

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

Name	S. PURUSHOTAM REDDY.
Salary	10,000/- + 2,000/- on A/c incentives.
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. 4000/- 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
Employee company	GREENWOOD BITATER.
Designation	ASSI. MANAGER SACAL.
Site	HO. of GWE.
Date of joining	24/11/08.
Report to	HO. to Havi Mehra.
Documents required	<input checked="" type="checkbox"/> 2 photographs u. <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 checked="" type="checkbox"/> Reference letter from <u>HP</u> <input checked="" type="checkbox"/> Reference letter from <u>BOA</u> <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	<p>The exact nature of work to be decided after initial period of 2 weeks.</p>

Sign: [Signature]  
 Date: 19/11/08

Amogh

**Bio-Data**

Note: Attach copy of Resume / Bio-data

Application for post of	Sales Manager		
Date of application	18.11.08		
Application through	<input checked="" type="checkbox"/> Advertisement	<input type="checkbox"/> Referred by:	

**Personal Details**

Name	S. PURUSHOTHAM REDDY		
Age	25	Date of Birth	21.09.1983
Fathers Name	S.N. REDDY		
Address for Correspondence	Uppal, Hyderabad - 35. <span style="float: right;">/ one home</span>		
Phone no. for correspondence	90002 32430		
Permanent Address	H.No = 18-20, Uppal.		

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

→ <u>Solomonath Reddy</u> gmb			
→ <u>Mr. P. Anand</u> in Recd Pk			

**Education**

Degree	M.B.A. (MARKETING)		
Name of college	SCOL - <u>Sambhush</u> <span style="float: right;">/ JAG</span>		
Location	PUNE <span style="float: right;">/ 7/5/1</span>		
Year	2008	Medium of Instruction	English

Degree	B.COM		
Name of college	S.C. - SAMATHA DAURBE LOURNA <span style="float: right;">/ 6/1/1</span>		
Location	SIVD NARAYANUDA <span style="float: right;">/ 6/1/1</span>		
Year	2005	Medium of Instruction	English

Name of Inter/ Jr. College	N Jr college - RUPUNNA Jr. College <span style="float: right;">/ 6/1/1</span>		
Location	Hnd - Kachiguda <span style="float: right;">/ 6/1/1</span>		
Year	2002	Medium of Instruction	English

Name of school	St. Mark School <span style="float: right;">/ 6/1/1</span>		
Location	Sec d <span style="float: right;">/ 6/1/1</span>		
Year	2000	Medium of Instruction	English

GOOD, WE CAN APPOINT HIM.

11<sup>th</sup>  
18/11/08  
2

Other courses or training	CRM - MIS157 — 2005
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Remarks: (For office use only - Do not write in this box)


**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	TVS	Year	2008
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Family Details	Name	Age	Occupation	Company
Father	S. N. R.	55+	Pensioner	T.M.C.
Mother	S. L. R.	60+	H.M.	
Wife / Husband				
Brother / Sister	S. K. R.	30+	DA ENT	D. O. ENT ✓
Brother / Sister	S. S. R.	28+	SUNSHINE	SATNAV ✓
Brother / Sister				
Son / Daughter				
Son / Daughter				
Son / Daughter				

**Salary Details**

Last Drawn Salary	2,40,000		
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 type="checkbox"/> Yes <input type="checkbox"/> No	Mobile Allowance: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Expected Salary	3,00,000		

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


**Experience & Employment Details**

Years of experience in relevant field			
Name of Company	HEWLETT PACKARD		
Duration of employment	2006	From date:	2007 To date: ✓
Location	Bangalore		
Designation	Sales order.		
Last drawn salary	3,28,000.		
Brief Description of work	Channel Marketing.		
Reason for leaving	Resignation   To move in with parents..		

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


Name of Company	BANK OF AMERICA		
Duration of employment	2007	From date:	2008 <sup>May</sup> To date: ✓
Location	Hyderabad.		
Designation	Online Specialist - OSSS		
Last drawn salary	2,40,000.		
Brief Description of work	Online Banking Specialist F. marketing and service.		
Reason for leaving	Resignation ✓		

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

Work was post sales service - NOT his intent. He wants to be in sales/mtl.			

# Resume

**PURUSHOTHAM REDDY S**

**E-mail:** s.purushothamreddy@yahoo.com

**Contact:** 90002 32430

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## **OBJECTIVE**

Sales & Marketing. To lead professional team(s), where I can exhibit my potential knowledge and innovative marketing strategies to increase the overall turnover and market share.

## **EDUCATION**

### **ACADEMIC**

**MBA - Marketing**  
Symbiosis Center of Distance Learning

**B.COM Computers**  
Samatha Degree College, Osmania University

**INTERMEDIATE - CEC**  
Nrupatunga Junior College, Board of Intermediate Education.

## **ADDITIONAL TRAINING**

**Customer Relationship Management.**  
**NISIET** (National Institute of Small Industries Extension Training)

**Green Belt training Program (Six Sigma)**  
**HP** (Hewlett Packard)

**Business Communication**  
Career Cruise – HP (Hewlett Packard)

**Banking Domain Training**  
Stratadigm – **BOA** (Bank of America)

**Advanced Consumer Banking**  
Stratadigm – **BOA** (Bank of America)

**Even Eagles Need A Push** - *David McNally.*  
Bank of America

**Who Moved My Cheese?** - *Dr Johnson Spencer.*  
Bank of America

**Intermediate Spanish language course.**  
International languages Institute - **R. K Math.**

## COMPUTER SKILLS

MS-Office  
Web Programming

## EXPERIENCE

### HP (HEWLETT PACKARD)

Mar 2006 to May 2007 as **Sales Order Admin-1** and **SME** (Subject Matter Expert).

### Bank of America.

May 2007 to May 2008 as **Online customer relationship Specialist.**

## JOB RESPONSIBILITIES - HP

### Partner Business Corporate and Compliances

- Responsible for managing of HP Sales in Australia and Indonesia.
- Validation of End user documents to avoid Grey Business and to safeguard organizational ethics, values, and Brand image
- Motivation of channel partners for promotion of sales in respective countries
- Issue of rebate on special deals for improvement of sales.
- Eradication of Grey Market Business for quality assurance in sales.
- Supporting Brand Protection Team.
- Collection of rebate back from Partner, in case of deviation of prescribed distribution channel.

### Learning & Development – Contact HR (value added experience)

*Note: worked as HR for the reason of knowledge gaining and sharing.*

- Troubleshoot of Learning and Development issues.
- Assisting the learners with necessary resolutions on L&D issues through Net meeting and other possible modes.
- Follow up with learners for completion of courses.
- Reporting the content owners with the necessary changes
- Verification of employee's learning status.

## ACHIEVEMENTS

Achieved **16** values awards, **4** Performance awards,

## **JOB RESPONSIBILITIES - (Bank of America)**

- Enrolling the customers on Online Banking access, Online ID and Passcode reset.
- Online Banking assistance, bill payments, products description, Branch & ATM locations guidance, account openings.
- Service after sales for creation of brand image and new products sales to the existing customers.
- Simultaneously handling 3 customers on different issues with CTQs on absolutely green.

**ACHIEVEMENTS** Achieved 11 Thank You Cards, 5 WOW Awards and 2 Excellent Performer Awards.

## **PERSONAL DETAILS**

DATE OF BIRTH : 21-09-1983  
MARITAL STATUS : Un-Married  
LANGUAGES : English, Spanish, Hindi and Telugu.  
ADDRESS : Plot No: 13, Balaji Enclave, East Kalyanpuri,  
Uppal, Hyderabad - 500039.

## **STRENGTHS**

- Fast Learner
- Organizing Skills
- Adaptability
- People Management
- Excellent thought process

## **INTERESTS**

- Pencil Shading
- Fashion Designing
- Interior Designing
- Listening Music

Fields of interest are Sales & Marketing, Brand image creation, Customer relationship management, Supply chain management, Product design, Public relations, Advertising, Logistics management, Promotions, Training.

Best cheers

**Purushotham Reddy S**