



30th July 2021

Ms. Vindhiya

119, Anna Nagar, Thiruvampattu Village
Gingee Taluk,
Villupuram District – 604205
Mobile: 8754356633

Dear Ms. Vindhiya,

Sub: Offer of Appointment

With reference to your resume and our discussion, we are happy to issue this Offer of Appoint for you as Sales and Service Coordinator in our concern.

As agreed by both of us, your consolidated salary will be Rs. 13000.00 per month. Out of this, Rs. 11000/- will be paid every month and balance Rs. 2000/- will be kept with us as Security. The accumulated Security amount will be returned to you after completion of 3 years without interest and again deduction will be started from Fourth year onwards.

You will be stationed in Chennai and cover enter Southern India for Sales and Service. However, you may be transferred to anywhere in Southern India.

You have to give undertaking that you will work with us for minimum of THREE years. In case if you decide to resign from the job, you will have to give 2 months notice or 2 months Salary to the company and hand over all the materials and train the new engineers before leaving. In case, if you do not work for Three years or do not serve the notice periods, the accumulated Security amount will not be refunded and forfeited by the company.

Your responsibilities are to find the All sales coordination activities like quotation preparing, finding prospective customers, develop and convince the customer and help company to get the order to achieve the sales Target. Further, help Service department to install the equipment and in case of any failure, service the equipment and ensure customer satisfaction. Also to bring Service Revenue as per the advice of the undersigned. Also identify the competitor's information, prepare techno-commercial comparison etc. In addition to the above, you have to plan and reduce the expenses and also to have close contact with all the top level executives

Mrudaan Medical Technologies

Old No. 5, New No. 3/154, Main Road, Rajaji Nagar, Madipakkam, Chennai – 600 091, India.

Ph: +91 44 22580881; Telefax: +91 44 22580881; Mobile: +91 9840934041

For Sales Email: mrudaan1@gmail.com

For Service please contact: mrudaanservice@gmail.com



in leading hospitals, upcoming projects etc. However the responsibilities, place of works are subject to change at any time according to the company requirement.

During your tenure in our company, you should not indulge in any other business, help or work for any other company etc directly or indirectly.

Your services can be terminated without any notice, in case of indiscipline or irregular movement from your side or any complaints from your superior or customers etc. The management decision is final in this.

You have to ensure that you handover all the company materials, technical and non-technical information's, before you leave the company. During your services in our company, while in Chennai or during travelling, you are responsible for yourself, your personal belongings and company materials, items that you are carrying etc. company is not responsible in case of any theft or loss or accident in any form to yourself or to the company items etc. Also you have to take all the precautions recommended by the Government to safeguard yourself from Covid or any type viruses.

You have to maintain the confidentiality of our company details during your services with our company and also after you resign from our company.

We are very confident that you will adhere to the company policies and help our company to reach a new height.

Please sign in the duplicate of this letter as token of acceptance.

Thanking you,

Yours faithfully,

For *Mrudaan Medical Technologies*

V. Prabha
Proprietrix

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