

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

Name	Dakshina Murthy
Salary	3,500/-
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 checked="" 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
Employee company	Mehta & Modi Homes.
Designation	Store keeper
Site	SOB I, II & III
Date of joining	4/12/08
Report to	to Ranit at SOB.
Documents required	<input checked="" type="checkbox"/> 2 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 type="checkbox"/> Copy of passport <input checked="" type="checkbox"/> Fathers employment details / Copy of ID card. <input checked="" type="checkbox"/> Reference letter from <u>Hutch</u> . <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	Brother in law of Shekar electrician.

Sign: [Signature]
 Date: 2/12/08

Ref: B. Shaker
(Brother-in-law)

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	Collection executive / Store keeper
Date of application	25/11/06.

Personal Details

Name	T. Dakshina malini.		
Age	22 ✓	Date of Birth	13/12/1983.
Fathers Name	T. Balaram.		
Address for Correspondence	H.No: 6-2-909/26, Tummala basti, Khairatabad, Hyderabad.-04		
Phone no. for correspondence	23309929.		
Permanent Address	H.No: 6-2-909/26, Tummala basti, Khairatabad, Hyderabad.-04.		

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

→ Commencement Skills Normal

Education

Degree	3rd year. B.com.		
Name of college	Pragathi Maha Vidyalaya Degree college.		
Location	Aizid.		
Year	2005.	Medium of Instruction	English ✓

1. Four years law
2. Income tax law

Degree	B.com 3rd year.		
Name of college	Pragathi Maha Vidyalaya Degree College.		
Location	Aizid.		
Year	2005	Medium of Instruction	English.

Name of Inter/ Jr. College	Chanakya Junior college.		
Location	Panjagulla.		
Year	2002.	Medium of Instruction	Telugu ✓

Name of school	Saraswati vidya mandir.		
Location	Khairatabad.		
Year	2000	Medium of Instruction	Telugu ✓

Other courses or training	
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Remarks: (For office use only – Do not write in this box)

Computer Skills

MS Office:	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Avg.	<input type="checkbox"/> Learnt but never worked on it	<input type="checkbox"/> Nil
MS Word:	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Avg.	<input type="checkbox"/> Learnt but never worked on it	<input type="checkbox"/> Nil
MS Excel:	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Avg.	<input type="checkbox"/> Learnt but never worked on it	<input type="checkbox"/> Nil
Auto CAD:	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Avg.	<input type="checkbox"/> Learnt but never worked on it	<input type="checkbox"/> Nil
Other:					

Two Wheeler

Make	Hero honda	Year	2000
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Family Details	Name	Age	Occupation	Company
Father	P. Balaram	60	clerk	A.G. office
Mother	P. Kamalamma	50	House wife	
Wife / Husband				
Brother / Sister	P. Chandrashekar	28	mechanical	
Brother / Sister	P. Madhav	23	student	B. Tech. (C.S.C.)
Brother / Sister				
Brother / Sister				

Salary Details

Last Drawn Salary	5,500/- Per month		
Above salary Included	ESI: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	PF: <input checked="" 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	6,500/- per month (negotiable)		

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Experience & Employment Details

Years of experience in relevant field	— Sales Executive (Hutch).			
Name of Company	Hutch.			
Duration of employment	From date:	2005	To date:	2006
Location	Khairathia bad.			
Designation	Sales Executive.			
Last drawn salary	5,500/- per month.			
Brief Description of work	credit cards application.			
Reason for leaving				

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

→ Due to odd timings he left the job.

Name of Company				
Duration of employment	From date:		To date:	
Location				
Designation				
Last drawn salary				
Brief Description of work				
Reason for leaving				

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

Communication skills → Working over all o.s. & new to construction jobs, though he is from Haridwar field, over all o.s.

~~through.~~

RESUME

T.DAKSHINA MURTHI

S/O T.BALARAM

H.NO:6-2-909/26,

Thummala basthi,

Khairatha bad,

Hyderabad-500004

Andhra Pradesh,

Mobile:9391349492

E-mail: madhav_246@yahoo.com

Career Aspiration:

To render professional services with determination and dedication and thus achieve growth to reach up to the corporate levels, communication with leadership qualities, convincing nature, adjusting mentality and a workaholic who always has a good rapport with the team member. I have always been keenly interested in Leadership qualities. In this dynamic and continuously evolving technological world I feel that such a role is vital and has a vast array of opportunities.

Strengths:

I am rational, disciplined and have a high degree of self-confidence. My personal strengths, excellent communication and interpersonal skills.

ACADEMIC PROFILE :

Bachelor of Commerce.

EXPERIENCE:

Hutch (khairatha bad branch)

Designation: Sales Executive

For two years

WORK EXPERIENCE

Presently working for **HUTCH** as **credit card sales executive** since April 2005.

Job Profile

- Handling a team of **FIVE** Customer Relations Officers.
- Handling the Key Account Customers of hutch
- Educating the customers with the usage of various products, promoting the new packages to the customers and Churning the Competitor lines to hutch
- Interaction with the customers personally and solving their queries form their end.
- Maintaining daily reports and system based analysis.
- Handling grievance cell.
- Handling the Bill Collections of the key account customers and Mapping of new accounts with the help of existing customers.
- Ensuring Customer Satisfaction and try to enhance reve

PERSONAL PROFILE:

Name : T.Dakshina murthi
Father's Name : T.Balaram
Date of Birth : 13-12-1983
Sex : Male
Languages Known : English, Hindi, and Telugu
Marital Status : Single
Email : madhav_246@yahoo.com

(T.DAKSHINA MURTHI)