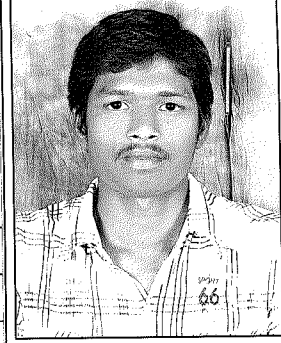


Details of Appointment: (For office use only – Do not write on this page)



Name	D. PAVAN KUMAR
Salary	6250/- P.M.
Conveyance	<input checked="" type="checkbox"/> Included in salary <input type="checkbox"/> Extra Rs. <u>NA</u> per month
Mobile Allowance	<input type="checkbox"/> Nil <input type="checkbox"/> Rs. <u>250/-</u> per month.
PF & ESI	<input type="checkbox"/> No PF & ESI <input type="checkbox"/> Only after 3 months <input checked="" type="checkbox"/> Pay ESI & PF
Probation Period	<input checked="" type="checkbox"/> 3 months <input type="checkbox"/> Nil
Salary revision	<input type="checkbox"/> After 3 months <input checked="" type="checkbox"/> Next April
Employee company	GREENWOOD ESTATES.
Designation	Customer Relations Executive
Site	Head office.
Date of joining	01-12-2011.
Report to	G B Rambabu, Sr Manager-c.R.
Commitment	Committed to work for atleast <u>02</u> yrs.
Documents required	<input checked="" type="checkbox"/> 4 photographs <input checked="" type="checkbox"/> Copy of school certificates <input checked="" type="checkbox"/> Copy of degree certificates <input checked="" type="checkbox"/> Copy of drivers license <input type="checkbox"/> Copy of passport <input type="checkbox"/> Fathers employment details / Copy of ID card. <input type="checkbox"/> Surety from _____ <input type="checkbox"/> Surety from _____ <input type="checkbox"/> 1 yr bank statement _____ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	<p>→ Fresher</p> <p>→ Referred by G. Sai Kumar, Admin</p>

Approved by Shankar Reddy	Approved By MD <i>h</i>
Date: <u>01-12-2011</u>	Date:
Sign: <i>Shankar Reddy</i>	Sign:

APPROVED BY
23 DEC 2011
SURIAM MODI
MANAGING DIRECTOR

Description of other courses or training	

Computer Skills

MS Office	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
MS Word	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
MS Excel	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Auto CAD	<input type="checkbox"/> Good <input type="checkbox"/> Average <input checked="" type="checkbox"/> Poor
Other	C, Java & HTML languages.

Two Wheeler / Car

Make	Saboo Access	Year	2011
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Family Details	Name	Age	Occupation	Company
Father	D. Anjaneyulu	48	worker	Supreme Hydro Pneumatics
Mother	D. Rani	41	House wife	
Wife / Husband				
Brother / Sister	D. Lakshmi Bhawani	20	Student	
Brother / Sister	D. Venkatesh	18	Student	
Brother / Sister				
Son / daughter				
Son / daughter				
Son / daughter				

Salary Details

(Copy of 1 yr bank statement form salary account will have produced at time of employment)

Last Drawn Salary			
Does the above salary include:	ESI: <input type="checkbox"/> Yes <input type="checkbox"/> No	PF: <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Conveyance: <input type="checkbox"/> Yes <input type="checkbox"/> No	Mobile Allowance: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Expected Salary	7500/-		

Surety

Can you provide 2 sureties from Govt. employees or employees of reputed companies?				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Surety 1:	Name	Y. Mallikarjun	Company	Vikas Engineering Corp
	Designation	Factory Incharge	Your Relation	Uncle.
Surety 2:	Name	D. Bhaskar Gupta	Company	METRO
	Designation	A.G.M	Your Relation	Brother.

Commitment

Can you commit to work for a minimum of 2 years?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Experience & Employment Details

Years of experience in relevant field	
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Name of Company					
Duration of employment	yrs	From date:		To date:	
Location					
Designation					
Last drawn salary					
Number of employees in the company / branch?		Number of employees in your dept. or division?			
Brief description of work handled by you.					
Reason for leaving					

Remarks: (For office use only – Do not write in this box)

Name of Company					
Duration of employment	yrs	From date:		To date:	
Location					
Designation					
Last drawn salary					
Number of employees in the company / branch?		Number of employees in your dept. or division?			
Brief description of work handled by you.					
Reason for leaving					

Remarks: (For office use only – Do not write in this box)

Name of Company					
Duration of employment	yrs	From date:		To date:	
Location					
Designation					
Last drawn salary					
Number of employees in the company / branch?		Number of employees in your dept. or division?			
Brief description of work handled by you.					
Reason for leaving					

Remarks: (For office use only – Do not write in this box)

Name of Company					
Duration of employment	yrs	From date:		To date:	
Location					
Designation					
Last drawn salary					
Number of employees in the company / branch?		Number of employees in your dept. or division?			
Brief description of work handled by you.					
Reason for leaving					

Remarks: (For office use only – Do not write in this box)

Ask for additional sheets if required.

Ref: Pavankumar

CURRICULAM VITAE

D.PAVAN KUMAR
HNO: 2-63/2,
Gandhinagar,
Parvathapur,
Uppal,
Hyderabad-500039.

Mobile No: 9014671438
E-Mail: pavandokuparthy@yahoo.in

CAREER OBJECTIVE:

To excel in highly competitive environment and attain a profile status in the field of management by joining reputed organization which offers a conducive and synergetic environment for mutual growth and development.

PERSONAL SKILLS:

Comprehensive problem solving abilities, excellent verbal and written communication skills. Abilities to deal with people diplomatically, willingness to learn, team facilitator.

STRENGTHS:

- A very quick learner, ability to put in sustained hard work.
- Loves challenging tasks with an inherent drive to achieve tough targets.
- Hardworking, Good communication skills and Inter Personal skills.

EDUCATIONAL QUALIFICATIONS:

- B.Sc. Comp(MECs) from Wesley Degree College.
- Intermediate (M.P.C) from Aadarsh Jr. College, Ameerpet
- S.S.C from Sai Rama High School, New Hafeezpet, Miyapur

TECHNICAL SKILLS:

- MS – Office
- C, Java, HTML – Languages
- DBMS
- Typing – LOWER

PERSONAL PROFILE:

NAME : D.PAVAN KUMAR
FATHERS NAME : D.ANJANEYULU
DATE OF BIRTH : 12 MAR 1990
GENDER : MALE
MARITAL STATUS : SINGLE
RELIGION : HINDU
NATIONALITY : INDIAN
LANGUAGES KNOWN : ENGLISH, HINDI AND TELUGU
HOBBIES : PLAYING CRICKET AND WATCHING MOVIES

DECLARATION:

I hereby declare that the information furnished above is true to the best of my knowledge.

Date:
Place:

Yours truly,
(PAVAN KUMAR)

Remarks by Admin.: (For office use only – Do not write in this box)

Background – Personal	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Background – Work	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Personality	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Appearance	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Communication skills	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Recommendation	<input type="checkbox"/> Employ <input type="checkbox"/> Reject <input type="checkbox"/> Short list & decide later
Recommended salary	
→ He is fresher.	
→ He good at System and Communication skills.	

Remarks by Divisional Manager.: (For office use only – Do not write in this box)


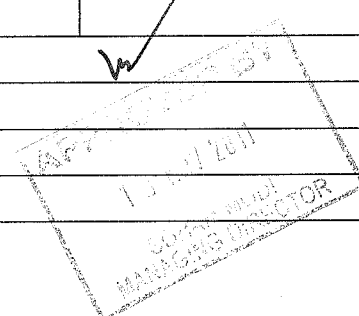
Relevant experience	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor	fresher
Knowledge of subject	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor	fresher
Recommendation	<input type="checkbox"/> Employ <input type="checkbox"/> Reject <input checked="" type="checkbox"/> Short list & decide later	
Recommended salary		
- Even though a fresher - highly energetic and quick learner		

Remarks by MD (For office use only – Do not write in this box)

Recommendation	<input type="checkbox"/> Employ <input type="checkbox"/> Reject <input type="checkbox"/> Short list & decide later
Recommended salary	

Offer Details

Salary offered	6250/-	Date of joining	
Remarks:			



 APPROVED BY
 13/11/2011
 DIVISIONAL MANAGER

$$\begin{array}{r} 6200 \\ 250 \\ \hline 6500 \end{array}$$