

March 12th 2019

Ms Sameena M
No.11A Olive Grove
Abraham Street
Adambakkam
Chennai – 600088

Dear Ms Sameena,

We take pleasure in inviting you to be part of BuildHr. Based on the discussions and sharing of our business objective, you will join as **Management Trainee – HR Services** on or before June 5th 2019..

You will be part of the team, building on the values required for long – term success of the organization. You will be the mirror of the organization in developing and role model ethics and values which we think will support the creation of '**Culture of Excellence**' within the organization.

Our Vision is to be the most trusted service partner for Small, Medium Enterprises (SME's), Family Managed Businesses (FMB's), Start Ups and large scale enterprises for building:

- HR capabilities
- Organizational and business process capabilities

Our Goal is to enable our clients to:

- Manage HR as a strategic asset and a source of competitive advantage.
- Enable a high performance work system consisting of robust organizational policies, business processes and systems and significantly contribute to the value creation process.
- Enhance people capabilities and support them to channelize their full potential towards individual and organizational successes.
- Quantitatively demonstrate HR contribution to the organization's results and bottom – line profitability.





Our Approach is to address the critical attributes of the organization which includes:

- Customer service
- Process excellence
- Individual, teams and leadership Development
- Wealth creation - including knowledge and Cash
- Corporate Governance and corporate social responsibility

Our Core Values are:

Team work : To be successful, without exception, will be a team player even if at heart a loner. Will reach out to others and work with others as best one can to realise the dream.

Creativity : Will be the call of the hour. Will spend time reflectively thinking. Will be creative in the solutions we offer for clients. Our ability to apply creative techniques to the particulars of a given transaction will be a key ingredient to success. Believe that Creativity can be learned through practice and is fundamental to value creation.

Professionalism : Will be exhibited by doing our homework, and reading the small print. Will take the time to learn the newest trends in our field and stay organized. Necessary records will be developed and maintained. Will play the game like an organized, informed professional and will win.

Honest effort and hard work : will be seen in every respect. Will always think Win - Win. Everyone has to win in some way, or nobody wins in the long run. Honesty combined with a '***roll up our sleeves and work hard***' work attitude will allow us to reach our goals. Will set high work standards and strive hard to achieve the same.

We wish you will be able to imbibe our Core Values and combine it with VISION and GOALS.

You will be part of BuildHr as **Management Trainee – HR Services.**

You will be part of our **HR Services team** and a matrix relationship with:

- Client Coordination
- Business Development



You will be receiving a Cost to Company (CTC) of **Rs 4,22,922/- per annum** (Rupees four lakhs, twenty two thousand, nine hundred and twenty two only). This will be disbursed to you as per the prevailing rules and guidelines of BuildHr. (See Annexure)

You will be eligible for a Performance Linked Variable Pay / Bonus which will be paid based on your performance against the Key Result Areas (KRA). The details will be discussed, and Goal sheets agreed upon with your Superior.

You will follow the Office Protocols covering work timings, leave eligibility, work attire guidelines, official travel eligibilities. The Office Protocols will be given to you on joining.

You are requested to submit the following documents on your date of joining as part of our joining compliance.

- Copies of all educational certificates
- Proof of date of birth (School Leaving Certificate)
- Copies of all previous experience certificates
- Copy of Relieving letter from last / previous employer
- Copy of PAN Card
- Copy of Aadhaar card
- Bank Account details
- Passport size Photograph – 3 copies

We are glad to have you as part of Team BuildHr. We look forward to your long and meaningful association with us.

Yours Sincerely

D Yogita
Managing Director

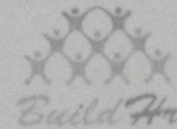
Acknowledgement

Full Name :
Signature :
Tentative Date of Joining :

12-03-2019

Sameena M

Management Trainee - HR Services



Gross Annual Cost - GAC

Salary - Monthly Components	Per month	Per Annum
Basic	13,500	1,62,000
Flexi Pay components		
Housing	6,750	81,000
Conveyance	1,500	18,000
Life Style	1,500	18,000
Health Care	1,500	18,000
Knowledge Upgrade	750	9,000
Other Allowances	1,500	18,000
Gross Monthly Salary - Total A	27,000	3,24,000
Performance Pay - Annual Component		
Performance Linked Variable Pay @ P 100 / Bonus	3,000	36,000
Performance Pay - Total B	3,000	36,000
Deferred Benefits		
Provident Fund	1,950	23,400
ESIC	-	-
Gratuity	649	7,792
Mediclaime Insurance	250	3,000
Deferred Benefits - Total C	2,849	34,192
Benefits in kind - Non-Salary Components		
Work Attire		-
Non - Salary components - Total D	-	-
Reimbursements - Work based		
Local Conveyance	2,000	24,000
Communication & Data	400	4,800
Reimbursements - Total E	2,400	28,800
Gross Annual Cost (GAC) - A + B + C + D + E	35,249	4,22,992

Yogeesha D.