

15th April 2023

Gaurav Srivastava
(Indian Institute of Management, Nagpur, India)
Dubai
UAE

Re: Offer letter

Dear Gaurav Srivastava,

Further to your discussions with us, we are pleased to offer you an Internship at Dubai Leading Technologies LLC for 2 months as Management Trainee.

Your position will be based in Dubai but will be responsible for the entire UAE. Your duties/tasks will be assigned on your joining.

We envisage that your start date will be 15/04/2023.

You will be paid a stipend of AED 1,000.

Since you will be working as an intern, you will not be eligible for any benefits that the Company provides to the employees, precisely, annual leave, ticket fare allowance, health insurance, sick leave, and gratuity.

On completion of the internship, possession of any Company asset will be returned from your end.

Please sign this letter in the space provided below to indicate your acceptance of this offer.

Congratulations and we look forward to having you as part of our team!

Yours Sincerely,

Sanjukta Ray
CEO



Acceptance of offer:

I accept the offer of employment as described above and will be available to join the company on the above-mentioned date.

Name	Gaurav Srivastava	Signature	
Date	15/04/2023		



GAURAV SRIVASTAVA <p22gauravs@iimnagpur.ac.in>

Approval on Roles & Responsibilities

2 messages

GAURAV SRIVASTAVA <p22gauravs@iimnagpur.ac.in>

Sun, Jun 18, 2023 at 10:28 PM

To: mudit@dubaileadingtech.com

Cc: Placement Committee <placecom@iimnagpur.ac.in>

Dear Sir,

I have completed my 2-month internship with Dubai Leading Tech. Therefore, I am sending you details of work I have done in these 2 months. Kindly Approve it on urgent basis:

BANK RECONCILIATION:

- Verified bank statements, resolved discrepancies, investigated and resolved outstanding items, and reconciled variances between balances.
- Prepared concise reconciliation reports, implemented controls to minimize errors, and monitored and resolved outstanding items.
- Maintained updated documentation of reconciliation processes; monitored and resolved outstanding items for timely resolution.

SAP SOFTWARE:

- Performed data analysis, account reconciliation, and financial transaction recording using SAP software, generating and maintaining reports.
- Maintained compliance with accounting standards and internal controls, leveraging SAP software to streamline processes and resolve discrepancies.

ANALYSIS OF STATEMENT:

- Conducted financial statement analysis to evaluate company performance and risk, utilizing financial models for forecasting.
- Assessed financial ratios to gauge company health and profitability, generating comprehensive reports for management and stakeholders.
- Performed business plan analysis to evaluate feasibility and profitability, developing financial projections to support the recommended strategies.
- Performed variance analysis to identify deviations from budgeted or expected results and areas for improvement.

WORKING CAPITAL ANALYSIS:

- conducted a working capital analysis for Dubai Leading Technologies, recommending strategies to optimize cash flow and reduce outstanding balances. Analyzed trends in accounts receivable and accounts payable to identify improvement opportunities.
- Analyzed yearly division's working capital, developed strategy to reduce cashflows, collaborated with teams, monitored progress, and tracked KPIs for improvement & reported the same to senior management at head office in dubai
- managed the yearly division's working capital, devised a cashflow reduction strategy, coordinated teams, monitored progress, and reported to Dubai HQ.
- Oversaw the division's annual working capital, devised a cash flow reduction plan, coordinated teams, demonstrated financial expertise, and reported to Dubai HQ.

INVESTMENT BANKING

- Created financial models to predict future performance and valuations using DCF and CCA.
- monitored and tracked market trends and news to identify potential investment opportunities and risks.
- Demonstrated strong attention to detail, analytical skills, and the ability to work under tight deadlines in a fast-paced environment.

- Conducted due diligence on potential investment opportunities, including analyzing financial statements, conducting market research, and assessing management teams.

Thanks & Regards,

Gaurav Srivastava,

Roll No: P22146.

Indian Institute of Management Nagpur

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IIM NAGPUR

Mudhit Mehra <mudit@dubaileadingtech.com>

Mon, Jun 19, 2023 at 6:16 PM

To: GAURAV SRIVASTAVA <p22gauravs@iimnagpur.ac.in>

Cc: Placement Committee <placecom@iimnagpur.ac.in>

Hello Gaurav,

First, I would like to congratulate you on successfully completion of your 2 months internship. You candidature throughout the whole period was very good. You worked with very sincerity, passion and hard work which will definitely encourage you to grow in your life.

I dully approved the work mentioned in below email.

Best Regards

Mudhit Mehra

Head – Finance & Accounts

Dubai Leading Technologies LLC

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[Quoted text hidden]

Thanks & Regards,

5/9/25, 2:48 PM

Indian Institute of Management Nagpur Mail - Approval on Roles & Responsibilities

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