

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

Name	Mahesh GOKULDAS.
Salary	11,000/-
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. 200/- 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 Homee.
Designation	Asst. Manager. Customer Relation.
Site	HO.
Date of joining	4/2/08
Report to	RANBU B. B. - at CR / 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>Ameer of Reflections.</u> <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	<p>known to Ameer of Reflections. He was his auditor.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

Sign: [Signature]

Date: 4/2/08

Ref: Kanemulla, Amier

GM

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	
Date of application	8-01-08
Application through	<input checked="" type="checkbox"/> Advertisement <input type="checkbox"/> Referred by:

Personal Details

Name	MAHESH GOKULDAS.		
Age	48	Date of Birth	26-01-1960
Fathers Name	GOKULDAS.		
Address for Correspondence	10-334/1 Vasanth-Puri Colony. Hyderabad. 500047. own house		
Phone no. for correspondence	9966335379 ✓		
Permanent Address	As Above.		

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→ He is already deceased with M.D.
Send to Jagdish for his opinion!
12/1/08

Education

Degree	Inter Pass.		
Name of college	BHAVAN'S Ahd.		
Location	AHMEDABAD.		
Year	1978.	Medium of Instruction	
Degree			
Name of college			
Location			
Year		Medium of Instruction	
Name of Inter/ Jr. College			
Location			
Year		Medium of Instruction	
Name of school			
Location			
Year		Medium of Instruction	

Basically looking for Desk job.
Communication Skills are good
Look for a salary of 15,000/-
Can be appointed
12/1/08

Communication good
Salary expected 15000/-
Job Can appoint after
Customer relations
12/02/08

Other courses or training	
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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	ACTIVA	Year	2002
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Family Details	Name	Age	Occupation	Company
Father	GOKULDAJ	90	Retired	
Mother	CHANDRA	75	Housewife	
Wife / Husband	BHAVNA	47	Housewife	
Brother / Sister				
Brother / Sister				
Brother / Sister				
Son / Daughter	HEENA	18	Studying	
Son / Daughter	HITESH	18	Studying	
Son / Daughter	NISHA	24	Job	KAYA Clinic

Salary Details

Last Drawn Salary	
Above salary Included	ESI: <input type="checkbox"/> Yes <input type="checkbox"/> No PF: <input 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	

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Experience & Employment Details

Years of experience in relevant field	Nrlly 30 Yrs.				
Name of Company	NISHA ELECTRONICS				
Duration of employment	1989	From date:	To:	To date:	2006
Location	Kothi Hyd.				
Designation					
Last drawn salary					
Brief Description of work	Owner of Business Establish- ment. Dealing in Audio Cassettes VCD'S - DVD'S etc.				
Reason for leaving					

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Name of Company	PRAKASH Radio Palace				
Duration of employment		From date:	May-07	To date:	Dec-07
Location	Reef Road, Ahmednagar				
Designation					
Last drawn salary	Ten Thousand				
Brief Description of work	Sales of DVD Players - VCD Players - SPEAKERS SYSTEM etc.				
Reason for leaving	Came Back to Hyderabad.				

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R E S U M E

Name : MAHESH UDERNANI
Address : Door No.10-334/1,
Plot No.40
Vasanthpuri Colony
Malkajgiri
HYDERABAD-500 047 (A.P)
India
Contact No : 9966335379
E-mail : mahesh.udernani@yahoo.com

CAREER OBJECTIVE :

Seeking a challenging position in a reputed organisation that will help me enhance my skills and utilize my capabilities to the fullest.

EDUCATIONAL QUALIFICATION:

Intermediate Pass from Ahmedabad, India.

WORK EXPERIENCE:

Worked as Sole Proprietor in Electronics business from 30 years.

JOB RESPONSIBILITIES:

- Managing all day activities of the business
- Purchasing, pricing and marketing the products
- Maintaining and updating the needed stock
- Organizing the work force and assigning daily duties
- Supervising daily sales and activities of the business
- Observing market trends and demands to meet the business requirements
- Keeping track of competitors and market pricing to remain strong in business

: 2 :

- Releasing appropriate advertisements and offers to increase sales
- Handling all correspondence black and white business and outside
- Encouraging and driving the staff to increase sales and maximise profits
- Co-ordinating the staff for better productivity and efficiency
- Representing the business for meetings and presentations
- Raise and built lasting relationship to increase business prospects.

ACHIEVEMENTS:

- Awarded for achieving maximum sales
- Felicitated by distributors for selling max copier
- Achieved highest sales consecutively for months
- Successful in handling business and achieving maximum output.

STRENGTHS:

Sincerity, adaptability and commitments

PERSONAL DETAILS:

Father's Name	:	GOKULDAS UDERNANI
Date of Birth	:	26th January 1960
Marital Status	:	Married
Languages Known	:	English, Hindi, Gujarati, Telugu and Sindhi

Mahesh Udermani

MAHESH UDERNANI