


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

Name	PRAVEEN PATHAK.
Salary	15000 + 10,000 onale ADVANCEED one
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. <u>250/-</u> per month.
PF & ESI	<input type="checkbox"/> No PF & ESI <input checked="" type="checkbox"/> Only after 3 months <input 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 - 12
Employee company	PMR
Designation	Manager - Sales.
Site	PMR, Nagavam
Date of joining	29/06/11
Report to	M.D
Commitment	Committed to work for atleast <u>2</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 checked="" 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 checked="" type="checkbox"/> 1 yr bank statement _____ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Reference letter from _____ <input checked="" type="checkbox"/> Other <u>SERVICE CERTIFICATE - ARENA, WIPRO,</u> <input checked="" type="checkbox"/> Other _____
Remarks	

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

  
**APPROVED BY**  
 - 8 JUL 2011  
 SOHAM MODI  
 MANAGING DIRECTOR

Description of other courses or training	CERTIFICATE IN WEB

**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 type="checkbox"/> Good <input checked="" type="checkbox"/> Average <input type="checkbox"/> Poor
Auto CAD	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Other	WEB DESIGNING

**Two Wheeler / Car**

Make	PULSAR	Year	2004
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Family Details	Name	Age	Occupation	Company
Father	LATE A.T. PATHAK	74	ARMY	ARMY
Mother	SUDHA PATHAK	68	HOUSE WIFE	
Wife / Husband	YAMUNA	28	RESERVA JUDGE	GLOBAL ANGELS
Brother / Sister	COI M.R. PATHAK	47	INDIAN ARMY	INDIAN ARMY
Brother / Sister	A.R. PATHAK	42	LODGE	INDIAN ARMY
Brother / Sister	PRATIMA	38	TEACHER	U.S.A.
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	3.0 LAC GROSS		
Does the above salary include:	ESI: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	PF: <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Conveyance: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Mobile Allowance: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Expected Salary	3.5 LACS GROSS		

**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	Company	
	Designation	Your Relation	
Surety 2:	Name	Company	
	Designation	Your Relation	

*Reference*  
9

**Commitment**

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

*How to*

**Experience & Employment Details**

Years of experience in relevant field	
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Name of Company	ARENA ANIMATION		
Duration of employment	12+ yrs	From date: MAY 1997	To date: DATE (May 2009)
Location	SECUNDERABAD, KUKATPALLY, LOVDHASTI.		
Designation	LENTIVE HEAD		
Last drawn salary	3.0 LAC PER ANNUM.		
Number of employees in the company / branch?	60+	Number of employees in your dept. or division?	60
Brief description of work handled by you.	• MAN. MANAGEMENT		
	• RESOYLE MANAGEMENT		
	• MARKET REAEYLT		
Reason for leaving	GROWTH.		

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


Name of Company	WIPRO E - PERIPHERALS		
Duration of employment	1 1/2 yrs	From date: MAY 2002	To date: SEP 2003
Location	SECUNDERABAD.		
Designation	ASST MANAGER		
Last drawn salary	2.5 L		
Number of employees in the company / branch?	60+	Number of employees in your dept. or division?	12.
Brief description of work handled by you.	FRANCHISE BUSINESS DEVELOPMENT		
	CORPORATE SALES		
	PRODUCT DISTRIBUTION.		
Reason for leaving			

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


Name of Company	PADMAIAYA STUDIOS		
Duration of employment	1.2 yrs	From date: MAY 2005	To date: SEP 2006
Location	JUBILEE HILLS.		
Designation	PLACEMENT - MANAGER.		
Last drawn salary	2.4 L.		
Number of employees in the company / branch?	40+	Number of employees in your dept. or division?	B.
Brief description of work handled by you.	<ul style="list-style-type: none"> <li>• STUDENT PLACEMENT</li> <li>• UNDERSTAND MARKETING TRENDS</li> <li>• HOLD SEMINARS.</li> </ul>		
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.*

**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 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 checked="" type="checkbox"/> Short list & decide later
Recommended salary	
→ Communication Skills are good	
→ willing to work hard	

**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
Knowledge of subject	<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	

**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	15000 + 10 on month	Date of joining	29/08/01
Remarks:			



**Praveen Pathak**  
E-mail: pathaak@gmail.com  
Tel.No: 91-9949475358

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**CAREER OBJECTIVE:**

To work with a people oriented organization, where individual talent, skills and honesty are acknowledged and a conducive work culture is provided.

**Comfortable in:**

- Working independently and also as part of a team
- Effective Communication and Assertive
- Doing innovative things
- Setting up new goals and standards.

**Total Work Experience: 12 + years**

Company Name	Designation	Tenure
Arena Multimedia -Secunderabad	Executive –Marketing (Part time)	May 1997 to sep January 1998
Arena Multimedia - Secunderabad	Manager - Marketing	May 1998 to July 1999
Arena Multimedia –Secunderabad	Centre Manager	August 1999 – April 2002
Wipro E – Peripherals	Manager – Business Development	May 2002 – September 2003
Padmalaya Studios	Manager -Placement	December 2003 – Sep 2004
Arena Animation - secunderabad	Centre Manager	October 2004 – October 2008
Arena Animation - Kukatpally	Centre Head	November 2008 – Till date

**Roles and Responsibilities:**

**Executive – Marketing:**

- Enquiry Generation
- Enquiry Follow up
- Follow Centres Marketing Agenda.

**Manager – Marketing**

- Initiate Marketing Activities both direct and media.
  - Goal setting and achievement.
-





**Centre Manager:**

- **Man Management.**
- **Setting Delivery standards.**
- **Quality Management.**

**Manager – Business Development:**

- **Increase number of channel Partners.**
- **Assist channel Partner increase sales.**
- **Corporate sales.**

**Manager – Placement:**

- **Look out for Prospective employers.**
- **Appoint Faculty to train students on Interview skills.**
- **Invite employers for campus recruitment.**

**Centre Head:**

- **Involve in quality Policy making.**
- **Represent the franchisee in all correspondence with the Parent Company.**
- **Involve in technical upgradations.**
- **Involve in brand Promotions.**
- **Counter Competitors and enable brand growth.**
- **Building Cordial Relationship with various Employers.**

**Brand Manager**

- **Understanding the Market Trend**
- **Initiate innovative Marketing Strategies.**
- **Execute Brand Recall.**
- **Tie ups with Media / Media Agencies.**
- **Identifying Pockets where target Customers exist.**

**Educational Qualification:****Academic:**

**B.Com from Osmania University in the year 2008 with 62 % Marks.**

**Technical:**

**Certified Web Designer from Arena Multimedia.**

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**Significant Achievements:**

- Represented Andhra Pradesh in Youth National Basketball in the year 1995 and 1996
- Won the “Best Marketing Executive” Award in the year 1999.
- Part of best Arena centre in Andhra Pradesh in the year 2000.
- Involved in “NIIT Schools” Project.
- Achieved Cent percent placement track record.

**Personal Details:**

E-Mail (Personal)	Pathaak@gmail.com
Mobile /Res Number	91-9949475358, +91-040-27110573
Date of Birth	14 <sup>th</sup> April 1978
Current Location	Hyderabad
Hobbies	Photography, Music and Sports.

Date:

Place:

Praveen Pathak

