

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

Name	NEELESH DAVE
Salary	10,000/-
Conveyance	<input checked="" type="checkbox"/> Included in salary <input type="checkbox"/> Extra Rs. _____ per month
Mobile Allowance	<input type="checkbox"/> Nil <input checked="" 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 checked="" type="checkbox"/> Next April-13
Employee company	Alpine Estates
Designation	Admin. Officer
Site	May Flower Heights of Gulmohar Gardens.
Date of joining	21-08-2012
Report to	P. Ramesh
Commitment	Committed to work for atleast 02 yrs.
Documents required	<input checked="" type="checkbox"/> 4 photographs <input checked="" 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	<p>→ Referred by Mr. DK Hemendra, Admin officer his Brother-in-law</p> <p>→ Management Contribution Provident fund and ESI In his Salary <i>Dai</i></p>

Approved by Manager - HR & Admin.		Approved by Managing Director	
Date:	21-08-2012	Date:	
Sign:	<i>Dai</i>	Sign:	

APPROVED BY
21 AUG 2012
SOHAM MODI
MANAGING DIRECTOR

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

Background – Personal	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Background – Work	<input type="checkbox"/> Good <input checked="" 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 type="checkbox"/> Employ <input type="checkbox"/> Reject <input checked="" type="checkbox"/> Short list & decide later
Recommended salary	12,000/- (approx)
<u>ok</u>	

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

Relevant experience	<input type="checkbox"/> Good <input checked="" type="checkbox"/> Average <input type="checkbox"/> Poor
Knowledge of subject	<input type="checkbox"/> Good <input checked="" 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	MD Decision.
He is ok for Admin Officer post. His communication skills is good and computer knowledge is good. 3 months training required	
P. Samuel 17/08/12	

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:			

As per Discussion with him he is interested to do the job, and communication ~~skills~~ skills are good and he will learn immediately for what we required with him and he is ok and Best suitable for this job.

4MU-II. P. Samuel 17/08/12

Admin

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	ADMIN OFFICER		
Date of application	17.8.12		
Application through	<input type="checkbox"/> Advertisement	<input checked="" type="checkbox"/> Referred by:	HEMENDRA K.

Personal Details

Name	NEELESH K. DAVE		
Age	30	Date of Birth	5.1.81
Fathers Name	K. V. DAVE		
Address for Correspondence	C/O # A-405, MAY FLOWER PARK, MALLAPUR NACHARAM, HYDERABAD - 560026		
Phone & Mobile	08957892981		
Permanent Address			

Education

I	N	L	C	Y	Pe	
<p><i>Note</i> <i>Sir,</i> <i>Reg - Mr. Neelesh (If Selected)</i> <i>Salary may offer - 9500 to 10,000</i> <i>Pf, ESI applicable</i> <i>next increase in Apr'13 based on Performance</i> <i>Dai</i> <i>Prabhudas - 10750/-</i> <i>Anjirich - 15972/-</i></p>						
<p><i>Admin office</i> 18/8/12</p>						
Correspondence Course						
ion						
SC / ST / BC / Open						
Correspondence Course						
of instruction						

Name of Inter/ Jr. College	J.S.S.P.U. COLLEGE, BANGALORE.		
Location	JAYANAGAR, 8 TH BLOCK, BANGALORE.		
Year	2001-2002	Medium of Instruction	ENGLISH

Name of school	N.S.V.K.H. SCHOOL, BANGALORE.		
Location	JAYANAGAR 7 TH BLOCK, BANGALORE.		
Year	1999-2000	Medium of Instruction	ENGLISH.

1st and 2nd Standard
Studied in Kannada
Med
again studied in English
Medic

Description of other courses or training	CALL CENTRE TRAINING
	BAKERY COURSE.

Computer Skills

MS Office	<input type="checkbox"/> Good <input checked="" type="checkbox"/> Average <input type="checkbox"/> Poor
MS Word	<input type="checkbox"/> Good <input checked="" 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 checked="" type="checkbox"/> Poor
Other	INTERNET (EMAILING)

Two Wheeler / Car

Make		Year	
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Family Details	Name	Age	Occupation	Company
Father	K.V. DAVE	72	RETIRED	SENIOR CITIZEN
Mother	B.K. DAVE	61	HOUSE WIFE	SENIOR CITIZEN.
Wife / Husband				
<input checked="" type="checkbox"/> Brother / Sister	Y.K. DAVE	38	EMPLOYEE	Dubai
<input checked="" type="checkbox"/> Brother / Sister	M.K. DAVE	36	EMPLOYEE	Dubai
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	10,000		
Does the above salary include:	ESI: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	PF: <input type="checkbox"/> Yes <input checked="" 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	10,000 Negotiable. (As per Company norms)		

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	

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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Mr. Neelish

Experience & Employment Details

Years of experience in relevant field		SALARIED - 7yrs 6months SELF EMPLOYMENT - 2yrs 6months.			
Name of Company	SELF EMPLOYED				
Duration of employment	2½ yrs	From date:	2009	To date:	2012
Location	BANGALORE.				
Designation	SALES & COLLECTIONS. EXECUTIVE				
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.	Selling of Agarbathies for wholesale and retail purchased directly from the manufacturers.				
Reason for leaving	Loss Of Business.				

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

→ Lack of Marketing etc.
→ Competition.

Name of Company	Q-Zines (Restaurant)				
Duration of employment	yrs	From date:	2008	To date:	2009
Location	BANGALORE				
Designation	MANAGER.				
Last drawn salary	10,000/-				
Number of employees in the company / branch?	8	Number of employees in your dept. or division?	5		
Brief description of work handled by you.	Manage and develop the business activities on daily basis. Train subordinates to provide good customer service and upselling the menu.				
Reason for leaving	Loss Of Business (Due to Partnership clash)				

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

Name of Company	24x7 Customer Pvt Ltd				
Duration of employment	15 months	From date:	2007	To date:	2008
Location	BANGALORE.				
Designation	Customer Support Executive (McAfee)				
Last drawn salary	15,515				
Number of employees in the company / branch?	3500+	Number of employees in your dept. or division?	300		
Brief description of work handled by you.	Renew and upselling of McAfee Anti Virus Protection. Solve queries related to the product purchased. Show progress in performance.				
Reason for leaving	Health Conditions (Night Shifts)				

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

US based - product

Name of Company	First Source				
Duration of employment	9 months	From date:	2006	To date:	2007
Location	BANGALORE.				
Designation	SEMI TECHNICAL SUPPORT.				
Last drawn salary	14,982				
Number of employees in the company / branch?	2000+	Number of employees in your dept. or division?	200		
Brief description of work handled by you.	Solve technical queries related to broadband services. Provide customer support to the product purchased.				
Reason for leaving	PH Health (Night Shifts)				

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

UK Based - product
Release from

Ask for additional sheets if required.

Mr Neelesh

Experience & Employment Details

Years of experience in relevant field	
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Name of Company	PIZZA HUT				
Duration of employment	4 yrs	From date:	2002	To date:	2006
Location	BANGALORE.				
Designation	CREW MEMBER				
Last drawn salary	3,500/-				
Number of employees in the company / branch?	20	Number of employees in your dept. or division?	8		
Brief description of work handled by you.	Handle the customer. Manage day to day operations. Perform for excellence of the branch and compete inter store competitions.				
Reason for leaving	Low Package.				

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.

Neelesh . Dave

779, 1st Cross, 1st Block,

Geethanjali Layout,

Indiranagar,

Bangalore - 560078

Mobile: 9611049196

Email: ~~neeleshtheway@gmail.com / yahoo.com~~

OBJECTIVE

Aspiring to work in an environment, which provides challenging career scope for continuous learning and where career growth is commensurate to one's effort and performance.

WORK EXPERIENCE

- *Worked as a **Steward** in **PIZZA HUT** for 4years. Duration From: 25.05.2002 To: 05.05.2006.*
- *Worked as a **Customer Service Associate** in **FIRST SOURCE** for 9months. Duration From: 10.07.2006 To: 28.05.2007.*
- *Worked as a **Customer Support Executive** in **247 CUSTOMER PVT LTD** for 15months. Duration From: 07.07.2007 To: 08.11.2008.*
- *Working as a **Restaurant Manager** in **Q-Zines**. Duration From: 10.11.2008 To ~~Fill~~ →
Date: 2009*
- > **SELF EMPLOYMENT TILL DATE**

PERSONAL SKILLS

Fast Learner

Positive Attitude

Good Communication Skills

Confident

Flexible at work

Enthusiastic

EDUCATIONAL QUALIFICATION

➤ Undergraduate.

PERSONAL PROFILE:

NAME : NEELESH.DAVE
FATHER'S NAME : K.V. Dave
DATE OF BIRTH : 05/01/1981
NATIONALITY : Indian
MARITAL STATUS : Single
LANGUAGES KNOWN : English , Hindi, Kannada, Gujrati & Telugu
HOBBIE : Reading Books, Listening to Music &
Making Friends.

DECLARATION

The above-mentioned information is true to the best of my knowledge & belief.

Place: ~~Bangalore~~ HYDERABAD.

Date: ~~26.08.2010~~ 17.8.2012

(Neelesh Dave)

