis tasks
- Develop and apply custom data models and algorithms to data sets.
- Develop tools and testing models to ensure data accuracy.
- Create and present reports that detail your findings, recommendations and solutions.

I, Akshada have read and understood the Terms & Conditions and also Roles & responsibilities as stated above and hereby confirm & undertake to strictly abide by the same.



Signature of Employee