

Joining Letter

Dated: 22nd June, 2021

Hi Sakshi,

It's super exciting that you are on the team of making one of the Remarkable Digital Agency in India.

Sumit Ghugharwal and **Navneet Jain** started GhugharMedia with the sole purpose of helping business grow via new-age marketing.

Till now we have helped more than **150 businesses across 5 different countries**.

Sumit heads a digital team based in Dubai.

Navneet manages Indian operations.

Nishtha manages the entire content aspect for our company and clientele as well. Content is her forte. She creates & executes content that enlightens the audiences and promotes brand-focused messages. She also plays a major role in client handling and team management at a senior level.

Job Title: Graphic Designer

Job Description:

- Designing the creatives (Photoshop, illustrator, canva, etc)
- Create Social Media Creatives For Clients for Various Platforms
- Extensive Researching for Content Creation
- Understanding Clients Businesses
- Continuously learning the changing trends of graphic designing & executing your learnings while designing.

Pre-probation Period: The 1st week of your joining will be the Pre- probation Period.

In this period, if any of the party do not feel comfortable they can leave or asked to leave on an immediate basis. We follow this process, as it gives both the joinee and the company time to rethink about the decision made about the hiring.

The Probation period will start after the 1st week and continues till 3 months.

Find Us At



@ghugharmedia

Scan To Vist Website



Ground Floor, G-47, GreenPark
Main, New Delhi 110016



yes@ghugharmedia.com
www.ghugharmedia.com



(91) 87641 89010

In-Hand Salary: INR 16,000 for First 3 months (Will be reviewed after 3 months of probation period).

Your Salary will be credited on the 1st of Each Month.

Office timing: 10:00 hrs to 19:00 hrs. 5 days a week (**Work From Home**)

In case of emergency overwork, you are advised to work on weekends. It will rarely happen but can happen.

Holidays: Major National Holidays: Holi, Diwali, Rakshabandhan, Eid, Republic Day, Independence Day, Christmas.

Kindly give at least 2 days notice before applying for leave. In case of emergency/ medical leave, immediate leave will be given.

Please note: All credentials & data shared with you should remain strictly confidential.

It is advised to over-communicate regarding every single thing you have in mind regarding the work and the company.

Joining Date: **Monday, June 23rd, 2021**

Welcome to GhugharMedia.

Warm Regards,

Nishtha Sharma
Senior Associate
Ghughamedia

DULY SIGNED & AGREED:

Navneet Jain
Co-Founder & Director
Ghugharmedia Pvt Ltd

For GHUGHARMEDIA PVT LTD.


Director

