



RITU JOSHI & COMPANY

(CHARTERED ACCOUNTANTS)

F-1 Krishna Apartment, Firdos Nagar, DIG Bungalow, Berasia Road, Bhopal (462001)

TO WHOM SOEVER IT MAY CONCERN

EXPERIENCE CERTIFICATE

It is certified that MR. **ANIMESH CHANDAK S/O MR. ARVIND CHANDAK** was under the employer of RITU JOSHI & COMPANY Chartered Accountants, from period 05-04-2021 to 11-30-2022 as per the firms record.

During his employment Animesh Chandak has pursued knowledge & experience in the field of **GST/Income Tax, Accounting, etc.** from our organization.

During his employment we found Animesh Chandak to be professional, Knowledgeable and result oriented with theoretical & practical understanding of work requirements.

Overall Animesh Chandak performed his duties and responsibilities cheerfully with attention to detail at all times. With his enthusiasm to work, learn and progress, I am certain that she would make a great employee to any enterprise.

For, RITU JOSHI & COMPANY
Chartered Accountants

CA RITU JOSHI

Date-05.12.2022



October 31st, 2022

Mr. Animesh Chandak

12/B-1 Shahansha Garden Govindpura
Bhopal M.P. 462023

Re: Associate Accountant: **Offer of Employment**

Dear Animesh,

I am very pleased to offer you the position of Associate Accountant with SKB Accounting a venture of SKB360 Global Pvt. Ltd. This company office is located at Sdx-60 First Floor, Minal Residency, J K Road, Bhopal 462023 (MP) India. Please send us the acceptance at the earliest. Your date of joining will be 1st December 2022.

Your annual CTC will be 3.15LPA.

- This will be on (monthly) payroll.
- The salary will be paid to you on the 10th of every month.
- As this is a full-time employment you should not be associated with any other organization for any type of employment role, freelance work etc.
- Disclosure of your salary or any other confidential information, if found, will lead to serious consequences or termination of employment.
- This employment is subject to a lock-in period of 12 months or 1 year.

You are hired under an initial orientation period/ probation of not less than ninety (90) days. During that time, your performance and adaptation to your new job will be assessed. You should not take any casual leaves during this probation period. If you notice that you need assistance in your new position, I encourage you to seek out the aid of your direct report and/or human resources. At the end of your introductory period, you will be evaluated on the criteria specific to your position. While we hope this is the beginning of a long and rewarding career, as with all our associates, your employment with the company is “at will,” and not for a specific term.

After the completion of the lock-in period of 12 months, you may terminate the employment relationship at any time for any reason, with a notice of 60 days. The company may terminate or alter your employment with or notice of 30 days. You should not regard this letter, or other statements, policies or representations, as a contract of employment.

You are requested to submit an ID proof (PAN Card/ Aadhaar Card) for verification purposes. Kindly sign and share this offer letter. I look forward to working with you and in developing a mutually rewarding working relationship. Welcome to the team!

Sincerely,



Ashutosh Gupta
Director,
SKB360 Global

Date: 31/10/2022

Accepted:

_____ Date: _____

CTC BREAK DOWN

Allowance	Monthly Amount	Yearly Amount
Basic Salary	11793.00	141516.00
House Rent Allowance	4717.00	56604.00
Allowance	4717.00	56604.00
Medical Allowance	1179.00	14148.00
Conveyance Allowance	1179.00	14148.00
Total Gross Salary	23585.00	283020.00
Retention Pay	590.00	7080.00
PLI	1179.00	14148.00
Total Incentives	PLI+ Retention	1769.00
CL (Casual Leave)	761.00	9130.00
Professional Tax	211.00	2532.00
Total CTC	26326.00	315912.00