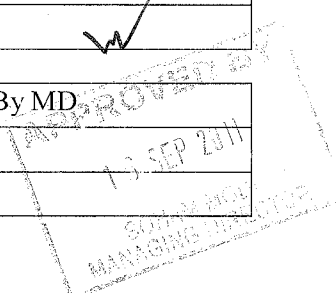


Details of Appointment: (For office use only – Do not write on this page)

Name	B. SATISH KUMAR
Salary	Rs. 7500/- + 4000 Advanced meals
Conveyance	<input checked="" type="checkbox"/> Included in salary <input type="checkbox"/> Extra Rs. _____ per month
Mobile Allowance	<input type="checkbox"/> Nil <input type="checkbox"/> Rs. 250/- 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 type="checkbox"/> Next April -12
Employee company	PMR
Designation	SALES EXECUTIVE
Site	PMR
Date of joining	14/09/11
Report to	Mr. PRAVEEN PATHAK
Commitment	Committed to work for atleast 2 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 checked="" type="checkbox"/> Fathers employment details / Copy of ID card. <input checked="" type="checkbox"/> Surety from _____ <input type="checkbox"/> Surety from _____ <input checked="" type="checkbox"/> 1 yr bank statement <input type="checkbox"/> Reference letter from I-Start- <input type="checkbox"/> Reference letter from GNRAD Pharmacy. <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	He was referred by Mr. Debnath

Approved by Shankar Reddy	Approved By MD
Date: 14/09/11	Date: 13 SEP 2011
Sign: [Signature]	Sign: [Signature]



Description of other courses or training	

Computer Skills

MS Office	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
MS Word	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
MS Excel	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Auto CAD	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Other	

Two Wheeler / Car

Make	Bajaj	Year	2008
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Family Details	Name	Age	Occupation	Company
Father	G. Krishna	56	Business	Home made Mithai
Mother	G. Nirmala	47	House-wife	
Wife / Husband	-	-	-	
Brother / Sister	Umaran?	35	Accountant	Aurora's Eng. College
Brother / Sister	Swapna	27	Teacher	St. Georgia high school
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	11,840
Does the above salary include:	ESI: <input type="checkbox"/> Yes <input type="checkbox"/> No
	PF: <input type="checkbox"/> Yes <input type="checkbox"/> No
Expected Salary	9,000
	Conveyance: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Mobile Allowance: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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	N. Sarath	Company	Entodpharma
	Designation	B.D.O	Your Relation	Sr. officer
Surety 2:	Name		Company	
	Designation		Your Relation	

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	I-Smart Global Pvt. Ltd		
Duration of employment	2.2 yrs	From date: Jan-2017	To date: March 09
Location	Pantagutta		
Designation	Sr. C.C.E		
Last drawn salary	7,500		
Number of employees in the company / branch?	55	Number of employees in your dept. or division?	55
Brief description of work handled by you.	Escalating issues, co-ordinating with internal & external customers as necessary providing guidance, preparing Roasters Data analysis etc.		
Reason for leaving	Got the opportunity to work for Pharma but I haven't joined as I suffered with jaundice		

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

Name of Company	Entrod Pharmaceuticals		
Duration of employment	2:4 yrs	From date: September 09	To date: July '11'
Location	Secunderabad		
Designation	Sales officer		
Last drawn salary	11,840		
Number of employees in the company / branch?	8	Number of employees in your dept. or division?	
Brief description of work handled by you.	Meeting The Doctor and Represent the products of The company then after meeting the chemist and stockist to make the product available...		
Reason for leaving	Problem with out stations and finance		

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.

CURRICULUM VITAE

Gopathi.Satish kumar

H.No: 12-1-483,

Lalapet,

Secunderabad500017

Gopathi.satish@gmail.com

Email:

OBJECTIVE:

Looking forward for a good career opening where I can expand my knowledge and refined my skills so that I can be an dynamic asset to the organization.

EDUCATIONALQUALIFICATION:

- Completed bachelor degree from **Osmania university**
- Completed intermediate from **Vignan junior college**
- Completed secondary school certificate from **S.L.S high school**

WORK EXPERIENCE:

- **Worked for I-Smart Global Pvt.Ltd for Airtel & Sun-Direct as a Sr. C.C.E from Jan-2007 – March-2009.**

Responsibilities:

Escalate issues which cannot be resolved by the team

Provide guidance to the team based on management direction

- *worked for Entod pharmaceuticals pvt.ltd as a Sales officer from September 2009 – July 2011*

STRENGTHS

1. Self confidence

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

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

Relevant experience	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Knowledge of subject	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Recommendation	<input checked="" type="checkbox"/> Employ <input type="checkbox"/> Reject <input type="checkbox"/> Short list & decide later
Recommended salary	
Good Communication Skills, appoint for PMR.	
HL	

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		Date of joining	
Remarks:			

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

Name	
Salary	
Conveyance	<input type="checkbox"/> Included in salary <input type="checkbox"/> Extra Rs. _____ per month
Mobile Allowance	<input type="checkbox"/> Nil <input type="checkbox"/> Rs. _____ per month.
PF & ESI	<input type="checkbox"/> No PF & ESI <input type="checkbox"/> Only after 3 months <input type="checkbox"/> Pay ESI & PF
Probation Period	<input type="checkbox"/> 3 months <input type="checkbox"/> Nil
Salary revision	<input type="checkbox"/> After 3 months <input type="checkbox"/> Next April
Employee company	
Designation	
Site	
Date of joining	
Report to	
Commitment	Committed to work for atleast _____ yrs.
Documents required	<input type="checkbox"/> 4 photographs <input type="checkbox"/> Copy of school certificates <input type="checkbox"/> Copy of degree certificates <input 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	

Approved by Shankar Reddy		Approved By MD	
Date:		Date:	
Sign:		Sign:	