

Date: July 20, 2020

Ms. Priya Kapoor
Invertis University

RE: Offer Letter for the position of ERP Consultant

Dear Priya,

We refer to your assessment at during campus Placement drive at Invertis University.


We are pleased to offer you the position of 'ERP Consultant' at Acxiom Consulting Private Limited. As part of the offer, your Gross annual remuneration (CTC) would be INR Two Lakh Fifty Thousand only (Rupees 2,50,000/- only) subject to applicable tax deduction.

Please note that you are currently required to report at our Noida Office on 1st August 2020 and Normal working hours at our Office are 9:00 AM to 6:00 PM from Monday to Friday.

At the time of Joining you have to carry below documents: -

1. Updated copy of your resume
2. A photocopy of your educational degree/certificate in support of your age and qualifications (all relevant qualifications)
3. Passport size photographs (4 hard copies)
4. Relieving and Experience letters from the company (if you were working earlier)
5. Last 3 months' salary slips for the last drawn salary (if you were working earlier)
6. Last 3 months' bank statement of your salary account (if you were working earlier)
7. 3 photocopies of your PAN card
8. 3 photocopies of Aadhar Card
9. 1 cancelled cheque of your existing bank account (it can be of any bank); it should not be a joint account or some relative's account. The cheque should be of an active bank account which is in your name.
10. Soft copy of PAN card (to be e-mailed before at least 2 days before joining)
11. Soft copy of photograph (to be e-mailed at least 2 days before joining)
12. Nationality Proof: In case the resource is Non-Indian/Foreign national, he/she shall submit:
 - Copy of Passport
 - Copy of Valid Visa
 - Letter from foreigner regional registration offices (FRRO) acknowledging that person is legally permitted to work in India

Yours Faithfully,


Nancy Mary Prakash
Head - Human Resource Department
Acxiom Consulting Private Limited


Registrar
Invertis University
Bareilly


Director Corporate Relations
Invertis University
Bareilly