

NOTAMEDIA

INTERNATIONAL MULTI-VENDOR DIGITAL INTEGRATOR

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Ref: Notamedia/2023/01/24/03

Tuesday, January 24, 2023

INTERNSHIP APPOINTMENT LETTER

To,

Sudhanshu Dubey

Gwalior

B.Tech Eighth

Madhav Institute of Technology and Science

Dear Sudhanshu

On behalf of Notamedia Private Limited, I am excited to extend an offer to you for an Intern position. The position is for the role of **Associate CRM Developer**. This position is fully work-from-home.

Schedule:

This position is scheduled to begin from **Wednesday, January 25, 2023**. The working schedule for this position is Monday to Saturday, 10 AM to 7 PM. In case of any specific requirement, you may be asked to work on the usual weekend or holiday and will be eligible for a compensatory week off during working days. Such cases will be communicated to you beforehand. To apply for a compensatory week off, you are requested to give an application in writing at least a week prior. Compensatory week off cannot be availed in the last 1 week of your internship.

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Work:

- Get training on cutting edge CRM tools and web development. Make a great career in fast growing field
- Give a complete solution which includes business process, web development, marketing, CRM and ERP.
- Identify, understand, negotiate and document business requirements by understanding the business process.
- Facilitate the solutions planning for the business requirements.
- Manage the required documentation for the various accounts.
- Act as liaison with business functions and product and other teams during the solutioning and delivery phase.
- Develop and manage direct relationships with key stakeholders and subject matter experts for smooth business delivery.
- Create and maintain a cohesive, coordinated plan to deliver solutions that meet the stakeholders' priorities
- Drive the prioritisation process by which decisions are made around the final scope.
- Suggest solutions and facilitate implementations with little or no guidance.
- Ensure business priorities and delivery schedules are aligned.
- Demonstrate a sound understanding of how the overall business solution is positioned, deployed and supported globally.

Benefits:

- Fully work from home
- Learn via paid courses and expert training, sponsored by company, as required for your internship.

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- Friendly work environment
- Tremendous Growth Opportunities
- A fixed stipend of 5000 per month.
- Get experience letter and certificate
- LinkedIn Recommendation and Letter of recommendation for good candidates
- Learn via real projects, interact with clients
- Get personal guidance by Industry experts
- Good candidates will get a chance to extend internship and permanent placement
- 12 Paid Leaves for the duration of your internship

The benefits will be applicable pursuant to your performance and conduct, company reserves the right to terminate the position anytime in case the candidature is not found suitable. Candidates who do not complete internship term will not be eligible for the benefits.

As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits. In this role, you will report directly to Anmol Waghmare ("Reporting Manager").

During your temporary employment with Notamedia Private Limited, you may have access to trade secrets, client contact details, confidential or proprietary business information belonging to the company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Notamedia Private Limited only to the extent required for your work. Also, you agree that upon completion of your internship, you will promptly submit any information or documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program does not automatically entitle you to an employment offer from Notamedia Private Limited.

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If you desire to leave the company's services, you shall be required to provide 30 days prior written notice to HR and Reporting Manager via email. You will not be relieved until your resignation is formally accepted in writing.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. If you have any questions about this offer please let us know as a reply to this email. You will get an internship certificate based on your successful completion of internship following the terms outlined in this letter. I look forward to having you begin your Associate CRM Developer internship at Notamedia Private Limited and wish you prosperity in your career. **Welcome to our team!**

Please review this letter in full, and reply to confirm your acceptance of the position by signing this agreement electronically no later than close of business on **Thursday, January 26, 2023**. This letter and your internship offer will be valid only if signed by you before Thursday, January 26, 2023.

Sincerely,



Anurag Agarwal

CEO, Notamedia India



By checking the box and electronically signing the agreement, I, Sudhanshu Dubey confirm that I have read and understood the aforesaid contract fully and by signing this agreement electronically, I hereby accept the terms and conditions contained therein and agree that the same constitutes a valid and binding contract between myself and the Notamedia Private Limited. I also acknowledge



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and agree that I have fully read, understood and voluntarily entered into this agreement. I acknowledge and agree that I have had an opportunity to ask questions and consult with an attorney of my choice before signing this agreement.

Sudhanshu Dubey

Sudhanshu Dubey

Gwalior

Jan 28, 2023