

Date: 30-04-2022

Bhavana Sneha
Phoenix ID: PG-2223-ETSD-457
GITAM Vizag
121910302053@gitam.in
Visakhapatnam

Dear Bhavana Sneha,

We are pleased to extend an invitation for you to join the Phoenix Global Team!

Phoenix Global is a skill-development company that helps students acquire and master professional and soft skills as per the requirements of the industry benchmarked to world's top firms, trained by top class industry professionals. Phoenix Global is a platform having Industry professionals with esteemed alma mater including the IITs and IIMs to mentor and train students on cutting-edge skills, critical to the emerging industries while also giving them an opportunity to intern on a project under the mentorship of industry professionals from the IITs /IIMs.

Our vision is to be a national leader in skill development and industry readiness training by providing differentiated training from top-class industry experts.

The mission is to be a go-to skill development platform for students, imparting skills benchmarked at global standards that help them realize their dream careers profitably

Our core values, the 4Ps – Professionalism, Punctuality, Passion, Perseverance stand for who and what we are as an organisation.

We are pleased to formalize your relationship with Phoenix Global as an Intern, the details of which are as follows:

General information

Intern Role : Data Analytics Engineer
Date of Joining : 07-05-2022
Duration : 45 Days

1. Appointment: Your date of appointment is effective from the date of joining
2. Benefits:
 - a. You will be entitled to leave, holidays, benefits, and other allowances as applicable to your category of employees and location of posting, in accordance with the rules of the Company. As an Intern, you are entitled to 2(two) leaves per months allotted on pro-rata basis (these do not include public holidays).
 - b. Eligible for Rewards and Recognitions under PGR&R Policy v4.5(2021).
3. Code of Conduct:
 - a. The Company may require you, at any time, to perform any other administrative, managerial, supervisory, technical or other functions and you will be bound to carry out such functions.
 - b. You shall maintain proper discipline and dignity of your office/location and so shall deal with all matters.
 - c. You shall maintain and keep in your safe custody such as Measuring instruments, Safety Equipment and other assets that may be issued to you or may come in your possession and shall return the same when required in good condition.
 - d. You shall inform the Company of any changes in your personal data within 3 days of the occurrence of such change.
 - e. Any notice required to be given to you shall be deemed to have been duly and properly given if delivered to you personally or sent by post to you at your address, as recorded in the Company.
 - f. You shall be solely responsible for any issues that may arise between you and your previous employer with regard to your previous employment and the Company /any of its personnel are not responsible for the same.
 - g. You shall not apply for any other job outside without the prior written permission from the Management. In response to this communication of appointment you are required to confirm your acceptance by signing the duplicate copy of this order.

If it is found at any time that the information given by you is not correct/true/complete, this appointment may be withdrawn or may be terminated at any time after you have taken up employment with us. Please note that you are governed by all Rules and Regulations of the Company, which are in force from time to time, and the Company shall have the right from time to time to vary or modify any of the terms and conditions of service, which shall be binding on you.

We take pleasure in welcoming you to our organization and look forward to a mutually beneficial association.

We wish you all the best in your career.

Sincerely,



Harsha Y
Program Director and Head - HR

In the name and seal of
PHOENIX GLOBAL
www.phoenixglobal.org.in

Signed and Accepted

Employee Name: Bhavana Sneha
Date: 30-04-2022