

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

Name	M. GURESH
Salary	10,000/- + 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. <u>250/-</u> 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 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 certificate <input checked="" type="checkbox"/> Copy of degree certificates <input checked="" type="checkbox"/> Copy of drivers license <input type="checkbox"/> Copy of passport <input type="checkbox"/> Father/Husband's employment details / Copy of ID card. <input checked="" type="checkbox"/> Reference letter from <u>NIRMALA HOMES PVT. Ltd.</u> <input checked="" type="checkbox"/> Reference letter from <u>SAKET ENGINEERS PVT. Ltd.</u> <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____
Remarks	

Sign: _____

Date: _____

APPROVED BY

23 MAR 2009

SOHAM MODI
SING DIRECTOR

Ref:-

Bio-Data

Note: Attach copy of Resume / Bio-data

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

Personal Details

Name	M. SURESH.		
Age	29 yrs	Date of Birth	30/5/1980
Fathers Name	M. RAJAI AH.		
Address for Correspondence	Plot no. - 104/A, Sudhanagar, Old Falakuda-56.		
Phone no. for correspondence	9866669768.		
Permanent Address	- do -		

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

NOTE: Last 1/2 year he selected but he didn't join with us			

Education

Degree	B. Com Computers		
Name of college	New Govt College		
Location	Charatabad. Hyd.		
Year	2003-04	Medium of Instruction	English

Degree			
Name of college			
Location			
Year		Medium of Instruction	

Name of Inter/Jr. College	B.S.R Govt College,		
Location	Alond, Hyderabad		
Year	2000	Medium of Instruction	English

Name of school	A.G. School		
Location	Sitalal mande		
Year	1997	Medium of Instruction	English

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	Honda	Model	Splendor +	Year	2004
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Family Details	Name	Age	Occupation	Company
Father	M. Rajaiah	62yrs	Rty Employee	
Mother	K. Rajeswari	60yrs	H/W	
Wife / Husband				
Brother / Sister	RAMESH	34yrs	Deputy Manager	ONGC (Chennai)
Brother / Sister				
Brother / Sister				
Son / Daughter				
Son / Daughter				
Son / Daughter				

Salary Details

Last Drawn Salary	12,000/-	+ Rs. 1000/- Mobile Allow.	
Above salary Included	ESI: <input type="checkbox"/> Yes <input type="checkbox"/> No	PF: <input 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	13,000 +		

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

Salary R. 10,000/- + 3,000/- on A/c inc.	
Join on. 20/3/09	

Copy: : UWB

P. Anjan. Dya - Anil

Experience & Employment Details

5 year.

Years of experience in relevant field	SAKET Engineers PVT LTD				
Name of Company	SAKET Engineers PVT LTD				
Duration of employment	1 year	From date:	13 Dec-04	To date:	10 Dec-05
Location	ECIL X Road				
Designation					
Last drawn salary	4700/-				
Brief Description of work	Marketing Executive.				
Reason for leaving	For better job.				

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

Name of Company	NIRMALA HOMES PVT LTD				
Duration of employment	4 year	From date:	16 Dec 05	To date:	Till date
Location	Yatral				
Designation	Marketing Manager & Customer Care				
Last drawn salary	12,000/-				
Brief Description of work	Marketing & Customer Care. <u>No incentives.</u>				
Reason for leaving	Project completed.				

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

SOLD 150 flats. Was there from beginning to end of project.				

CURRICULUM VITAE

M.SURESH
PLOT NO:104/A,
SUDHA NAGAR
OLD SAFILGUDA,
HYDERABAD.

Phone: 9866669768

Career Objective:

To attain a job as entry level professional in an esteemed organization utilizing my skills and Education where there is an employee scope for individual as well as organization growth.

Academic Qualification:

- B.com Computers from Osmania University.
- Board of Intermediate

Experience

- Worked as a Marketing Manager at NIRMALA HOMES Pvt.Ltd
- Worked as a Marketing Executive at SAKET ENGINEERS Pvt.Ltd

Computer Skills:

- MS-Office

Personal Profile:

Father Name : M.Rajaiah
Date of Birth : 30-05-1980
Gender : Male
Languages Known : Telugu, Hindi & English
Strengths : My Self Confidence
Nationality : Indian
Hobbies : Playing Chess

Place: Hyderabad

Date: 17/3/2019


(M.suresh)

File *850 dda* *Scam*

SAKET ENGINEERS PVT. LTD.

1-31/A, SAKET, Kapra, ECIL Po. Hyd - 62. Tel: 27123334, 27131811, 1962, 4058
E-mail : info@saketgroup.com Website : www.saketgroup.com



An ISO 9001-2000 Company

December 13, 2004.

SAK/ADM/04-05/APP-043.

Mr. **M. SURESH**
Plot No. 104/A,
Sudhanagar, Old Safilguda,
Hyderabad - 500 056

SUB: Appointment for the Post of "Marketing Executive".

Dear Mr. Suresh,

We are pleased to appoint you to the post of "Marketing Executive" with effect from 13.12.2004. You are advised to report the duty on 13.12.2004.

Your all inclusive Gross salary is fixed at Rs. 3,000/- per month (Rupees Three Thousand Only). You will be eligible for perquisites like Provident Fund and Bonus etc. as per rules and regulations of the Company.

You will be on Probation for a period of 3 Months. On satisfactory completion of your probation, you will be confirmed in the service of the Company. During the probation, your service can be terminated without any notice from the Company.

Based on your performance, initiative and drive shown in meeting the objectives of the Company, increments of your salary will be made as per the norms of the Company.

In the event that you wish to leave the Company for any reason, a notice of 30 days shall be given, failing which amounts due to you on any account will be forfeited at the sole discretion of the management.

Please sign the duplicate copy of this letter and return in acceptance of our offer.

Wishing you a very happy and prosperous stay at 'SAKET', we remain.

Yours Sincerely,
For SAKET ENGINEERS PVT. LTD.,

T. RADHAKRISHNA
Managing Director.



SAKET - *The only Designer Homes Township in the Country*



S. M. R. BUILDERS PRIVATE LIMITED

CORP OFF: "SMR HOUSE" PLOT NO. 73, NAGARJUNA HILLS, PUNJAGUTTA, HYDERABAD-500 082.
PHONES : 2335 3722, 2335 3762, 2335 3726, Fax : 2335 3297
ADMN OFF : No. 11, CONVENT STREET, RICHMOND TOWN, BANGALORE-25 & : 080-2210 1006, 2221 0468 Fax: 4114 2226

Order No. SMR/EST/2007-08/

REF:

DATE: 24-07-07

APPOINTMENT ORDER

To
Mr. M.SURESH
H.No: 30/136/7/7/3, SudhaNagar Colony,
old Safil Guda,
Secunderabad-56.

Mr. M.SURESH

With reference to the interview you had with us, we are pleased to inform you that you are hereby appointed as "ASST.MANAGER-MARKETING" in our organization.

You will be on probation for a period of Three months.

Initially you are posting at our corporate office and you are directly to report for duty to the General Manager – Projects & Admin., immediately. Your will be transferred to any of our projects sites in Hyderabad and Bangalore at any time as and when required.

As agreed and committed by you, you are to serve this company for a minimum period of 2 (Two) years, failing which you are liable to pay salary of balance period to the Company towards the damages.

One copy of this order may be returned duly signed as token of acceptance of the appointment.

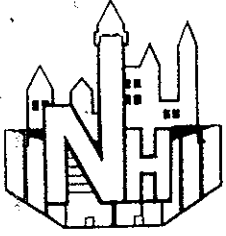
For SMR BUILDERS PVT. LTD.,

AUTHORISED SIGNATORY

I hereby accept the order and execute the service bond for 2 (Two) years.

(M.SURESH)

Scan



Nirmala Homes Pvt. Ltd.

PLOT NO. 6 & 7, CHANDRAGIRI COLONY, TRIMULGHERRY, SECUNDERABAD - 500 015.
PHONE : 27740639 & 27747827

8009/NH/MH/ATSE

16 Dec 2005

To

Mr. M Suresh
Sudha Nagar Colony,
Old Safilguda
Hyderabad-500 056

APPOINTMENT OF MARKETING EXECUTIVE ON TEMPORARY BASIS

1. We are pleased to appoint you as marketing executive on temporary basis with effective from to-day to market our Flats at Meghadri Heights, Yarnal, Secunderabad. The appointment carries the following remunerations/perks :-

(a) Rs 5000/- (Rupees five thousand only) per mensem.

(b) Rs 2000/- (Rupees two thousand only) per mensem towards conveyance plus mobile.

(c) Rs 5000/- (Rupees five thousand only) incentive on booking of one Flat irrespective of dimension of Flat.

2. This appointment also carries the target of booking minimum two Flats per mensem. Your services are liable to be terminated without any prior notice.

Yours' faithfully,


(Major Natarajan Waidu (Retd.))
Chairman & Managing Director