



APPOINTMENT LETTER

TO: Barialai Nawabi

We are pleased to offer you the Intern position of Project Manager at **INSIGHTS MEDIA**. Your skills and experience make you an excellent candidate for this role, and we are excited to have you join our team.

As an Project Manager at Insights Media, your primary responsibility will be to oversee the creative visualization of all digital platforms. You will report directly to the Social Media Account Director of the company. Here is a list of responsibilities and Your duties and responsibilities will include:

Responsibilities:

Project Planning: Define project goals, objectives, and scope. Create a detailed project plan, including schedules, budgets, and resource allocation.

Team Management: Assemble and lead a project team. Assign tasks, set expectations, and provide guidance and support to team members.

Stakeholder Communication: Act as the primary point of contact for project stakeholders, both internal and external. Maintain open and transparent communication throughout the project.

Risk Management: Identify potential project risks and develop mitigation strategies. Monitor and manage risks as they arise.

Quality Assurance: Ensure the project meets quality standards and that deliverables align with the project's goals.

Budget Management: Manage the project's budget, track expenses, and make sure the project stays within financial constraints.

Schedule Management: Create and maintain project schedules, ensuring that tasks are completed on time.



Scope Management: Ensure that the project stays within its defined scope and manage scope changes effectively.

Resource Allocation: Allocate resources, including personnel, equipment, and materials, as needed for the project.

Problem-Solving: Address issues and challenges that arise during the project, finding practical solutions to keep the project on track.

Documentation: Maintain project documentation, including project plans, reports, and status updates.

This is a **Intern** based position for 6 months and As a condition of your employment, you will be required to sign and abide by our employee handbook and confidentiality agreement.



TERMS AND CONDITIONS OF OFFER

1. **You will be receiving Certificate and Letter of Recommendation** for your service
2. You will be working in a team so that you can work comfortably and adhere to the responsibilities and reporting to the HR.
3. You are **not allowed to store, copy, sell, share or/and distribute any internal, private information** to a third party under any circumstances.
4. You are **not allowed** to put any of our client assets on your **personal portfolio, until and unless it is out for public.**
5. You have to **timely update the Account Director.**
6. **Company holds the right to terminate you with prior notice if the company is not happy with the performance.**
7. You are not allowed to resign from the position for **the next 6 months.**
8. You are not entitled for any company shares.
9. You won't be entitled to be associated with any of our client if you wish to resign.
10. You can't work with any Insights media client if you decide to leave the company.
11. Our current clientele data and ex client data can't be shared with any other agency.
12. All Confidential Data of the Client must be Handled Carefully and Shouldn't be shared with anyone without Informing the Co-Founders.
13. Candidate wishing to take any Holidays should inform well in Advance to HR and should manage all his/her work before Going.
14. Company Holds all the Rights to Dismiss the Candidate in uncertain Conditions caused due to Candidate.

If the above terms and condition are breached, we have the right to take legal action against the candidate.

Sincerely,

Nameera Usman
HR/ADMIN
INSIGHTS MEDIA