



## KLENTY INDIA PVT LIMITED

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Date: 2nd Nov 2020

Dear Thilepan Vasu,

Congratulations! We are pleased to extend the following offer of emp to you on behalf of **Klenty India Pvt Limited**

- **Title :** Human Resources Executive
- **Job Description:**
  - You will work on multiple general management assignments during your internship - which will give you an exposure across multiple aspects of the functioning of a SAAS product company. Your core responsibilities would be:
    - Hiring and recruiting new candidates
    - Helping with managing the company's accounts and finances
    - Organizing Employee Engagement activities
    - Preparing management reports and presentations
    - Assisting senior management in minor projects
- **Start Date:** This appointment will take effect from **2nd Nov 2020** with first 2 months as Internship and subsequently a full-time role upon confirmation.
- **Compensation:** During the initial internship period of 2 months, you'll receive a Stipend of Rs 15,000/mo . Upon confirmation, you will be compensated with a Total CTC of INR **3,45,600 per year** inclusive of Employer & Employee PF benefits. You will also be provided with Health Insurance benefits
- **Office Timings:** The timings would be from 10 30 AM to 7 PM. You may need to work on flexible timings on need basis. Official work days are 5 days a week from Monday to Friday. One Saturday every month will be working for team building and review activities.
- **Laptop:** You are required to bring your own laptop to work during the course of the internship.
- **Commitment:** We request not to take any leave without prior intimation. You'll be eligible to take 3 days Leave per quarter. Based on your performance, you will be considered for a full time offer to work with Klenty.
- **Intellectual Property and Confidentiality:** The ownership and IP for all code, software, technical documents that you work on/ have access to during your internship will rest solely with the Company (Klenty India Pvt Ltd). As part of your internship, you may have access to our customer lists, product strategy and financial performance etc. You will be expected to maintain secrecy and confidentiality of the same. You will not be permitted to share the confidential details to your college or anyone outside of Klenty - either in writing or verbally. At the end of the internship, you will be required to permanently delete all copies of confidential