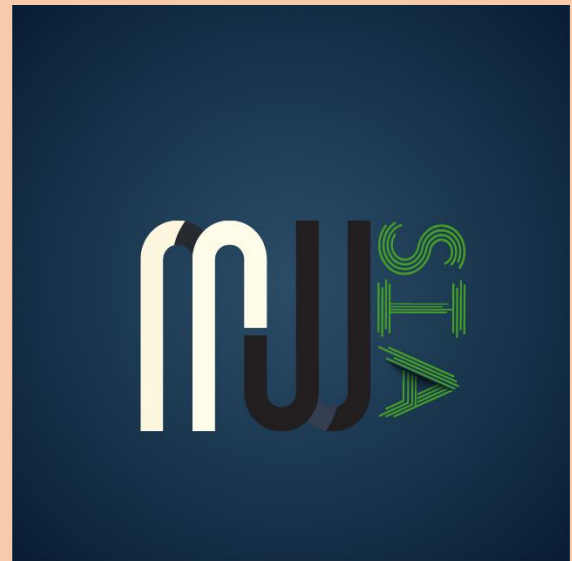


MJaisConsultancy

CompanyPolicies

Date **2023 Aug 27, Sunday**

By Engr. Maryam Jamil



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mjaisssoftware@gmail.com

By Engineer Maryam Jamil

<https://www.facebook.com/MJaisSoftwareConsultancy>

<https://www.instagram.com/mjaisssoftware/>

<https://www.linkedin.com/company/85655820/>

Version	Date
0.1 Company Policy	2018 Sep 18
1.0 Privacy, Policy & Disciplinary Actions	2023 Aug 19
1.1	2023 Aug 26
2.1 Employment Letter	2023 Aug 27

This Document is written for the Sole Purpose of
Understanding about

Company Privacy & Policies,
& It's Disciplinary Actions

Company Hierarchy

Committee Heads & Chief Members

Head of Disciplinary Affairs

Muhammad Umar

AMBASSADORS

Abdur Rauf

Jamil Ahmed Malik

TECHNICAL PERSONNELS

Ali Ahmed Rauf

Muhammad Sarmad Malik

COMPANY Owner & Founder

Engineer Maryam Jamil

OFFER LETTER for Trainees

- ★ DATE :
- ★ NAME of Employee :
- ★ EMAIL :
- ★ JOB POSITION :
- ★ TEAM :
- ★ DEPARTMENT :

Dear NAME,

I am pleased to confirm your acceptance of a TRAINEE Position as Designation [] in the (**Departments**) at a PAY Rate (Rs. **TotalPay**).

TOTAL PAY = Project Commission + Travelling Allowance

Your first day of work will start from (**Date**).

Your duties and assignments for this position will be described to you

after joining, on your first day.

Your Probation Period Will End after [**30-Days TASK**] .

Please report to the Human Resources Department at (10:00 A.M) on

(**Date**) with the appropriate documents and completed forms.

We are looking forward to seeing you.

Sincerely,
Muhammad Umar

MJais Consultancy
Company Profile

**COMPANY POLICIES &
TARGETS FOR EVERYONE**

CEO & Director
MJais Consultancy Private Limited

Privacy & Policy

1. WORK ETHICS

- ★ **FRIDAY** is Declared as **Prayer Holiday**
- ★ Employees and Trainees will always have a Holiday on Friday, except If there is any Official Event that Needs to be Attend

2. PAYCHECK/ SALARY

- ★ On Entry LEVEL, Everyone will Go Through a **30-Day Task Trainee Program**
- ★ **Salary** will be Given on Commission Basis, to those who Will be Working with Us on OUR Client Projects
- ★ For **Every Project**, There is a **Different Commission** of Different Job Roles.
- ★ In Case of Leaving a Company, In the **MIDDLE or END of PROJECT**, **No Paycheck** will be Given.
- ★ Salary/ PayCheck/ Commission will be Given After **Satisfactory Performance of the Person/ Employee/ Ambassador** in its Probation Period.

3. ROLES & DESCRIPTIONS OF POSITIONS

- (A) **Assistant Director** They will have their Own Companies, After 1 Year of Working with Us.
Each HOD will be working under Assistant Director of Any Department.
Assistant Directors are answerable to Directors & Owner of Company
- (B) **Country Ambassador** Salary will be Given on Commission Basis, to those who Will be Working with Us on OUR Client Projects
- (C) **City Ambassador** In Every City, Where Our Employees are Working, We Have Ambassadors to look After them.
- (D) **Branch Officer** Branch Officers will have 20 – 30 Percent Profit in Every Project.
- (E) **Head of Department** Each Employee is going to Report to its Respective Head of Department [HOD] .
- (F) **Employee** After Completion of Training Period, Employment Letter will be Offered to Trainee.
- ❖ **Trainee** [30 Days] of Training will be Given to Everyone who will Join MJais Consultancy.
- ❖ The [1.5 Month] of Start is considered as Trainee Period of Employee.
- ★ **Student Ambassador** If someone is studying till Graduation Years, He will start working with Us as A Student Ambassador.
- (i) **WORKSHOPS Payment** If Some Student Has taken 6 WorkShops, He will Get Pay in Case He Has Achieved Given Targets.

- (ii) **TECHNICAL Trainer** If Some Student Has Taken Our 20 WorkShops, He Will BECOME our Technical Trainer & Is Able to Get Commission Accordingly.
- (iii) Company Will Give Students **Certificates** After Attending
 - ++ 15 Workshops
 - ++ 25 Workshops
 - ++ 35 Workshops
 - ++ 45 Workshops

Disciplinary Affairs

4. CO. WORKING SPACE

- ★ Any kind of **Personal Involvement or Personal Messaging** among Trainees are Forbidden
- ★ Kindly Ask Your Queries in Your Respective WhatsApp, Trello, Email, Company Groups

5. ETHICAL MISBEHAVIOUR

- ★ Any Sort of Act that **Breaks the Ethical Environment** Will Not Be tolerated
- ★ Anyone who will be **Caught in the Act of Misdeed** with Any Employee / Guest of the Company or Elsewhere, Will be Caught as Culprit
- ★ The Culprit Will be Charged As Per Company Policy of Standard Act of Violation

6. LEAVES

- ★ **15 Annual Leaves** are Allowed in a Year
- ★ **12 Sick Leaves** are Allowed in a Year
- ★ If a Person is **Absent in 2 Days/Month**, His **Commission** Will be **Deducted**.

Benefits

7. REGISTRATION FEES

- ★ **Registration Fees of ALL Events**, In which any Person is Representing our Company, Will be Paid by Company

8. DISCOUNTs

- ★ Discount OFFER's will be Given to **Company Employee's** in Different Resorts, Hotels & For Fuel Consumption **Based on Their Job Position.**

9. EXPOSURE OF ABROAD

- ★ Personals will be Send Abroad for
 - ✓ For **Taking Different Courses, Tests & Trainings**
 - ✓ **Signing of Different Joint Ventures** on Behalf of Company
 - ✓ For **Executing Different Programs & Trainings** of MJais Consultancy

10. ACCOMODATIONS

- ★ If Any Person is Going out of City on Behalf of MJais Consultancy, Their Accommodation or Its Fees are Included.

11. FREE ELECTRICITY

- ★ **MJais Electrical Works** is Working on Providing Free Electricity to Its Employees. It is the **Mission** of this Department to Work on Providing **Free Electricity, Water, Gas & Basic Facility** to Every Member/Employee/Ambassador of the Company, Whether He is within Pakistan or out of this Country.

12. ACCESS TO BOOKS

- ★ **A lot of Books, Journals & Newspapers** of MJais Consultancy & Other Publishing House will be Given & Available to You.

Company Hierarchy & Percentage

TARGETS that Everyone *Needs to Achieve*

TARGETS	MJais Software Consultancy	MJais Shadi	Eagle Square	MJais Civil Works	Perveen Trust – MATS
Assistant Directors	HODs [6], City Ambassadors [6], Country Ambassadors [6]				
Country Ambassadors	Country Ambassadors [02]				
City Ambassadors	HOD [20 -25]	HOD [17 -22]	HOD [8 -15]		
Branch Officers					
Head of Department	Targets 14-20	Targets 12-18	Targets 15-20		
Employee	Technical WorkShops [20]				
Volunteers					
Students					
Trainee	Technical WorkShops [05]				

MJais Teams

MJais Consultancy

AI FATTAH

KITKAT

ROSE

MJais Client Diaries

MJais Software Consultancy

ISMAsquare

Omi AI

KITkat EagleSquare

EagleSquare

EagleSquare Investment Banking

MJais Shadi

Rose MJais Shadi

Shadi Client Diaries

EMI Graphicx

MJais Civil Works

MTec

N&M Traders

BARKAT Kaddahh

Qalam

MJais Consultancy
Company Profile

***COMPANY POLICIES &
TARGETS FOR EVERYONE***

ALWAYS & ALWAYS

ENGINEER MARYAM JAMIL & Muhammad Umar



◆ YOUR GREATEST TEACHER

- a. YOUR BIGGEST SUPPORT SYSTEM
- b. WHO BELONGS TO YOUR COMMUNITY