

OFFER LETTER

Praveen Kumar

E-723, Balaji Building Near Vinayaka Medical
Veerasandra,
Bangalore, Karnataka, 560100

Date: 07-04-2023

Dear Mr. Praveen Kumar B,

Congratulations! We are pleased to confirm that you have been selected to work for Serena Nutrition Pvt Ltd. We are delighted to make you the following job offer.

The position we are offering you is that of HR and Accounts at a monthly salary of Rs. 21232/- with an annual cost to company Rs. 301142/-. This position reports to General Manager, Mr. Naveen Gowda. Your working hours will be from [9AM to 6PM], Monday to Saturday.

Benefits for the position include: (Use if relevant to the position)

- Benefit A (Earned/Casual Leave of 12 days per annum)
- Benefit B (Employer State Insurance Corporation ESIC Coverage)
- Benefit C (Employee Provident Fund)

We would like you to start work on April 16th 2023 at 9AM. Please report to Mr. Naveen Gowda, for documentation and orientation. If this date is not acceptable, please contact me immediately.

After joining, if for any reason you have to leave the Company, you would be required as per company policies to give (a) 30 days' notice during the probation period (b) 90 days' notice after probation. During your tenure at Serena Nutrition Pvt Ltd., if your performance is not found satisfactory, the Company may terminate your services.

As a condition of your employment, we will provide you with a standard Proprietary Information and Invention Agreement on joining. Please read and sign the agreement. In addition, your employment is subject to clearance of background verification.

Please sign the enclosed copy of this letter and return it to me by April 8th 2023 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our organization and look forward to working with you.



Schedule I - Compensation Details

Name: Mr. Praveen Kumar B,

Designation: HR and Accounts

Salary Components	Monthly in INR
Basic & DA	11732
House Rent Allowance	4500
Conveyance	1200
Medical Allowance	800
Others	3000
Gross Salary	21232
PF Employee @ 12% on Basic	1408
ESI Employee @ 0.75% on Gross	159
PT	200
Net Pay	19465
Employer PF @ 13.75% on Basic	1613
Employer ESI @ 3.25% on Basic	690
Food	1560
Cost To Company - CTC	25095
Annual Fixed CTC	301142

Praveen Kumar



Schedule II - Employee Duties & Responsibilities

ACCOUNTS

- Manage all accounting transactions.
- Handle monthly, quarterly and annual closings.
- Reconcile accounts payable and receivable.
- Ensure timely bank payments.
- GST reconciliation.
- Compute taxes and prepare tax returns.
- Ensure Tax payments on time such as GST, TDS, ESI, PF, PT, others if any.
- Ensure returns filings monthly, quarterly, half yearly, yearly on time such as GST, TDS, ESI, PF, PT, KSPCB others if any.
- Manage balance sheets and profit/loss statements.
- Report on the company's financial health and liquidity.
- Audit financial transactions and documents.
- Reinforce financial data confidentiality and conduct database backups when necessary.
- Comply with financial policies and regulations.
- Managing daily purchasing activities for production, negotiating contracts, prices, timelines, etc.
- Managing supplier relations and negotiating contracts, prices, timeline, etc
- Maintaining the supplier database, purchase records, and related documentation.
- Managing the maintenance of office/manufacturing equipment and machinery.
- Ensuring that all procured items meet the required quality standards and specifications.
- Preparing cost estimates and managing budgets.

HR


- Checking people's hours daily
- Making the monthly payments on time.
- Working out tax and deductions.
- Preparing Salary Statements
- Issuing Salary Slips
- Managing special situations like maternity or sickness pay.
- Filing ESI, PF, PT on time.
- Training and answer questions about HR policies, compensation, benefits, taxes, and deductions
- Planning, coordinating, and supervising the employment of new employees.
- Maintaining documents related to ISO regularly.

Sincerely,


Naveen Gowda
(General Manager)



Mr. Mr. Praveen Kumar B
(Employee)

Sign: 

Date: 08/04/2023