



Stallion Technologies Ltd

Placement Letter

Dear Aisha Ayoola Anike,

Placement for Database Admin/ Human Resource Office Assistant

Congratulations on your successful interview with Stallion Technologies Ltd.

We are glad to offer you a placement, **Database Admin/ Human Resource Office Assistant**

We are delighted to get started on this process with you. Here is the Offer Terms:

1. Our Data Admin/ Human Resource Office Assistant will be responsible to handle daily duties in all Database Administration assignments from IT database entries, review of entries to analyze daily input updates, for multiple online client accounts, electronic data analysis, billing clients information reviews, assuring accurate information are retained with some necessary basic programming languages coding or programming that may be necessary to ensure proper uploading or activation of such completed database materials. sundry businesses, IT customer Service support duties, online placements reviews, maintenance of other IT research and Listings of companies administrative items especially in areas of billing, accounting, general administrative duties, staff payment voucher, expenses and other related duties that is deem necessary for our corporate productivity in the Administrative department

2. The placement would be for an employment salary as a staff employee for a 12 months placement, with the opportunity to renew annually as determined by the company. This placement is Full time and onsite and would entail that you report to the office on Mondays to Fridays from 9:00 am to 6:00pm. Public Holidays shall be observed as announced by the management.

3. You shall be required to undergo a 4 week internship training from 20th to 15th November, 2025. and thereafter resume full duties on Monday 17th September, 2025.

4. A monthly remuneration for IT Data Admin Specialist salary pay at N115,000 per month. Stipend may be added for additional work duties i.e Call Center Support.

5. Upon acceptance of these terms, a non-disclosure and non-compete agreement if not previously offered and signed will be required between you and the company before resuming for this role.

Accept Terms:

Aisha Ayoola

2025-11-23

Aisha Ayoola Anike

Date

Fanen Zahan

2025-11-23

Fanen Zahan

Date

Database Admin Manager