

Offer Letter / Letter of Intent: Customer Service Executive

Location: - Pune

Date: 26th Aug 2023

Dear Ms, Samreen Sayyed

Congratulations on your being selected to Taurus BPO Services India LLP. Following are the point that has been discussed mutually:

Designation:	Customer Service Executive
Reporting Date (Training Start Date):	26 th Aug 2023
Process:	PHFL Collection
Salary:	13000/-
Office Timings:	10:00AM to 7:00PM or as per process requirement
Salary date:	10 th of Every month for people
Week off:	1 off after 6 days

No leaves would be allowed during Training Days: 15 days

Documents Required on joining date:

1. Photo copy of all mark sheets from 10th to higher education.
2. PAN CARD copy
3. AADHAR CARD photo copy.
4. Two professional passport size photograph.
5. Cancel Cheque with all Bank Details Account No, IFSC Code, Account holder name)

Please note our policies and process under various headers for your information.

Company Core Vales

- Discipline
- Integrity
- Performance

Code of Conduct

Policy brief & purpose

Our **Employee Code of Conduct** company policy outlines our expectations regarding Employee's behaviour towards their colleagues, supervisors and overall organization. We promote freedom of expression and open communication. But we expect all Employees to follow our code of conduct. They should avoid offending, participating in serious disputes and disrupting our workplace. We also expect them to foster a well-organized, respectful and collaborative environment.

Policy elements

Company Employees are bound by their contract to follow our Employee Code of Conduct while performing their duties. We outline the components of our Code of Conduct below:

Employee Name

Glass Door Rating 5, Ambition Box Rating 4.9 & Google Rating 4.6
3000 plus Seats, 2000 plus People Strong, 45 plus Processes, 6 Delivery locations, 19 plus language supported
India Delivery Centres: Pune, Mumbai, Indore, Kolkata, Bengaluru & Chennai, Service Solutions: BPO, Payroll and IT infra-structure
Website: www.taurusbpo.com LinkedIn: <https://www.linkedin.com/company/taurus-bpo-services-india-llp/>

Employee Signature:



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