

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

Salary	6,000/- 7,000/- <i>asking for 7,000/-</i>
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>300/-</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	MPIPL.
Site	HO.
Date of joining	1/3/06.
Report to	HO
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 <input type="checkbox"/> Fathers employment details / Copy of ID card. <input checked="" type="checkbox"/> Reference letter from <u>Enveeka.</u> <input checked="" type="checkbox"/> Reference letter from <u>Usher Technologies. (within 15 days)</u> <input type="checkbox"/> Reference letter from _____ <input checked="" type="checkbox"/> Other <u>Copy of last salary certificate.</u> <input type="checkbox"/> Other _____
Remarks	Designation: <u>Sub Co-ordinator</u> ✓

Sign: [Signature]

Date: 28/2/06.

21/02/08 for the M/S. PAAAS. Co-dm

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	Secretary / Sales Coordinator.
Date of application	21.02.2008.

Personal Details

Name	Rani Susairaj	Tamil	
Age	25	Date of Birth	13.05.1979
Fathers Name	Shi Susairaj		
Address for Correspondence	207 A, Surya Towers, Makkajji Rentet Hyderabad - 47.		
Phone no. for correspondence	98494-02806 - own mobile		
Permanent Address	914 Block-4. Manonivas nagar Secunderabad. } - new house Manasarovar Heights.		

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

Education

Degree	Pursing MBA (Marketing)		
Name of college	Ormania University.		
Location	Tainaka.		
Year	2005	Medium of Instruction	English
Degree	Ry Degree college (BA) - Economics, Political Sci		
Name of college	Ry Degree College & Public Admin.		
Location	Tainaka, Secunderabad		
Year	2000	Medium of Instruction	English
Name of Inter/ Jr. College	Ry Junior College		
Location	Tainaka, Secunderabad.		
Year	1996-97	Medium of Instruction	English
Name of school	Ry Mixed high school		
Location	S. Lalaguda Secunderabad.		
Year	1995	Medium of Instruction	English.

Correspondence course 2 years total course just started.

→ Good communication skills.
 → She is expecting high salary (65000+7000)
 → We can consider for sales co-ord.
 → She is ready to work at Seth also.

Other courses or training	P P.G.D.C.A.
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from: AP Tech. - Amempet
yr: 2001
6 months course.

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	Scooty - TVS	Year	2002
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Family Details	Name	Age	Occupation	Company
Father	Shri Susairaj	60	Retd Rly	Central Govt. Railways
Mother	Shri Rajammal	55	house wife	
Wife / Husband				Asst. V.P.
Brother / Sister 1	Rajan	28	AVP	HSBC Bank Call ctr
Brother / Sister 1	Vijaya	35	head clerk	Central Govt - Railways HR
Brother / Sister 2	Jaya	30	Medical Reception	Army, B Hills
Brother / Sister				

Salary Details

Last Drawn Salary	CTC 10,000 - 8700/-
Above salary Included	ESI: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	PF: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Expected Salary	Conveyance: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Mobile Allowance: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Expected Salary	Rs. 7,000/- (minimum)

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

Unmarried
can get reference ltr - Eureka Forbes
ltr for Usher Tech?

Experience & Employment Details

Years of experience in relevant field: 1 1/2 years

next to Fortune
Carnegie,
Tamil.

Name of Company	Usher Technologies Pvt Ltd
Duration of employment	1 1/2 yrs From date: Sep 2004 To date: till date
Location	Somajiguda, Hyderabad
Designation	Secretary / Sales Coordinator - cum - HR & IT
Last drawn salary	CTC 10,000 (incl. PF, PT, no ESI)
Brief Description of work	<ol style="list-style-type: none"> ① taking calls of Boss ② updating information regularly ③ arrange meetings ④ making drafts ⑤ preparing MoM ⑥ prepare OIC reports ⑦ coordinating with all marketing div. and distributors and office management.
Reason for leaving	Salary problem. Since last month

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

worked in

- steel strapping of big boxes
- coord. mktg divisions with distributor office
- MS Word + MS Excel

Usher tied with Bhushan Steel (partners), Sales through distributors

Name of Company	Kuneta Forbes Ltd
Duration of employment	3 years From date: May 2001 To date: May 2004
Location	Secunderabad - S.D. Rd
Designation	Sales & Service Coordinator - (office)
Last drawn salary	Rs. 6,500/- (incl PF, ESI & PT)
Brief Description of work	<ol style="list-style-type: none"> ① Receiving customer calls (complaints) ② Sending ST to customer site to resolve the problem ③ giving demonstration of the product ④ making invoices ⑤ making courtesy calls
Reason for leaving	had to go on field. (health probs)

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

on Excel & format.
- incentives - tele courtesy calls - if sales occurred then sales exep. upto 2,000 - each month in addition to the salary of Rs. 5K.

copy of M. memo C'plex.

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			

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Flat no: 207-A, Surya Towers,
Behind Anutex, Malkajgiri,
Hyderabad.
(R) 040-55174086/55173009
(M) 98494-02806
E-mail: ranisusairaj@gmail.com
ranisusairaj@yahoo.com

RANI SUSAIRAJ

OBJECTIVE:

To seek a challenging career profile with a commitment to excel in the areas of Customer Services & Customer Care and deriving the best to my employer.

EDUCATIONAL QUALIFICATIONS:

- ✓ Masters Degree : Presently Pursuing – MBA Marketing (Dist Education) Hyderabad
- ✓ Degree : Bachelor of Arts from Osmania University, Hyderabad
(Economics, Political Science, & Public Administration) – in 2000

COMPUTER SKILLS:

- ✓ Course Certificate of MS-Office. (Word, Excel & Access)
- ✓ Oracle 8i (SQL, PLSQL, Dev-2000 & Apps Technical).

learned but not used

PROFESSIONAL EXPERIENCE:

- ✓ Sep 2004 to till date : **As Secretary and Sales Co-ordinator for “Usher Technologies Pvt. Ltd.”** As specialists in the secondary packaging segment, Usher has identified core areas to deliver “Complete Packaging Solutions”. Be it packaging machines, consumables, spares, contracts or turnkey projects.
- ✓ May 2001 to Aug 2004: **As Sales and Service Co-coordinator in “Eureka Forbes Ltd.”** Hyderabad. For Products Aquaguard, VaccumCleaners, and Euro Air

KNOWLEDGE IN EXPERIENCE:

- ✓ Taking calls of Boss and fixing appointments, booking tickets, booking hotels, coordinating with other Directors and Managers.
- ✓ Updating information's regularly to Boss and as well to all the employees all over India the related information, receiving reports of various dept. and sending a consolidated report to Boss.
- ✓ Arranging meetings (internal and even with foreign delegates)
- ✓ Drafting letters and preparing Minutes of Meetings.

- ✓ Co-ordinating between the customers and service department of all branches through out A.P
- ✓ Receiving customer's calls and registering complaints.
- ✓ Arranging technicians visit to customers site for attending complaints, maintenance and installations of the product.
- ✓ Giving demonstrations of the product to customers in the office.
- ✓ Maintaining Sales and Purchase Register
- ✓ Preparing Quotations, Invoices, & Delivery Challan
- ✓ Maintaining Inventory
- ✓ Preparing daily reports and sending to HO thru e-mail on daily basis
- ✓ Updating Warranty & Contract customers on day-to-day basis in the systems, and give them Service periodically.
- ✓ Preparing Re-conciliation every quarterly
- ✓ Maintaining Sales and Purchase Register
- ✓ Maintaining Cashbook & day-to-day transactions like receipts, payments & Voucher entry etc.
- ✓ Replying on customers queries
- ✓ Checking e-mails on day-to-day basis
- ✓ Preparing monthly outstanding statements & following up of Payments

STRENGTHS:

- ✓ My Strength is Sincerity, Perseverance and Commitment
- ✓ Positive attitude & Confidence
- ✓ Team Orientation & Goal Setting
- ✓ Convincing Capacity
- ✓ Good Communication / Interpersonal Skills
- ✓ Ability to complete given tasks on time
- ✓ Ready to learn and take up challenges
- ✓ Ability to grasp things fast, very little initial Training / Guidance required
- ✓ Zeal to work hard

PERSONEL PROFILE:

- ✓ Name : Rani Susairaj
- ✓ Fathers Name : Shri A.Susairaj
- ✓ Martial Status : Single
- ✓ Languages Known : Tamil, English, Hindi & Telugu
- ✓ Hobbies : Love to make Friends, Listening to Music
Interior Decoration & Dress Designing.

Aim is to be associated with a progressive organization that gives me scope to update my knowledge and skill in accordance with the latest trends and be part of team that works towards growth of organization and gives satisfaction.

**Usher Technologies Pvt Ltd.,
Somajiguda, HYDERABAD**

Pay slip for the month of November, 2005

Employ ID: 0017	Emp Name: Rani Susairaj
PF A/c No: AP/HY/43855/ 127	Designation: Sales Coordinator
	Unit/Location: Head Office

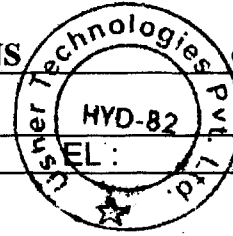
EARNINGS		DEDUCTIONS	
Basic	5,000.00	Provident Fund	600.00
HRA	2,000.00	Profession Tax	80.00
Education Allowance	200.00	TDS	0.00
Special Pay	1,400.00	Salary Advance	0.00
Conveyance Allowance	800.00	Other Deductions	0.00
Other Allowance	0.00		
GROSS	9,400.00	TOTAL DEDUCTIONS	680.00

Net Salary: Rs. 8,720.00

Days payable: 30

CL :

SL :





Usher Technologies Pvt. Ltd.

Koti's Court, 6-3-1239/2/A, Raj Bhavan Road,
Hyderabad - 500 082
Tel : 91-40-23378265, 2339 6245, /46/47.
Fax : 91-40-2337 5096
E-mail : contact@ushertech.com

September 25, 2004

To,

Ms.Rani Susairaj
Flat No.206-A
Surya Towers,
Behind Anutex,
Malkajiri,
Hyderabad.

Dear Ms.Rani,

This has reference to your discussion with us, in this connection, we are pleased to appoint you as "**SALES COORDINATOR-STEEL PACKAGING SYSTEMS**" and your place of posting is **HYDERABAD**. You will be paid an amount of Rs 1.2 Lakh only (Rupees One lakh Twenty Thousand Only) per annum as your remuneration (Cost to Company). You are required to join us on or before October 1,2004. A detailed appointment order will be given to you after your joining.

Please sign the duplicate copy of this offer letter as a token of your acceptance and send the same back to us immediately. While sending this copy, kindly also send your credentials and other certificates given in the Annexure enclosed herewith.

We wish you all the best and a bright future in our company.

For USHER TECHNOLOGIES PVT LTD

**S BHATTACHARYA
CHAIRMAN**

RANI SUSAIRAJ