

## **Worldwide Energy Logistics (Pvt.) Limited**

House # B-122/II, Street 9, Gulshan-e-Faisal, Bath Island, Karachi, Pakistan.

Tel: +92-21-5810113, 5810698. Fax: +92-21-5810114

www.well.uk.com

NTN # 2887095-6

### **TO WHOM SO IT MAY CONCERN**

This is to certify that Mr. John Aaron has served as a full-time employee at our company Worldwide Energy Logistics (Pvt.) Ltd, as an "Accounts Executive" from August, 2011 to July 2013.

He was responsible for keeping all the company accounts. He has a strong command over accounting concepts,

I can say that John is a thorough professional, and values work above anything else. Apart from his work skills, he is an excellent person with good communication and time management skills.

He was a productive employee the organization valued, and the organization wishes him all the luck and success for the future.

Yours sincerely,

Zohair Hyder Jaffery

Head Finance/Admin

**Zohair Hyder**  
**Head of Finance**  
**Worldwide Energy Logistics (Pvt) Ltd.**



BIFA Membership No: 2289

Registered in England No: 5036110 VAT. No: 833 7873 94

All business transacted subject to the current standard trading conditions of the British International Freight Association



August 26, 2013

To,  
John Aaron,  
House # 152 Street # 8, Punjab Colony Gizri Road,  
Karachi, Pakistan.

Dear John Aaron:

Further to the interview we had with you, we would like to offer you the position of Accounting Associate with effect from September 1, 2013 subject to your accepting and signing our Contract of Employment.

**Reporting Relationship:** The position will report to the Accounting Supervisor

**Job Description:** A copy of the job description, as have been discussed during interview, shall be provided to you on date of joining.

**Salary:** A monthly salary of PKR.18,000 shall be paid, subject to deductions for taxes and other withholdings as required by law or the policies of the company.

The amount of salary mentioned above is comprises of;

Base salary: 16,500

Conveyance allowance: 1,500

**Bonus:** An annual maximum bonus of 5% shall be paid solely at the discretion of management based on company and individual performance, subject to deductions for taxes and other withholdings as required by law or policies of the company.

**Probation Period:** A probation of three (3) months will be required. On satisfactory completion of the first three (3) months of employment, and based upon the goals and objectives agreed to in the performance development planning process with your manager, you may be offered a permanent position.

During probation period, your employment with Maya & Associates is at-will and either party can terminate the relationship at any time with or without cause and with or without notice.

**Notice Period:** The Employer may terminate this agreement, by providing thirty (30) days' notice in writing to the Employee. Likewise, the Employee is required to give thirty (30) days' notice of resignation.

The Employer may, at its discretion, pay remuneration in lieu of some or all of this notice period.

# MAYA TAX

Maya & Associates

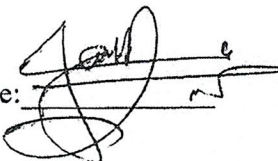
**Vacations:**

Employee policy manual shall govern policies regarding vacations and personal sick time off.

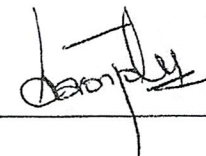
You acknowledge that this offer letter represents the entire agreement between you and Maya & Associates, LLC and that no verbal or written agreements, promises or representations that are not specifically stated in this offer, are or will be binding upon Maya & Associates, LLC.

If you are in agreement with the above outline, please sign below. This offer is in effect for five business days.

**For Maya & Associates, LLC**

Name: UMAIR SAED Signature:  Date: 26-08-2013

**Candidate's acknowledgment and acceptance of offer:**

Name: JOHN AARON Signature:  Date: 26-08-2013





Maya & Associates

September 21, 2015

To,  
John Aaron,  
House # 152 Street # 8, Punjab Colony Gizri Road,  
Karachi, Pakistan.

Dear John Aaron:

Considering your performance in the past, management has decided to give you a raise of Rs. 2,000 with effect from July 1, 2015. With this increment your salary shall be Rs. 22,000 per month. The arrears of the increment for July and August 2015 has been transferred to your account today in the sum of Rs. 4,000.

Thank you for your continued excellent performance.

**Farook M. Maya, CPA**

**Maya & Associates LLC**

10200 Richmond Ave, Suite 150 | Houston, TX 77042

Office (832) 460-4210 | Cell (832) 277-4321 | Fax (800) 737-3601

Email: farookm@mayatax.com

FM

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80 Clapham High Street  
Clapham, London  
SW4 7UL

Date: 15<sup>th</sup> January 2020

Mr. John Aaron  
House No.152, 2nd Floor  
Street 8, Punjab Colony  
Gizri Road  
Karachi

### To Whom It May Concern

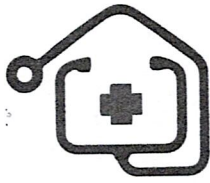
This is to certify that Mr. John Aaron was working as an Accountant with 'Deific' a part of 'Axalt Branding Limited' as a contractor from 7<sup>th</sup> August 2017 to 31<sup>th</sup> December 2019.

During this period, we found him to be hard-working, sincere, resulted-oriented and dedicated, with a professional attitude and calm demeanour. Moreover, we found him to be friendly, empathetic and a real team player.

He has always been enthusiastic about new learning opportunities and accepts challenging tasks to constantly expand his skill set, making him an invaluable asset to any organization. On behalf of the team, I would like to wish him the very best in all his future endeavours.

Aizaz Ali (Director)

Signature \_\_\_\_\_



# ECLAIMSOLUTION

11/11/2019

Mr. Aaron John  
Emp. ID 'To be assigned'  
Customer Relationship Trainee  
H#152, 2nd Floor Street 8, Punjab Colony  
Karachi, Pakistan  
Mob. 0331-2199801

## Appointment Letter

Dear Mr. Aaron John,

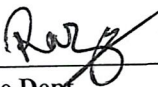
With reference to your application and subsequent interview, we are pleased to accept you as Trainee Officer in the Billing Department with effect from Nov 01, 2019 on the following terms and conditions:

1. **Type of Employment:** As a new associate, the employee will go through **probation** for a period of '**Three or Six Months**' from the date of joining. When Performance warrants it and at the discretion of management, your probation period may be extended. You shall be entitled to draw consolidated **stipend of PKR 22,000/- per month**. Please note that stipend is deductible for the number of days you are absent.

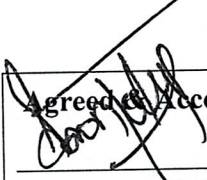
The employee shall not be entitled for any kind of leave, bonus and any financial package applicable to permanent employees.

2. **Confirmation of Service:** Upon satisfactory completion of probation period, you will become a full time regular employee of the company. All associates regardless of classification, status or length of service are expected to meet and maintain company standards for job performance and behavior.
3. **Full Time Employment:** All employees will be required to work from Monday to Friday. Saturday and Sunday will be off from work. You will be required to observe duty timings from 4PM to 1AM.
4. **Misconduct:** Company may also immediately terminate the employment of an employee without progressive discipline if it deemed necessary in the judgment of management, including but not limited to the following:
  - 4.1 Engaging in fraud, stealing, or other dishonest practices;
  - 4.2 Company policies and/or laws violated;
  - 4.3 Threatening, intimidating or insubordinate behavior or physical violence;
  - 4.4 Removing or destroying company records or property, releasing confidential or proprietary information without appropriate approval;
  - 4.5 Habitual late attendance;
  - 4.6 Habitual absence without leave;
  - 4.7 Breach of customer and/or confidentiality;
  - 4.8 Sexual Harassment;
  - 4.9 Use of bad language in the workplace
  - 4.10 Smoking in the workplace

Regards,

eClaim Solution  
Signature:   
Human Resource Dept.

Agreed & Accepted:

  
Mr. Aaron John  
Customer Relationship Trainee



## OFFER LETTER

Dear John Aaron,

HubDigit (Private) Limited is pleased to appoint you for the position of "**Staff Accountant**". We trust that your skills and experience will be a valuable asset to our Company.

The terms and conditions for your employment are as follows:

**Joining Date:** 24<sup>th</sup> August, 2020

**Place and Timings of Work:** You will be required to work at the office of HubDigit (Private) Limited, M-1, Block 3, Alamgir Pride, Sharfabad, Karachi.

You will be required to work according to U.S Central time zone which shall be 07:00 pm to 04:00 am as per Pakistan Standard Time.

**Probation:** You will be on probation for three (3) months, effective from your joining date. Upon satisfactory completion of your probationary period, the company at its sole discretion shall offer you the permanent position.

Your employment is subject to immediate termination during the probationary period if the company find your performance unsatisfactory.

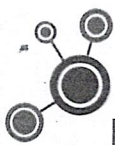
**Salary:** You will be paid a gross salary of **PKR 30,000/-** per month. The said salary will consist of following:

<b>Basic Salary:</b>	PKR 19,500
<b>Rent Allowance:</b>	PKR 7,500
<b>Medical Allowance:</b>	PKR 1,950
<b>Utilities Allowance:</b>	PKR 1,050

The above salary is subject to deduction of applicable taxes as required by the law.

**Employee Benefits:** You will be eligible for following benefits upon successful completion of probationary period:

- Provident fund contribution and deductions;
- EOI contribution and deductions;
- Health insurance plan;
- Group life insurance & disability plan;
- Commission of 10% of revenue on every sales lead generated by you, subject to realization of sale and receipt of fee against the assignment.



# HubDigit

(PRIVATE) LIMITED

**Vacations:** After the completion of first year of service from the permanent employment date, you will be eligible for fourteen (14) work days as annual leaves and after successful completion of probationary period you will be eligible for ten (10) work days as annual personal leaves and eight (8) work days as annual sick leaves. Any leaves during the probationary period will be subject to deduction from salary. These vacations are in addition to company-designated holidays.

The company maintains holidays as per U.S calendar.

**Termination of Employment:** HubDigit (Private) limited is an "at-will" employer. HubDigit (Private) limited, or you can terminate employment for any or no cause, given thirty (30) days' notice period. During this period, you will be required to transfer the ownership of work and training of new hire. Based upon satisfactory transfer of work, accomplishment of assigned deliverables, "Full & Final Settlement" will be made.

**Commitment and Confidentiality:** You will devote your entire time and attention to the business of the company and observe all the instructions given to you and generally use your best judgement to promote the success of the Company. You will need to abide by the Company's rules and policies regarding information security. All information in your possession will be an asset of the Company, and disclosure of any information to any third party will be intolerable.

During the period of your employment, you will not divulge any confidential information concerning the Company directly to any person or persons.

If you are in agreement with the above-mentioned terms and conditions, please sign below.

Signatures:

Mujtaba Hasan  
CEO

Agreed & Accepted by  
John Aaron  
NIC No: 42301-3502639-5

Date: 18<sup>th</sup> Aug '20



**John Aaron**

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**From:** Mujtaba  
**Sent:** Thursday, May 13, 2021 8:45 AM  
**To:** John Aaron; HR  
**Cc:** Sam Logan (slogan@ztcporate.com); Hazib Ali  
**Subject:** RE: Resignation letter

Accepted and approved.

Regards,  
Mujtaba



HubDigit

E: mujtaba@hubdigit.com  
M: +1 832 426 2648  
W: www.hubdigit.com

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**From:** John Aaron <john.aaron@hubdigit.com>  
**Sent:** Thursday, May 13, 2021 7:24 AM  
**To:** HR <hr@hubdigit.com>  
**Cc:** Jake Cooper <jcooper@ztcporate.com>; Sam Logan <slogan@ztcporate.com>  
**Subject:** Resignation letter

Dear Mujtaba/Jake,

Kindly accept this letter as formal notification that I am resigning from my position as Staff Accountant with HubDigit. My resignation will be effective from May 15, 2021

I've recently received an offer to serve as an Assistant Manager at Appedology and after careful consideration, I'm excited to explore this new path in my career journey.

I'm incredibly grateful for the opportunities I've been provided working with the Operations team. It's been a wonderful experience to work for such a great company.

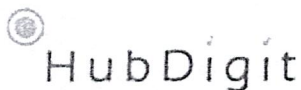
Please let me know if I can be of any assistance during this transition. Thank you for all your guidance. I wish the company continued success and I hope to stay in touch in the future.

Sincerely,

**John Aaron**

**Staff Accountant**

Email: [john.aaron@hubdigit.com](mailto:john.aaron@hubdigit.com) | Website: [www.hubdigit.com](http://www.hubdigit.com)



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HubDigit Private Limited  
Payslip: April 21

Employee Name:  
John Aaron

Employee ID:  
1036

Employment Type:  
Full Time-Regular

Department:  
Accounting & Finance

Date of Joining:  
24-Aug-20

Payment Method:  
IBFT

Designation:  
Staff Accountant

CNIC:  
42301-3502639-5

Bank:  
Faysal Bank Limited

Service Period:  
30 Days

Grade:  
SI

Bank Account No:  
3080301000002170

Employee Leaves Summary			
Leaves	Entitlement	Availed	Balance
Sick	8.00	1.00	7.00
Casual	10.00	2.00	8.00
Annual	14.00	-	14.00
Total	32.00	3.00	29.00

Earnings	Amount		
	Rate	Current	One Time
Basic	26,000	20,870	-
House Rent	10,000	10,000	-
Utility	1,400	1,400	-
Medical Allowance	2,600	2,600	-
Total Earnings	40,000	34,870	-

Net Salary	Amount
Total Net Salary	34,870

Deductions	Amount	
	Current	One Time
Income Tax	-	-
EOBI	130.00	-
PF Employee	-	-
Advance	-	5,000.00
Total Deductions	130.00	5,000.00

\*This is a system generated document and does not require any stamp & signature