

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

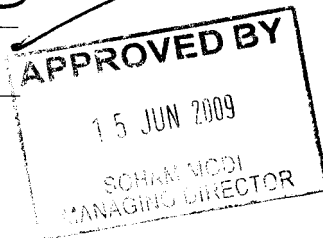
Name	D. R. MADHU
Salary	Rs. 7000 + 12,3000 Advanced on the basis
Conveyance	<input checked="" type="checkbox"/> Included in salary <input type="checkbox"/> Extra Rs. _____ per month
Mobile Allowance	<input type="checkbox"/> Nil <input type="checkbox"/> Rs. 250 per month.
PF & ESI	<input type="checkbox"/> 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
Employee company	PARAMOUNT BUILDERS PARAMOUNT BUILDERS
Designation	SR. SALES OFFICER FREE.
Site	AMR.
Date of joining	12/06/09
Report to	HO / PPR - Narsing Deshmukh
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 p or con <input checked="" type="checkbox"/> Father/Husband's employment details / Copy of ID card. <input checked="" type="checkbox"/> Reference letter from <u>AXIS</u> <input checked="" type="checkbox"/> Reference letter from <u>STANDARD CHARGES</u> <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____
Remarks	He has come through Narsing Deshmukh

Sign: _____

Date: _____

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Ref: Mr. Narasing Deshmukh

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	Sales Manager
Date of application	10-06-2009
Application through	<input type="checkbox"/> Advertisement <input checked="" type="checkbox"/> Referred by: Deshmukh

Personal Details

Name	DORNALA RATNAM MADHU		
Age	29	Date of Birth	25-10-1980
Fathers Name	DORNALA RATNAM		
Address for Correspondence	H.No. 1-3-1/6, Kawadiguda, near Kalpara function hall, Secunderabad - 80		
Phone no. for correspondence	9492026689		
Permanent Address	G.No. BK-8, Rudram Pur, Kothagudem Nizamabad dist		

Refer to the

Nizamabad

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

Education

Degree	B.Com (Comp)		
Name of college	Priyadarshini Degree College		
Location	Kothagudem		
Year	2000-2003	Medium of Instruction	English

59.5%

Degree	M.B.A MARKETING.		
Name of college	Chaitanya P.G College		
Location	Hanmakonda		
Year	2003-2005	Medium of Instruction	English

60%

Name of Inter/ Jr. College	Vivekanandhini Jr College		
Location	Kothagudem		
Year	1998-2000	Medium of Instruction	Telugu

65%

Name of school	Sri Ramachandra high school		
Location	Kothagudem		
Year	1996	Medium of Instruction	Telugu

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:	Splender	Year:	2000
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
Family Details	Name	Age	Occupation	Company
Father	Ratnam	55	Electrician	SCCL
Mother	Sailaja	51	House wife	
Wife / Husband				
Brother / Sister	RAJU	25	Hardware Engineer	C.S.C
Brother / Sister	JOSANA	29	CAD Analyst	Vahini & CO
Brother / Sister				
Son / Daughter				
Son / Daughter				
Son / Daughter				

Salary Details

Last Drawn Salary	APTA 16,500/-	
Above salary Included	ESI: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	PF: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Conveyance: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Mobile Allowance: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Expected Salary	12,000/-	

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Salary - 7000/-
DA Hc Increment - 3000/-
10000/- per month
10/6/09

APPROVED BY

 10 JUN 2009
 MANAGING DIRECTOR

Experience & Employment Details

Years of experience in relevant field 4 1/2 year

Name of Company	Standard Chartered Personal Finance — DST		
Duration of employment	From date:	May 2005	To date: April 2006
Location	Hyderabad		
Designation	Sales Associate		
Last drawn salary	April 2006 7500/-		
Brief Description of work	<ul style="list-style-type: none"> → Fixing up appointment with clients → Assisting them for Personal loan → Helping them → Resolving the document queries → Constant Relationship m 		
Reason for leaving			

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

Name of Company	AXIS Sales Ltd — DST		
Duration of employment	From date:	May 2006	To date: April 2009
Location	Hyderabad		
Designation	Sr. Business Development Executive		
Last drawn salary	April 2009 11,500/-		
Brief Description of work	<ul style="list-style-type: none"> → Interacting and meeting Builders → Playing crucial role in documentation such as FI, Legal, Technical → co-ordinating with Credit management → Construct Report to Sales manager 		
Reason for leaving			

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Targeted 30,00,000/- disbursement p.m.	
Incentive dca 20,000/- p.m.	
Income can be checked in Form <u>16</u> .	

MADHU DORNALA
MASTER OF BUSINESS ADMINISTRATION

1-3-1/22
Kavadiguda,
Musheerabad
Hyderabad500020

+91-9492026689.
Madhu_dornala@yahoo.com

Strengths:

Hard core market experience with great commitment and determination.

Objective :

Enhancing the career to the best level through learning and hard working and inspire to attain reputed position in an innovative and growth oriented organization with a dynamic and responsible profile that will both utilize and strengthen my skills acquired the span of my career and leave a mark of my own in organization's growth.

Interested Areas :

Research, Erp and Operations

Professional Summary :

I am a Management Graduate from Kakatiya University, which was a natural choice to me after completion of Bachelor Degree.

Started career with **STANDARD CHARTED PERSONAL FINANCE**. as **Sales Associate** and worked for one year.

Worked for **AXIS BANK HOME FINANACE** with **AXIS SALES LTD** as **Senior Business Development Executive** and worked for 3 years.

My experience with these formidable organizations had taught me to work effectively towards achieving targets, respect the work culture, and think innovatively and to take sound business development decisions independently.

Academic profile:

- Master of Business Administration (**M.B.A.**) Mktg -Kakatiya University, Warangal-2005
- Bachelor of Commerce (**B.com**)-Kakatiya University, Warangal-2002

Work Experience:

Organization : **Standard Chartered Bank**

Designation : Sales Associate

Duration : May,2005 To April,2006

Functional Description:

- Fixing up appointments with clients and interacting them.
- Corresponding and assisting them for personal loans.
- Helping as information center to clients and bank.
- Coordinating the deals with documentatation support.
- Resolving documentation queries of clients.
- Generating and preparing Reports future prospects collecting data of corporate.
- Ensure proper communication and correspondence.
- Constant reporting to SM at Regional.

Organization : **AXIS SALES LTD**

Designation : Senior Business Development Executive

Duration : May, 2006 To April , 2009

Functional Description:

- Observing the market of Home Finance and increase the market share of AXIS HOME FINANCE.
- Interacting and meeting Builders for Venture and Project finance
- Playing a crucial role in documentation such as First Information, Legal Documents, and Technical Documents for Credit feasibility.
- Coordinating with Credit Management and Credit assessment Teams for processing
- Planning and Executing campaigns and activities at corporate with Venture partner.
- Generating data, handling and maintaining data for review and analysis.
- Monitoring the team efforts and increase the Team Productivity.
- Preparing and consolidating the data for constant Reporting.

- Building relationship with clients there-by motivating them in loans
- Exploring market opportunities and expanding the market share.
- Maintaining through market reports and competitors data.
- Implementing company policies with innovative scheme
- Prepare a monthly plan for specified employee to achieve volume targets by product group.
- To organize and maintain an effective admin system which includes Customer Record cards, Daily call reports, work plan and to meet required deadline for completion.
- To ensure the team is completely trained in a right way to carry out their function effectively & efficiently.
- To Achieve the given sales target consistently.
- Analyzing, interpreting the competition & market information to fine-tune strategies
- Analyzing past sales data to review and for preparing the MBQs.
- Generating, preparing and consolidating the data for constant Reporting

PERSONAL PROFILE:

Date of Birth : 25th nov,1980
 Sex : Male
 Nationality : Indian
 Marital Status : Single
 Hobbies : Reading books, playing chess and watching movies

PLACE: (MADHU,D)

DATE :
 PLACE: (MADHU,D)