

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

Name	M. NAGARJUNA
Salary	12,000/- + 3000/- 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. 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	ALPINE ESTATES.
Designation	Sr. Sales Executive
Site	
Date of joining	20-03-2009.
Report to	
Documents required	<input checked="" type="checkbox"/> 4 photographs <input checked="" type="checkbox"/> Copy of school certificates <input checked="" type="checkbox"/> Copy of degree certificates <input checked="" type="checkbox"/> Copy of drivers license <input checked="" type="checkbox"/> Copy of passport, if any. <input type="checkbox"/> Father/Husband's employment details / Copy of ID card. <input checked="" type="checkbox"/> Reference letter from <u>Radha Reality Corp (India) Pvt Ltd.</u> <input checked="" type="checkbox"/> Reference letter from <u>Vodafone</u> <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____
Remarks	By Reference :- Mr. G. Satish Kumar - Asst. Manager - Sales.

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

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

**APPROVED BY**  
 23 MAR 2009  
 SOHAM MODI  
 MANAGING DIRECTOR

Ref: - Mr. Jethu

HYD  
Mrs. Jethu  
Narasimha  
M. Subbarao  
Jethu

**Bio-Data**

Note: Attach copy of Resume / Bio-data

Application for post of	Sales
Date of application	3/3/09
Application through	<input type="checkbox"/> Advertisement <input checked="" type="checkbox"/> Referred by: <u>Mr. Satish</u>

**Personal Details**

Name	M. Nagarajana		
Age	26	Date of Birth	29/07/1982
Fathers Name	M. Baswaraj		
Address for Correspondence	L/G H - 227 APHB Colony Moula-ali HYD - 500040		
Phone no. for correspondence	9885274674		
Permanent Address	L/G H - 227 APHB Colony Moula-ali HYD - 500040		

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

→ Comment center <u>Shilly de X</u>

Said to come on Thursday 16/3/09

**Education**

Degree	B.COM		
Name of college	R.R.D. Degree College		
Location	Vidya Nagar		
Year		Medium of Instruction	

Degree	B.COM		
Name of college	R.R.D. Degree College		
Location	Vidya Nagar		
Year	2008	Medium of Instruction	

Name of Inter/ Jr. College	NRUPATUNGA JR College		
Location	Kachiguda		
Year	2002	Medium of Instruction	

Name of school	S.T. Georges High School		
Location	Jaynagar Moula-ali		
Year	1997	Medium of Instruction	



Other courses or training	
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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	Hero Honda	Year	2004
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Family Details	Name	Age	Occupation	Company
Father	M. Baswaraj	82	Business	Sri Sai Srinivasa Subharpur
Mother	M. Venkudai	48	Home life	
Wife / Husband				
Brother / Sister	M. Rajashekar	8	HDFC Manager	HDFC Bank Mysore
Brother / Sister				
Brother / Sister				
Son / Daughter				
Son / Daughter				
Son / Daughter				

**Salary Details**

Last Drawn Salary	18,127	
Above salary Included	ESI: <input 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	Negotiable	

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→ He may agree about the basic salary Rs. 12,000/- + HRA in amount 3,000/-
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20/3/09  
Company: ?

Tom Jan 20/3/09

Proposed details - Sr. Sales Officer / AM-Sr

**Experience & Employment Details**

Years of experience in relevant field	Radha Realty Corp (India) Pvt Ltd (IPMully)	
Name of Company	Radha Realty Corp (India) Pvt Ltd	
Duration of employment	From date: <del>October 2007</del>	To date: Feb-09
Location	Jubilee hills Road No. 40	
Designation	Sales Executive	
Last drawn salary	Feb 2009 18,127/-	
Brief Description of work	Handling walk in customer, presenting the product through events, collecting data who looking for an investment. Maintaining relationship with other companies as well.	
Reason for leaving	As the product is postponing there are no product down the line for 2 years.	

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

Team of 23  
 Setup: 6 members - 4 left - Sr. Sales Exec - Asst. Sales Manager - Manager. Villas sold - 6 units, Plotting 8 units.

Future Meadows / GREENLANDS / OXYGEN CITY. - UBI - Maple town Homes - 265 RH.

242  
 3300-2954  
 Creak town Timarpur / Maple town - Bandlaguda - Chikur - 247 - UHATIC  
 -> cost 20 hrs wk - 1.3 cr

Name of Company	Magus Customer Dialogue (Hutch)	
Duration of employment	From date: Feb 2005	To date: Sep 2007
Location	Begumpet Varun Motors	
Designation	Customer care Representative	
Last drawn salary		
Brief Description of work	Receiving calls, explaining the product, Resolving the queries, updating & giving info about the new product, i.e. tax, Tariff, changes in plans etc.	
Reason for leaving	organization is shifting to vijayawada Don't have other option to continue in the same sector	

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Incentive 0.5% for villa & 2% for plotting.

**CURRICULUM VITAE**

**M. Nagarjuna**

H.No Ligh 227

APHB.Colony Moula-ali

Hyderabad – 500040

Mobile: 9885274674/ 9949993587

Email: arjuna\_nag82@yahoo.co.in

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**Career objectives:**

To work in an organized manner, to be a part of well organized team, use my analytical skills, ability to communicate ideas, commitment to perform quality work and relevant experience to improve efficiency and enhance customer relations.

**Academic Credentials:**

**Graduation** : B.Com (Bachelors of Commerce) from osmania university.

**Intermediate** : Board of Intermediate (Bi.P.C) from Nrupatunga junior college

**Schooling** : S.S.C from st.georges high school.

**Computer Skills:**

- Operating system. : windows.
- Office packages : Ms – Office [Excel, PowerPoint & Ms word]

**Personal Skills:**

- Willingness to Learn.
- Leadership Qualities.

**Hobbies:**

- Playing snookers .
- Listening to music.
- Hanging out with friends.

Working with Radha Reality Corp ( India) Pvt Ltd as Senior sales executive from Oct 2007 to till date.

**Job Responsibilities:**

- New customer acquisition.
- Gathering customer data from various sources and presenting the product.
- Explaining customer about the product and following up in a timely manner.
- Resolving issues regarding ventures and giving them payment plan.
- Explaining customer about the loan details.

**Previous Experience:**

Worked with Vodafone as customer care Expert from Feb 2005 to Sep 2007.

**Job Responsibilities:**

- Follow up on the issue, resolve it and inform customers about the resolution.
- Re-check with the customers if there are any unresolved issues and whether they are satisfied with the product and services.
- To check the quality of work done by back end department.
- To maintain and achieve acceptable set target by the organization.

**Personal Profile:**

Name : M. Nagarjuna  
Father's Name : M. Baswaraj  
Date of Birth : July 29th 1982  
Marital Status : Single  
Nationality : Indian  
Languages Known : Telugu, English, and Hindi

**(M. Nagarjuna)**

