

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

Name	S. SRIDHAR
Salary	Rs. 12,000 + Rs. 3000 (INCENTIVE)
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 - 10
Employee company	MODI AND MODI CONSTRUCTION
Designation	ASS - MANAGER - SALES
Site	MMM
Date of joining	16/11/09
Report to	Mr. NARSING DESMUKH
Commitment	Committed to work for atleast 2 yrs.
Documents required	<input checked="" type="checkbox"/> 4 photographs <input checked="" type="checkbox"/> Copy of school certificated <input checked="" type="checkbox"/> Copy of degree certificates <input 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"/> Surety from _____ <input checked="" type="checkbox"/> Surety from _____ <input checked="" type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Reference letter from _____ <input checked="" type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	He has come thru ASD

Approved by Shankar Reddy	Approved By MD
Date: 16/11/09	Date:
Sign: <i>[Signature]</i>	Sign: <i>[Signature]</i>

APPROVED BY
 16 NOV 2009
 SOHAM MODI
 MANAGING DIRECTOR

Dr. Singh A.D.

Not able to take call

WhatsApp
Number

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	Sr. Sales Manager		
Date of application	09-11-09.		
Application through	<input checked="" type="checkbox"/> Advertisement	<input type="checkbox"/> Referred by:	

Personal Details

Name	S. SRIDHAR.		
Age	45 yrs	Date of Birth	30-08-1964
Fathers Name	M. Shankar		
Address for Correspondence	6-3-630/B, Anand Nagar colony Hyderabad - 4.		
Phone & Mobile	9177213572 ✓		
Permanent Address			

Reto

Education

Degree (PG)	B.A.		
Name of college	Mysore University Ganga (BES)		
Location			
Course type	<input type="checkbox"/> Regular Course	<input checked="" type="checkbox"/> Correspondence Course	
Year of completion	2003	Medium of Instruction	English
Percentage marks		Category	SC/ST/BC/Open

Degree			
Name of college			
Location			
Course type	<input type="checkbox"/> Regular course	<input type="checkbox"/> Correspondence Course	
Year of completion		Medium of Instruction	
Percentage marks			

Name of Inter/ Jr. College			
Location			
Year		Medium of Instruction	

Name of school	Secondary School		
Location	Hyderabad		
Year	1982	Medium of Instruction	English

Description of other courses or training	

Computer Skills

MS Office	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
MS Word	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
MS Excel	<input type="checkbox"/> Good <input checked="" type="checkbox"/> Average <input type="checkbox"/> Poor
Auto CAD	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Other	

Two Wheeler / Car

Make	Bajaj Boxer	Year	2003
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Family Details	Name	Age	Occupation	Company
Father	L. R. E.			
Mother	Shakuntala	72	Housewife	-
Wife / Husband	Lawalaha	39	Librarian	TUS
Brother / Sister	Sudha	49	BGM	GUK group.
Brother / Sister				
Brother / Sister				
Son / daughter				
Son / daughter				
Son / daughter				

Salary Details

Last Drawn Salary	1650/-		
Does the above salary include:	ESI: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	PF: <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Conveyance: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Mobile Allowance: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Expected Salary	25k. negotiable		

Surety

Can you provide 2 sureties from Govt. employees or employees of reputed companies?				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Surety 1:	Name	Sai Kumar	Company	
	Designation		Your Relation	
Surety 2:	Name		Company	
	Designation		Your Relation	

Commitment

Can you commit to work for a minimum of 2 years?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Experience & Employment Details

Years of experience in relevant field		2 1/2 yrs.	
Name of Company	Vision Windows (P) Ltd.		
Duration of employment	yrs	From date:	To date:
Location	Hyderabad		
Designation	Sales Manager		
Last drawn salary	16500/-		
Number of employees in the company / branch?	22	Number of employees in your dept. or division?	6
Brief description of work handled by you.	Sales of open plots & villas - attending all property shows.		
Reason for leaving	better prospects.		

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

Name of Company	Kulrajali Arts & Crafts		
Duration of employment	12 yrs	From date:	To date: 2006
Location	Hyderabad		
Designation	Sr. Executive		
Last drawn salary	8535/-		
Number of employees in the company / branch?	75	Number of employees in your dept. or division?	17.
Brief description of work handled by you.	Handling complete exports (crafts) NRI's & Corporates. etc		
Reason for leaving	better salary		

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

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

Background – Personal	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Background – Work	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Personality	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Appearance	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Communication skills	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Recommendation	<input type="checkbox"/> Employ <input type="checkbox"/> Reject <input type="checkbox"/> Short list & decide later
Recommended salary	

Remarks by Divisional Manager.: (For office use only -- Do not write in this box)

Relevant experience	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Knowledge of subject	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Recommendation	<input type="checkbox"/> Employ <input type="checkbox"/> Reject <input type="checkbox"/> Short list & decide later
Recommended salary	

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

Recommendation	<input type="checkbox"/> Employ <input type="checkbox"/> Reject <input type="checkbox"/> Short list & decide later
Recommended salary	12,000/- + 3,000/-
Ask him to meet Jagin, see 2 or 3 sites. Can consider for MVM. by 11/11/07. Call back on Monday!	
Post Sr. Sales Exec - Review by Asst Manager with salary	

Asst. Manager Sale.

Offer Details

Salary offered		Date of joining	
Remarks:			

S.SRIDHAR
6-3-630/B, ANAND NAGAR COLONY
KHAIRATABAD, HYDERABAD - 500 004
ANDHRA PRADESH, INDIA
MOB: 91-9490422315 / 9177213572
Date of Birth : 30th August'1964
E-MAIL: sridharsindia@hotmail.com
sridharsindia@gmail.com

PROFILE

I have a wide experience in Marketing and logistics management with knowledge in computer usages. I possess excellent written and oral communication skills and can effectively manage and organize my own workload at all times. I have worked with all levels and am a goal oriented adaptable and ambitious and energetic individual who is able to successfully meet set objectives. I have strong communication and interpersonal skills and can communicate effectively at all levels while exercising contacts and diplomacy. I work with integrity and have a strong commitment to fulfill my duty and to do that little extra to achieve the best results, which always lead to success.

I am fast learner and have an ability to handle extreme situation successfully. I am enthusiastic, hardworking and can work on own initiative under no/minimum supervision.

EMPLOYMENT

MARCH'08 TILL JUNE

SALES MANAGER, with Vision
Meadows Estates and Developers
Pvt Ltd, Hyderabad

Work Profile

Sale of open Plots and Villas.

SEPT'07 TO MARCH'08

Worked as **E-COM-MANAGER**
With Bitra Portals Pvt Ltd, Hyd

Work Profile

Sale of space and maintaining of
Banjarahills.com

APRIL'07 TO SEPT'07

Worked as **SALES EXECUTIVE**
With Vision Meadows Estates &
Developers Pvt Ltd, Hyderabad
Sale of open plots.

Work Profile

NOV'06 TO APRIL'07

Worked as **SR.MKTG MANAGER**
With Kalakriti Arts & Gifts.Hyd

Work Profile

Taking care of all aspects of
Marketing in the company.
Local corporates and international
Marketing.

Kalakriti is a new company dealing in Handicrafts. Their main line of activity is exports and corporate gifting solution.

APRIL'94 TO OCT'06

Worked as **SR.EXECUTIVE** with
Kalanjali Arts & Crafts,Hyderabad

Work Profile

Joined as Sr.Assistant and
Promoted as Jr.Executive in 1996
Again promoted as Executive in
2002, later promoted as
Sr. Executive.

Directly reporting to SR.MANAGER.

Overall in charge of International &
Domestic logistic.

Attending NRI's and overseas
Customers.

Taking care of Annual Stock
Verification and Reconciliation.

Managing the showroom staff in all
Aspects.

Trouble shooting for International
And Domestic Sales.

Corresponding with overseas
Customers.

Regular follow up with shipping Agents and liner agents.

Individually taking care of exports Documentation of all overseas Customers and filling the same With shipping agency, and other Govt. Liaison Agencies.

Recovery of payments from Overseas customers and local Corporate company.

Regular follow up with the Forex Division of bank for wire transfer And ECD dept of RBI.

Computerization of complete Exports and domestic customers Wise monthly sales.

Preparation of documents for Obtaining Prior Non-Antiquity Certificate for Exports.

Kalanjali is one of the leading Indian crafts emporia. It is the Handicrafts wing of Ramoji Group of Companies (Eenadu-Margadarsi).

Kalanjali deals in Exclusive Handicrafts of India. It is the biggest and the best in organized sector of India. Majority of its activity involves exports and corporate sales of handicrafts.

1985 TO 1994

Worked as **FIELD ASSISTANT** WITH Fulcrum Business Services, Hyderabad.

Work Profile

Sourcing Reprographic Order.

EDUCATION

GRADUATION

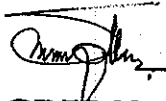
B.A

Good Computer Knowledge.

LANGUAGES KNOWN

ENGLISH, HINDI, TELUGU, TAMIL.

I HEREBY DECLARE THAT THE INFORMATION FURNISHED ABOVE IS
TRUE TO THE BEST OF MY KNOWLEDGE.




S.SRIDHAR

07.10.2006

SERVICE CERTIFICATE

01. NAME : S SRIDHAR
02. DATE OF JOINING : 01.04.1994
03. DESIGNATION AT THE TIME OF JOINING : SENIOR OFFICE ASSISTANT
04. SALARY AT THE TIME OF JOINING : Rs.1,312/-
(RUPEES ONE THOUSAND THREE HUNDRED AND TWELVE ONLY) PER MONTH
05. DATE OF LEAVING : 07.10.2006
06. DESIGNATION AT THE TIME OF LEAVING : SENIOR EXECUTIVE
07. SALARY AT THE TIME OF LEAVING : Rs.8,529/-
(RUPEES EIGHT THOUSAND FIVE HUNDRED AND TWENTY NINE ONLY) PER MONTH
08. REASONS FOR LEAVING : RESIGNED


S S MELKOTE
MANAGING DIRECTOR



KALANJALI

ARTS & CRAFTS

07.02.2006

Mr S Sridhar
Executive

Dear Mr Sridhar

In recognition of your work, commitment and dedication to the organisation, I am pleased to inform you that you have been promoted as "SENIOR EXECUTIVE" with effect from 01st February, 2006.

Your emoluments will be as under:-

SALARY	:	Rs. 5,979.00
H R A	:	Rs. 1,500.00
Reimbursement of Conv. expenses	:	Rs. 1,050.00

TOTAL	:	Rs. 8,529.00

I hope that you will continue to work with the same sincerity and give the best of your talent and energies to the organisation.

Congratulations and all the Best.

CH SAILAJA KIRON
DIRECTOR

5-10-194, Hill Fort Road, Saifabad, Hyderabad-500 004
Handicrafts Division of Margadarsi Marketing Pvt. Ltd.
Phone : 23231147, 23297196/97 Fax : 91-40-23233204
Regd. Office : Eenadu Complex, Somajiguda, Hyderabad-500 082.

November 14, 2005

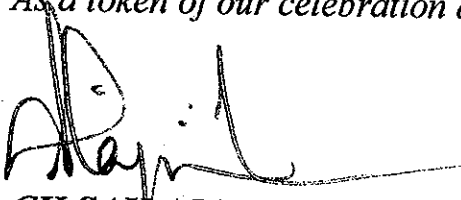
Dear Mr.Sridhar

The day we have eagerly waited for has finally arrived. I am immensely pleased to inform you that Kalanjali in its expansion spree has unfolded Brisah, a complete women's store, housing the best of Designer label stocks in the country.

We are into an expansion spree and our responsibility increases. We should work in a more professional and open minded way. To keep up the good will we hold, by motivating the staff to serve the customer with all their might. Here is when you have to play a very crucial role.

I am confident you would do your best for the organization.

As a token of our celebration accept the gift enclose.


CH.SAILAJA
DIRECTOR

8-2-248/1/7.

Nagarjuna Hills,

Near Punjagutta X Roads.

Hyderabad-500082.

Ph: 29958481/2





KALANJALI
ARTS & CRAFTS

October 30th, 2002

Dear Mr Sridhar,

We have successfully inaugurated the Kalanjali's Handicrafts showroom. This was possible only because of the collective effort of all my staff.

I would like to thank you for being instrumental in this success. Hope you would continue to work with the same enthusiasm and spirit in the years to come.

Heartiest Diwali wishes to you and your family.

Thank you once again,

CH.SAILAJA KIRON
DIRECTOR

To
Mr.Sridhar
Executive
Kalanjali
Hyderabad

5-10-194, Hill Fort Road, Saifabad, Hyderabad - 500 004.
Handicrafts Division of Margadarsi Marketing Pvt. Ltd. Phone : 3231147/3297196/97
Regd. Office : Eenadu Complex, Somajiguda, Hyderabad - 500 082.



KALANJALI

ARTS & CRAFTS

01st August, 2002

Mr S Sridhar
Junior Executive

Dear Mr Sridhar

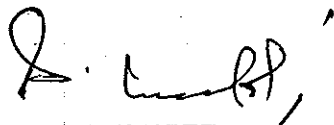
In recognition of your work, commitment and dedication to the organisation, I am pleased to inform you that you have been promoted as "EXECUTIVE" with effect from 1st August, 2002.

Your emoluments will be as under:-

BASIC	:	Rs. 4025.00
V D A	:	Rs. 148.50
H R A	:	Rs. 1100.00
CONVEYANCE	:	Rs. 400.00
<hr/>		
TOTAL	:	Rs. 5673.50
<hr/>		

I hope that you will continue to work with the same sincerity and give the best of your talent and energies to the organisation.

Congratulations and all the Best.


S S MELKOTE
MANAGING DIRECTOR

5-10-194, Hill Fort Road, Saifabad, Hyderabad - 500 004.
Handicrafts Division of Margadarsi Marketing Pvt. Ltd. Phone : 231147
Regd. Office : Eenadu Complex, Somajiguda, Hyderabad - 500 082.



Margadarsi Marketing PRIVATE LIMITED

P.B. No. 90, EENADU COMPLEX, SOMAJIGUDA, HYDERABAD-500 082.
Telephone : 318181 Telex : 0425-6521 USHA IN Grams : 'MAMA'

Dt. 1.07.1996

Mr. S Sridhar
Sr. Office Asst.

Dear Mr. Sridhar

We are pleased to advise you that with effect from 1st July 1996, you are promoted as "JUNIOR EXECUTIVE" and consequently your salary has been enhanced to Rs.2351.50 (Rupees Two thousand three hundred fifty one and paise fifty only), the details of which are as under:

Basic	-	Rs. 1,300.00
V.D.A.	-	Rs. 676.50
H.R.A.	-	Rs. 125.00
Conveyance	-	Rs. 250.00
Total	-	Rs. 2,351.50

We trust that you will strive to work hard with sincerity and devotion and show greater results in your work.

With best wishes,

Your faithfully

M BALAKOTIAH



Margadarsi Marketing PRIVATE LIMITED

P.B. No. 90, EENADU COMPLEX, SOMAJIGUDA, HYDERABAD-500 082.
Telephone : 318181 Telex : 0425-6521 USHA IN Grams : 'MAMA'

1.06.1995

Mr S Sridhar
Sr. Office Asst.

Dear Mr Sridhar

The Management is pleased to advise you that upon satisfactory completion of the prescribed period of probation, you are confirmed in the services of our company effective from 1st April 1995. You will continue to be governed, by the other terms and conditions of service laid down in our letter of appointment dated 1st April 1994.

We hope that you will continue to work with the same dedication and enthusiasm.

With best wishes

Yours truly

M BALAKOTIAH
DIRECTOR



KALĀNJALI
ARTS & CRAFTS

Mr S Sridhar
Flat No: 18, Guru Krupa Apts
East Anand Bagh z
Safilguda
Hyderabad - 500 047.

Dt: 01-04-94

LETTER OF APPOINTMENT

Further to your application for employment with us and the subsequent interview we are glad to offer you employment on the following terms and conditions:

1. DATE OF APPOINTMENT

This appointment will take effect from the date of your joining that is from the 1st April 1994

2. DESIGNATION

You will be designated as "SENIOR OFFICE ASSISTANT"

3. REMUNERATION

You will be paid a consolidated salary of Rs.1312/- (Rupees one thousand three hundred and twelve only) per month with effect from 1st April 1994. No other allowances will be payable.

4. PROBATION

You will be on probation for a period of twelve months. This period of probation may be extended in the event of unsatisfactory performance on your part, at the sole discretion of the company.

5. DUTIES

You will be required to devote your whole time and attention to promote the interests of the Company and the performance of such duties as may be assigned to you from time to time.

Contd. page...2

6. RESTRICTION ON OTHER OCCUPATION

You will not undertake any other occupation, employment or business, either honorary or remuneratory, without the prior written permission of the Company.

7. SECRECY

During the period of your employment with the Company or thereafter, you will not divulge to any other person, orally or in writing or in any manner whatsoever, directly or indirectly, any information, knowledge or skill relating to the affairs of the Company or its allied / associated / subsidiary companies which you may have acquired by reason of your employment with the Company.

8. TERMINATION OF EMPLOYMENT

Your employment may be terminated by the company or by yourself, without notice or the assignment of any reason, during the period of your probation.

After successful completion of your probation, your employment may be terminated by the company or by yourself, without the assignment of any reason, by one month notice in writing, or payment of salary in lieu thereof.

Notwithstanding the above, your employment may be terminated by the Company without any notice in the event of your committing a breach of this contract, misconduct, or a breach of any rules or regulations of the Company that may be in force for the time being.

9. RETIREMENT

You will retire from the services of the Company on your completing 58 years of age.

10. TRANSFER

Your services are liable to transfer to any place as may be decided upon by the Company.

Your services are also liable to transfer to any other organisation allied, associated or subsidiary to the Company.

Contd. page...3

11. RESTRICTION OF FUTURE EMPLOYMENT

After the termination of your employment with the Company, you will not for a period of two years from such termination without the consent of the Management, be directly or indirectly interested, concerned or engaged as principal, agent, director, partner, employee, consultant or in any other capacity, in any business similar to the one being carried on by this Company or any of the allied, associated or subsidiary company's to which you may have been assigned at any time during the course of your employment.

12. POSTAL ADDRESS

Any notice, order, charge sheet, communication or intimation sent to the address furnished by you and entered in the Company's record shall be deemed to have been served upon and received for all purposes of such communication/notice etc., notice etc.,

You shall inform any change in your address referred to above which shall be recorded as your address for all communication.

13. SAFE KEEPING OF COMPANY'S PROPERTY

You will be responsible for safe keeping and return in good condition and order of all the Company's Property which may be in your use, custody and charge at the time of leaving the Company.

14. OTHER TERMS & CONDITIONS

In all matters related to service conditions, conduct and discipline, you will be bound to abide by such rules and regulations that may for the time being be in force and such directions as may be given from time to time.

Please written the duplicate copy of this Letter of Appointment, duly signed by you in token of your acceptance of the above terms & conditions.

Thanking you

Yours Faithfully

M. S. MELKOTE
M. S. MELKOTE
MANAGING DIRECTOR

FULCRUM MICROWAVE

Representatives for : LOGUS Manufacturing Corporation U.S.A.
For 3 Decades the World's Leader in mil-spec
Switching devices for the Global Communication Industry

Tele Fax : (040) 3322925
6-3-887 Raj Bhavan Road,
Somajiguda,
Hyderabad - 500 082, INDIA.

5 April 1994

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr S Sridhar s/o Mr M Shankar was working as
FIELD EXECUTIVE with M/s Fulcrum Microwave from June 1988 to
March 1994.

During the tenure of his services he was found to be sincere and
hardworking.


P C VASANTH
PRESIDENT