



# THE INSTITUTE OF CAREER EXCELLENCE

Salt Lake Center - FE-362, FE Block, Sector 3, Salt Lake, Kolkata- 700106

Date- 01<sup>st</sup> August 2025

Tanmay Byapari

S/O Dilip Byapari

Sukanta Pally P.O: Adi kashimpur, Barasat:I

Duttapukur, Barast: I North 24Pgs West Bengal - 743248

Phn- 8777819853

Email- tanmoybapari53@gmail.com

Dear Tanmay Byapari,

Congratulations! We are pleased to confirm that you have been selected to join our team at **The Institute of Career Excellence, Kolkata**. We are delighted to extend to you the following offer of employment.

The position offered to you is **Business Development Executive**, with a monthly compensation of **INR 22,000 (Twenty-Two Thousand Only)**. You will be on a probation period of **3 months**. Your working hours will be from **10:00 AM to 7:00 PM, Monday to Saturday**. A **Work Profile Agreement** will be signed within a week of your joining.

We would like you to start work on **1st August 2025**. Please report to **Mrs. Aditi Dutta** on your start date for documentation and orientation. If this date is not acceptable, please contact us immediately. Please sign the enclosed copy of this letter and return it to us by **1st August 2025** 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

Sincerely,

Aditi Dutta

HR Manager

The Institute of Career Excellence



+91 9830006141



info@ticeindia.com



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## ANNEXURE-A

You shall be governed by the following terms and condition of service during your tenure with The Institute of Career Excellence, and those may be amended from time to time:

- All the work that you will produce at or in relation to The Institute of Career Excellence will be the intellectual property of The Institute of Career Excellence. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances. Similarly you are expected to refrain from talking about your work in public domains (both online such as blogging, social networking site and offline among your friends, etc.) without prior discussion and approval with your manager.
- We take data privacy and security very seriously and to maintain confidentiality of any employees, customers, clients, and companies data and contact details.
- Under normal circumstances either the company may terminate this association by providing a notice of 7 days without assigning any reason. However, the company may terminate this agreement forthwith under situations of in- disciplinary behaviours.
- There will minimum probation period of three months which starts from your date of joining, where there will be no paid leaves.
- You can terminate this association with company by providing a notice period of 40 days failing which you may need to compensate the company.
- You are expected to conduct yourself with utmost professionalism in dealing with your manager, team members, colleagues, clients and customers and treat everyone with due respect.
- The Institute of Career Excellence is a growing organization and we love people who like to go beyond the normal call of the duty and can think out of the box. Surprise us with your passion, intelligence, creativity and hard work – and expect appreciation & rewards to follow.
- Have fun at what you do and do the right thing – both the principles are core of what The Institute of Career Excellence stands for and we expect you to imbibe them in your day-to-day actions and continuously challenge us if we are falling short of expectations on either of them.
- You are requested to be on system by 10.00 AM in the morning.



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As a Business Development Executive your Key Roles and Responsibilities shall include. But not limited to:

**Tele-sales & Lead Generation:** Proactively call and connect with prospective students, parents, and working professionals to introduce our programs and services.

**Client Relationship Management:** Build and maintain long-term relationships with prospective and existing clients through regular follow-ups and personalized communication.

**Scheduling and Conducting Meetings:** Set up and attend online/offline meetings or counseling sessions to convert leads into admissions.

**Campus Visits & Outreach Activities:** Visit schools, colleges, and training centers to promote programs, conduct seminars, distribute brochures, and build rapport with key stakeholders.

**Social Media Engagement (if required):** Engage with potential leads through social media channels by responding to queries, sharing information, and encouraging program enrollments.

**Market Research:** Identify new opportunities, competitors, and industry trends to help enhance outreach strategies.

**Database Management:** Maintain accurate records of leads, calls, visits, and follow-ups using CRM tools or Excel sheets.

**Presentation & Proposal Sharing:** Create and share informative presentations and proposals with clients highlighting program features, benefits, and admission processes.

**Collaboration with Marketing Team:** Coordinate with the marketing team to strategize campaigns, share feedback from the ground, and improve lead conversion rates.

**Achieving Targets:** Meet weekly and monthly enrollment or conversion targets set by the organization.



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**Event Participation:** Represent the institute in education fairs, seminars, webinars, and community events to increase visibility and lead generation.

**Reporting:** Prepare and submit daily, weekly, and monthly progress reports to the reporting manager.

**Placement Processes:** Oversee the placement processes, working closely with the team to ensure successful outcomes.

Hereby, I declare that I accept the offer and terms .

*Tanmay Byapari*

Signature:

Name: Tanmay Byapari

Date:01.08.2025



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