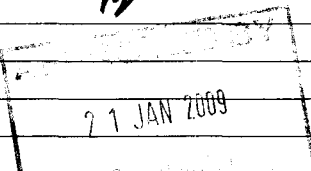


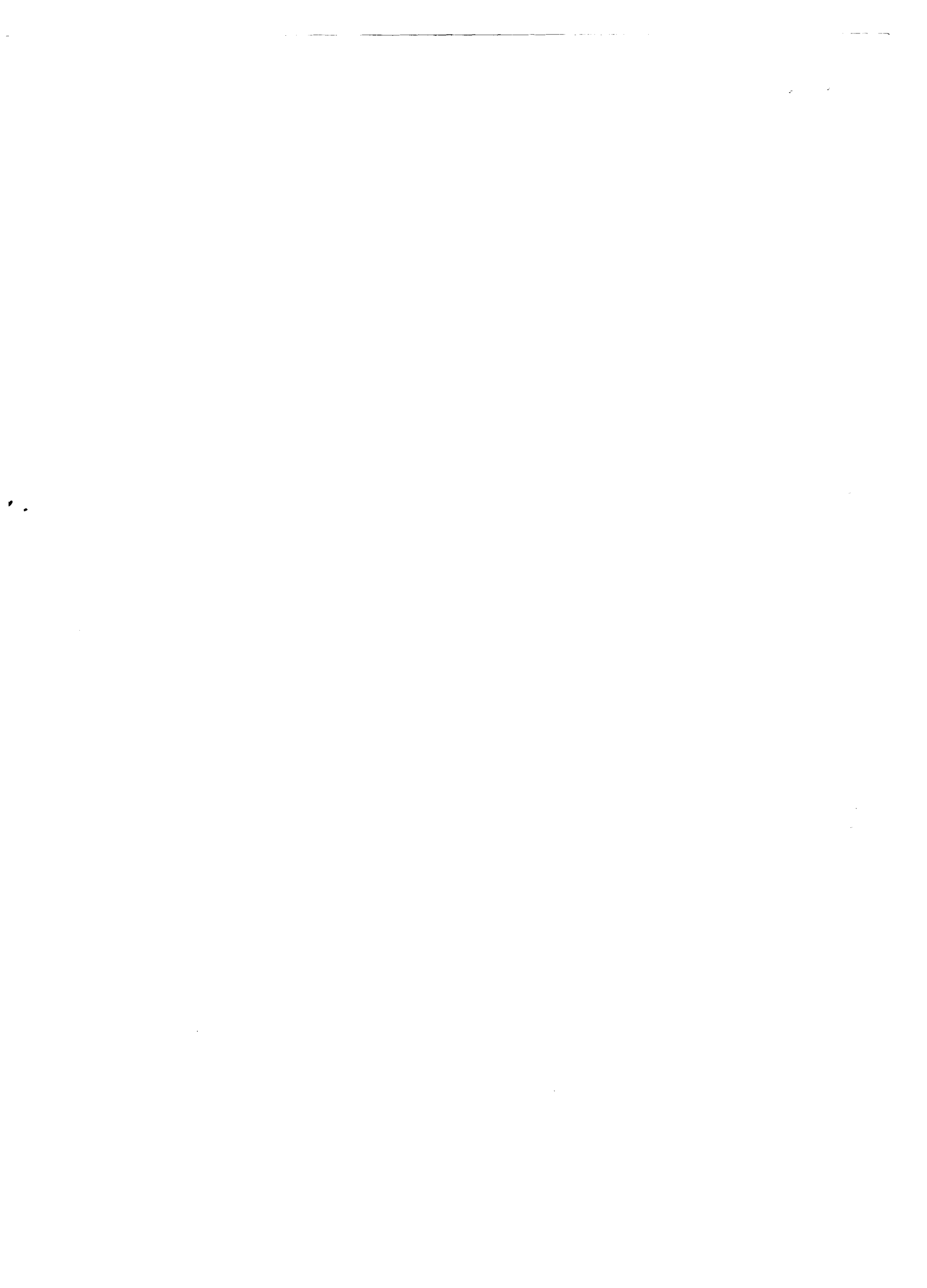
Details of Appointment : (For office use only – Do not write on this page)

Name	D. MADHU MOHAN REDDY
Salary	7000/- + 5000/- 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 type="checkbox"/> Rs. 250/- 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	Mehta & Modi Homes
Designation	SALES EXECUTIVE
Site	
Date of joining	01.02.09 Reported on 23/01/09
Report to	
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 checked="" type="checkbox"/> Copy of passport, <i>Yany</i> <input type="checkbox"/> Father/Husband's employment details / Copy of ID card. <input checked="" type="checkbox"/> Reference letter from <u>BAJAJ ALLIANCE (Previous Employer)</u> <input type="checkbox"/> Reference letter from <u>UTI BANK LTD, CTO (Previous Employer)</u> <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____
Remarks	Reference of S. Purushotham Reddy. His own brother in law <div style="text-align: center;">  </div>

Sign: _____

Date: 22/01/09





Ref: Mr. P. M. Mohan Reddy
 (1) Mr. P. M. Mohan Reddy

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	SALES MANAGER		
Date of application	12/08/08		
Application through	<input type="checkbox"/> Advertisement	<input checked="" type="checkbox"/> Referred by: Purushothan Reddy	

Personal Details

Name	D. MADHU MOHAN REDDY		
Age	33	Date of Birth	01-06-1975
Fathers Name	D. JANAKI REDDY		
Address for Correspondence	4-7-114, RAJHAVENORA NALAR Colony Near Hejath Nagar But Depot, Hejath Nagar R.E. DIST - 501505		
Phone no. for correspondence	9885866471		
Permanent Address	Same as above		

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

→ Communication Skills - Nil
 → Not approved. has own finance business.
 May not give full time to his work!

Education

Degree	B.A. (E.P.P)		
Name of college	V.V. College		
Location	JANAKI		
Year	1999	Medium of Instruction	TELUGU

Degree			
Name of college			
Location			
Year		Medium of Instruction	

Name of Inter/ Jr. College	Govt. Jr. College (MALACPET)		
Location	MALACPET		
Year	1994	Medium of Instruction	TELUGU

Name of school	NEW MODER HIGH SCHOOL		
Location	DILSUKH NAGAR		
Year	1982-1990	Medium of Instruction	TELUGU

We have selected relevant experienced persons.
 Your application is being rejected.

12/1/09

Other courses or training	
---------------------------	--

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	HONDA	MODEL	PRO PLUS	Year	2005
------	-------	-------	----------	------	------

Family Details	Name	Age	Occupation	Company
Father	D. JANAKI RAO	65	RETIRED	APS RTC
Mother	S. LALITHA	55	HOUSE WIFE	
Wife / Husband	SUSATHA	28	TEACHER	RAJASREE VIDYAMANIR
Brother / Sister	VENKAT RAO	36	DRIVER	APS RTC
Brother / Sister	SREOGNI	35	TEACHER	ROWTHATI HIGH SCHOOL
Brother / Sister				
Son / Daughter	LOKESH	3	NURSERY	
Son / Daughter	NEETHANA	1 1/2		
Son / Daughter				

Salary Details

Last Drawn Salary		
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	20,000/-	

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

Salary Rs. 7,000/- + 5,000/- in A/c	
in hand.	
Join On.	22/12/09.

Calus Executive

APPROVED BY
 11 JAN 2009
 MANAGING DIRECTOR

Experience & Employment Details

Years of experience in relevant field	-
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Name of Company	BAJAJ ALLIANCE LIFE INSURANCE Co. LTD		
Duration of employment	From date:	MAR-02	To date: NOV-08
Location	SECUNDEBARAO		
Designation	RELATION SHIP MANAGER		
Last drawn salary	15000/-		
Brief Description of work	To sell the Insurance products, and maintain the D.S.A. & D.S.T. and the Money customers.		
Reason for leaving	Resignation		

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

→ He resigned	

*Archana
confirm*

Name of Company	UTD BASIC LTD. 77		
Duration of employment	From date:	APR-01	To date: FEB-07
Location	NAMPALLY		
Designation	SENIOR EXECUTIVE		
Last drawn salary	10000/-		
Brief Description of work	I have taken the team leader which is processing all the commercial tax processing work. I have taken the 10 member's team here.		
Reason for leaving	Resignation		

by

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

→ He was ^{was} the senior ^{senior} finance manager (1993-2002)	
→ It was not an R.M. 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)

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)

**Ask for additional sheets if required.*

D.Madhu Mohan Reddy

Plot No. 13, 4-7-114
Raghavendra nagar colony,
Hayathnagar,Hyd-501505.

E-mail: madhu_donooru@yahoo.co.in

Contact: 98858 66471

Objective

A challenging position in a reputed firm, which will allow me to utilize my existing marketing skills and enable to acquire new abilities.

Skills

- Strong organization and analytical skills.
- Excellent interpersonal skills, office etiquette and phone manners.
- Software: All Windows operating systems, Microsoft Word, WordPerfect and Excel.

Experience

March 2007 – Nov 2008

Relationship Manager (Bancassurance)

BAJAJ ALLIANZ LIFE INSURANCE Co. Ltd., Hyderabad

- Handling channels of GE-Money Financial Services.
- Observing the regular business of four DSA's.
- Cross sale of GE-Money customers to purchase insurance products.
- Communicating with all levels of company executives for the right flow of Business.
- Managing the relationship between the Bajaj Allianz and GE-Money.
- Information tracking between the area managers.

April 2001 – Feb 2007

Senior Executive – Back Office Operations

UTI BANK LTD. CTO, Hyderabad.

- Handling team in the commercial tax sales collections and processing.
- Collecting of commercial tax challans from CTO's and DCTO's.
- Updation of control numbers, dealer details, cheque no's, etc. on challans
- Preparation of daily report shee to the concerned CTO's and DCTO's, monthly report to commercial tax commissioner.



Education

Technical

I.R.D.A Certificate course - 2006

AMFI Advisor Module - 2005

Academic

Bachelor of Arts - Osmania University. 1999

V.V.College, Hyderabad.

Personal Details

Date of Birth : 01-06-1975
Marital Status : Married
Languages Known : English, Hindi & Telugu
Nationality : Indian

Declaration:

I am confident of my ability to work in a team and co-operate with others as per their considerations.

I hereby declare that the information furnished above is true to the best of my knowledge.

D.Madhu Mohan Reddy

