



Office No. 8, 3rd Floor
Software Technology Park
Meridian Mall, Rehmanabad
Rawalpindi
Telephone: +92518437766
Email: hr@pmtac.com
Website: <http://www.pmtac.com>

07/09/2020

Name: Humza Muzaffar,
Address: Shamsabad, RawalPindi.

Subject: Offer of Employment

I am pleased to offer you employment as **Junior Billing Executive** at PMTAC (Pvt) Ltd. Your monthly Salary will be Rs. **25,000** with probation raise of Rs.3000 depending upon your performance. The probation period will be of 3 months.

Your probation period will extend over 3 months. Upon completion of probation period, your regular employment status will be decided by management which will be subject to evaluation of your performance, behavior and attendance during this period. Likewise, completion of internship will entitle you for other additional benefits offered by the company.

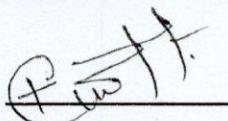
Additional benefits includes, entitlement of your Medical Coverage with your spouse and children and Provident Fund. Monthly performance-based incentive shall be admissible in accordance with company policies after successful completion of probation period.

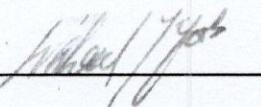
In accepting our offer of employment, you certify that your employment is at-will basis, which means that the employment can be terminated at any time, with or without assigning a reason and prior notice. Moreover, changes could be made to your job description; this could include a change in working hours and salary.

Similarly, if you wish to leave, a formal resignation letter giving at least a one-month prior notice in writing, or salary in lieu of notice period, is to be submitted.

We look forward to your arrival and are confident that you will play a key role in the company through your skills, knowledge and experience. Please let me know if you have any questions or if there is anything I can do to make your integration easier.

I have carefully read and agreed with all the mentioned Employment Terms & Conditions.

Signature: 

Waheed Yaqoob (HR Head): 

Date: July 09, 2020



Please fill out the enclosed Job Offer Acceptance Form and return it (Via Scanning- Email or Courier Service) to PMTAC within 03 Working days.

Accept Job Offer:

If you agree with the given conditions, please sign and date where indicated below.

By signing and dating this document, I, Hamza Muzaffar accept the offer of Employment as Junior Executive Medical Billing in PMTAC.
My joining date will be: 13/07/2020

Signature: (Signature) Date: 09/07/2020

Waheed Yaqoob

Waheed Yaqoob
HR HEAD

Date: February 14, 2020.

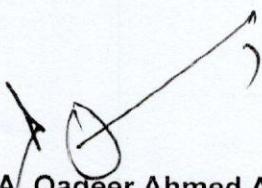
Subject: Proof of Employment

SAP: 30013257

This is to certify that **Mr. Hamza Muzaffar** holding CNIC # 34104-2064607-9 is an employee of our organization since **September 18, 2019** currently serving in the capacity of "**Backend Support Executive**".

Please feel free to contact the undersigned in case of any queries.

Sincerely,


Capt (R) A. Qadeer Ahmed Abbasi
Head of Admin & HR OPS

M



Reference No. _____

Date: March 17, 2020

Mr. Hamza Muzaffar

Faoq e Azam Road,
Shamsabad, Rawalpindi.

SUBJECT: APPOINTMENT AS "CUSTOMER SALES EXECUTIVE"

Further to your recent interview, we are pleased to inform you that you have been selected for employment with **FirstStep Communications** with effect from **Tuesday, March 17, 2020**. Your designation shall be **Customer Sales Executive**. You will be a Full-Time employee and required to work at least **45 hours** a week. However, if need arises you may also be required to work on Saturdays. Your monthly remuneration package shall be **Rs. 30,000/- per month** with an LPD requirement of **1.5**.

We welcome you to the **FirstStep Communications** family and wish you good luck in your future long-term career with us. We would like to reiterate that future revisions in your remuneration package and status upgrading will be largely dependent on your performance and your employment will be governed by the following terms and conditions:

1. Rewards & Benefits

- a. Besides the monthly gross salary you will also be entitled to, depending upon your achievement of the agreed performance goals and other qualifiers, a monthly variable bonus amount calculated as per prevalent bonus plan designed for your particular employment category, grade and assigned project.
- b. Subject to supervisor's approval and compliance with prescribed policies and procedures for processing of leaves you will also be entitled to 5 sick leaves, 5 casual leaves and 10 earned leaves per annum after completion of 1 year with the organization as per Company's Rules and Regulations after confirmation.
- c. In case you are not able to maintain the minimum LPD criteria after the completion of your probation period, your basic salary plan shall be revised.

2. Probation & Confirmation

- a. You will be on probation for a period of 60 calendar days from the date of appointment. The management may decide to extend or reduce your probationary period depending upon the level of commitment and performance shown by you during first month of probation.
- b. Owing to satisfactory completion of this probationary period, your appointment will be confirmed in writing.



3. Restrictions During Employment

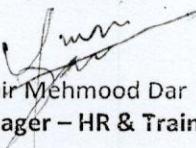
- a. Your reporting and responsibilities will be advised to you by your Departmental head or any person nominated by him/her.
- b. You will not seek or accept employment, unless directed by the management, with any company with whom our Company is engaged in any trade, profession or business activity directly or indirectly during your period of services with the Company.
- c. You shall not keep any photocopies of the Company's files, information, tapes and books etc. including all assets after your disassociation with the Company and these shall be returned promptly at the time of leaving the Company's services.
- d. As per Government of Pakistan regulations, smoking is strictly not allowed in the company premises violation of this regulation will be subject to penalty, deemed fit by the company management.

4. Termination

- a. Your services will be subject to termination by serving one 2 weeks written notice by either side or payment of 2 week salary in lieu thereof.
- b. In case you are charged with gross misconduct and behavioral issues (Tardiness, quality of services, performance) your employment will be subject to dismissal without any notice period or payment in lieu thereof.
- c. You will be bound to pay for damages for any loss or damage to the Company property caused by your negligence, fraud, carelessness, or act of omission. The termination of your services may not exonerate you from liability to make good this loss or damage.
- d. If any information furnished or declaration given by you in regard to your employment to the Company is found to be false or any material information willfully suppressed, your appointment would be liable for termination without any notice or compensation.
- e. The company has a strict drug abuse policy if you are found involved in such activity; your services will be terminated with immediate effect without any prior notice.

Please sign and return copy of this letter to the undersigned as evidence of your acceptance of the terms and conditions of employment detailed herein.

With Best Regards,


Umair Mehmood Dar
Manager – HR & Training

Accepted

I _____ hereby declare that I have read the terms and conditions of employment as above. I hereby confirm full acceptance of the terms and conditions of this Letter of Appointment.

Date: March 17, 2020

Signature