

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

Name	LOUIS MARTIN
Salary	Rs. 10,000/-
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 <sup>00</sup> 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 checked="" type="checkbox"/> Next April
Employee company	MODI VENTURE
Designation	<del>Admin Officer</del> Asst. Manager <u>Admin</u>
Site	RMG
Date of joining	19/06/09
Report to	MR. A. K. RAJESH.
Documents required	<input checked="" type="checkbox"/> 4 photographs <input checked="" type="checkbox"/> Copy of school certificated <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"/> Reference letter from _____ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	He joining with 2nd time

Sign: \_\_\_\_\_

Date: \_\_\_\_\_

*[Handwritten Signature]*

**APPROVED BY**  
 20 JUN 2009  
 SUSHAN MODI  
 MANAGING DIRECTOR

**Bio-Data**

Note: Attach copy of Resume / Bio-data

Application for post of	Add Min Officer		
Date of application	20.6.87		
Application through	<input type="checkbox"/> Advertisement	<input checked="" type="checkbox"/> Referred by:	Mh J. Jagdish K.

**Personal Details**

Name	LOUIS MARTIN		
Age	62 yrs	Date of Birth	01-12-1947
Fathers Name	Late J. MARTIN		
Address for Correspondence	A 513 MAY FLOWER PARK MALLAKUR - NARACHAM. HYD 500076		
Phone no. for correspondence	905055 7959.		
Permanent Address	Same as above.		

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


**Education**

Degree			
Name of college			
Location			
Year		Medium of Instruction	

Degree			
Name of college			
Location			
Year		Medium of Instruction	

Name of Inter/ Jr. College	JET 3 YEAR MALHIVE SHOP		
Location	DON BOSCO Technical + High School W.S. Bengal.		
Year	1968.	Medium of Instruction	English

Name of school	DON BOSCO High School.		
Location	KILLAKUR - WEST Bengal + HOWRAH.		
Year	1968.	Medium of Instruction	ENGLISH.

Other courses or training	
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**Computer Skills**

MS Office:	Excellent / Good / Avg. / Learnt but never worked on it / Nil
MS Word:	Excellent / Good / Avg. / Learnt but never worked on it / Nil
MS Excel:	Excellent / Good / Avg. / Learnt but never worked on it / Nil
Auto CAD:	Excellent / Good / Avg. / Learnt but never worked on it / Nil
Other:	

**Two Wheeler**

Make		Year	
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Family Details	Name	Age	Occupation	Company
Father	<i>late J. Martin</i>			
Mother	<i>late V. Martin</i>			
Wife / <del>Husband</del>	<i>Mrs P. Martin</i>	<i>61</i>	<i>Home wife</i>	
Brother / Sister	<i>} Not Dependent.</i>			
Brother / Sister				
Brother / Sister				
Son / <del>Daughter</del>	<i>Angeli Martin</i>		<i>Asst Manager</i>	<i>GE. G.E.</i>
Son / Daughter	<i>/</i>			
Son / Daughter	<i>/</i>			

**Salary Details**

Last Drawn Salary			
Above salary Included	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			

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**Experience & Employment Details**

Years of experience in relevant field	
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Name of Company	WEALTH VIEW				
Duration of employment	2 yrs.	From date:	2007	To date:	2009.
Location	Malaysia				
Designation	Manufacture Manager				
Last drawn salary	3500 Malaysian Ringgit.				
Brief Description of work	Erecting and setting up of a heat plant - Recycling of Batteries				
Reason for leaving	Contract over.				

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Name of Company	Modi Prof				
Duration of employment	1 1/2	From date:	2005	To date:	2007.
Location	G.M.G.				
Designation	Loan Coordinator				
Last drawn salary	6000/-				
Brief Description of work	Was in charge of collection and loan follow up from Banks.				
Reason for leaving	for going abroad on a 2yr contract				

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