



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

Name	B. ANIL KUMAR
Salary - CTC	12,500/- + 6500/- On call Incentive for Feb'15
Conveyance	<input checked="" type="checkbox"/> Included in salary <input type="checkbox"/> Extra Rs. _____ per month <input type="checkbox"/> As per actuals
Mobile Allowance	<input type="checkbox"/> Nil <input checked="" type="checkbox"/> Rs. 499 per month.
PF & ESI	<input type="checkbox"/> No PF & ESI <input type="checkbox"/> Only after 3 months <input type="checkbox"/> Pay ESI & PF <input checked="" type="checkbox"/> PF & ESI included in above salary
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 - 2016
Employee company	NOC - GLS
Designation	Asst. Manager - Sales.
Site	
Date of joining	24-01-2015
Report to	M.D
Commitment	Committed to work for at least 02 yrs.
Documents required	<input checked="" type="checkbox"/> 4 photographs <input type="checkbox"/> Copy of school certificates <input 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 type="checkbox"/> Surety from _____ <input type="checkbox"/> Surety from _____ <input checked="" type="checkbox"/> 1 yr bank statement <input checked="" type="checkbox"/> Reference letter from <u>Sri Sai Vani Ventures, City Square</u> <input type="checkbox"/> Service Certificate from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	→ Rejected by Mr. Praveen Pathak

Approved by Manager - HR & Admin.		Approved by Managing Director	
Date:	24-01-2015	Date:	
Sign:	<i>[Signature]</i>	Sign:	

**APPROVED BY**  
27 JAN 2015  
SUHAM MODI  
MANAGING DIRECTOR

Offer Details	
Salary offered	Remarks:
Date of joining	

Remarks by MD (For office use only - Do not write in this box)	
Recommendation	Recommended salary
<input type="checkbox"/> Employ <input type="checkbox"/> Reject <input type="checkbox"/> Short list & decide later	

Remarks by Divisional Manager: (For office use only - Do not write in this box)	
Relevant experience	Recommended salary
<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor	
Knowledge of subject	Recommendation
<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor	<input type="checkbox"/> Employ <input type="checkbox"/> Reject <input type="checkbox"/> Short list & decide later

*Dr. [Signature]*

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

Background - Personal  Good  Average  Poor

Background - Work  Good  Average  Poor

Personality  Good  Average  Poor

Appearance  Good  Average  Poor

Communication skills  Good  Average  Poor

Recommendation  Employ  Reject  Short list & decide later

Recommended salary

*Communication skills good. Experience in food & beverage industry + 3 yrs. can join immediately. 18,500/- + 6500/- advance + 999/-*

*Asst. Manager Sales*

**APPROVED BY**  
**SOHAM MD DIRECTOR**  
**MANAGING DIRECTOR**  
 JAN 2015

9:30 pm  
to  
6:00 p

*Receipt & Product*

**Bio-Data**

Note: Attach copy of Resume / Bio-data

Application for post of	out station marketing / sales		
Date of application	23/11/15		
Application through	<input type="checkbox"/> Advertisement	<input checked="" type="checkbox"/> Referred by:	Praveen Kumar

Friend → sales  
→ Sr. sales mkt.

**Personal Details**

Name	B. Anil Kumar		
Age	40	Date of Birth	7/9/1974
Fathers Name			
Address for Correspondence	H/No:- 32-67/K1, Antriksha Colony, R.K. puram.		
Phone & Mobile	9951177539 - Idea		
Permanent Address	H/No:- 32-67/K1, Antriksha colony R.K. puram. Sec-6ad - 56		

Own house

**Education**

Degree (PG)	(9959762227) - Airtel		
Name of college			
Location			
Course type	<input type="checkbox"/> Regular Course	<input type="checkbox"/> Correspondence Course	
Year of completion		Medium of Instruction	
Percentage marks		Category	SC/ST/BC/Open

Degree	AMBEDKAR UNIVERSITY		
Name of college	B. Com. (Open)		
Location			
Course type	<input type="checkbox"/> Regular course	<input checked="" type="checkbox"/> Correspondence Course	
Year of completion	1996	Medium of Instruction	ENGLISH
Percentage marks	45%		

Completed in 1996 due to worked 1 year 1994 - in Canada since

Name of Inter/ Jr. College	K.V.T		
Location	Taimalgieri, Lalbager.		
Year	1992	Medium of Instruction	ENGLISH/HINDI

45%

Name of school	K.V.T.		
Location	Taimalgieri, Lalbager		
Year	1981 to 1990	Medium of Instruction	ENGLISH/HINDI

60%

Can you commit to work for a minimum of 2 years?  Yes  No

**Commitment**

Surety 1:		Name	A.V. Prasad	Company	postal dept	Your Relation	
Surety 2:		Name	A. Prerna	Company	banker in law	Your Relation	878789

Can you provide 2 sureties from Govt. employees or employees of reputed companies?  Yes  No

**Surety:**

Expected Salary	As per company's policy negotiable		
Does the above salary include:	ESI: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	PF: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Conveyance: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Last Drawn Salary	15000		

(Copy of 1 yr bank statement form salary account will have produced at time of employment)

**Salary Details :**

Family Details:	Name	Age	Occupation	Company
Father	B. Madhavaiah	64	Retired	postal dept
Mother	B. Lakshmi	55	HM	
Wife / Husband	B. Manjula	32	to B. Prasad	medical dept ANM
Brother / Sister	B. Abhinav	41	Business	own shop in Tanakallu
Brother / Sister	B. Anand	36	Business	own shop in Tanakallu
Brother / Sister	B. Anitha	35	HM	own shop in Tanakallu
Son / daughter	Devaraj	12	Student	own shop in Tanakallu
Son / daughter	Harish	7	Student	own shop in Tanakallu

Make HERO Year 2002

**Two Wheeler / Car:**

MS Office	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
MS Word	<input type="checkbox"/> Good <input checked="" 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	

**Computer Skills:**

Description of other courses or training: -NIL

**Experience & Employment Details:**

Years of experience in relevant field 15 years

Name of Company	<u>Sri Sai Vani Ventures</u>		
Duration of employment	<u>7 yrs</u>	From date: <u>2/3/09</u>	To date: <u>2015</u>
Location	<u>Uppal x Roads</u>		
Designation	<u>Sales manager</u>		
Last drawn salary	<u>15000/- plus - Incentive 2%</u>		
Number of employees in the company / branch?	<u>150</u>	Number of employees in your dept. or division?	<u>25</u>
Brief description of work handled by you.	<u>Achieving daily and monthly targets Arranging sales direct month targets by putting staff and outdoor marketing.</u>		
Reason for leaving	<u>The company is shutting down &amp; m.d. Deposed</u>		

*Handwritten notes:*  
open plot  
plot + villa  
wages up to Oct 14  
not settled  
Target 40 plots  
Flat & villa  
2+2  
Target met  
completed

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

In 2008 joined in chandana Builders 1 year  
deal in open plot 8000 sq ft + Incentive 5% on plot  
Project completed

2 Sr. Manager / 9 Sales Manager — 30 to 35 once worked

Name of Company	<u>150 Acres</u>		
Duration of employment	<u>350 Acres</u>	From date:	To date:
Location	<u>25 acres</u>		
Designation	<u>Armed Judge</u>		
Last drawn salary			
Number of employees in the company / branch?		Number of employees in your dept. or division?	
Brief description of work handled by you.			
Reason for leaving			

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


*(Please turn)*

*Project, include*

Ask for additional sheets if required.

Remarks: (For office use only - Do not write in this box)	
Target of 150 plots in quarter with team	
Target was done successfully	

Name of Company		CITY SQUARE	
Duration of employment		4 yrs	From date: 2003 To date: 2007
Location		Sec-bad. mumbai road.	
Designation		P.R.O.	
Last drawn salary		10,000/- + incentives 2 st.	
Number of employees in the company / branch?		400	
Brief description of work handled by you.		To keep customer booking details, update sales team for new officers and gate pass.	
Reason for leaving		Company shifted to Bangalore.	

Remarks: (For office use only - Do not write in this box)	
Target of 10 to 15 student film	
Target was done successfully	

Name of Company		APTECH. Mumbai	
Duration of employment		3 yrs	From date: 1999 To date: 2002
Location		ATWAL	
Designation		Sales executive	
Last drawn salary		6000/- + incentives according to company study	
Number of employees in the company / branch?		20	
Brief description of work handled by you.		doe the door marketing	
Reason for leaving		got good job	



# CURRICULUMVITAE

B.Anil Kumar

H.no: 32-67/41,Anthaiah colony,

R.K.Puram, Secunderabad 500056 [T.S] India.

Mobile no: 9951177539

Email: anil\_lina@yahoo.com

## Objective:

To secure a challenging career and grow professionally with the organization, by putting my skills and efficiency, with a passion to perform and constantly drive to move ahead, thereby maintaining long term relationship with the organization.

## Professional Achievements

- 1: Awarded for highest number of bookings in open plots.
- 2: Awarded the best maximum sales in housing project.
- 3: Awarded the best team leader in SRI SAI VANI VENTURES.

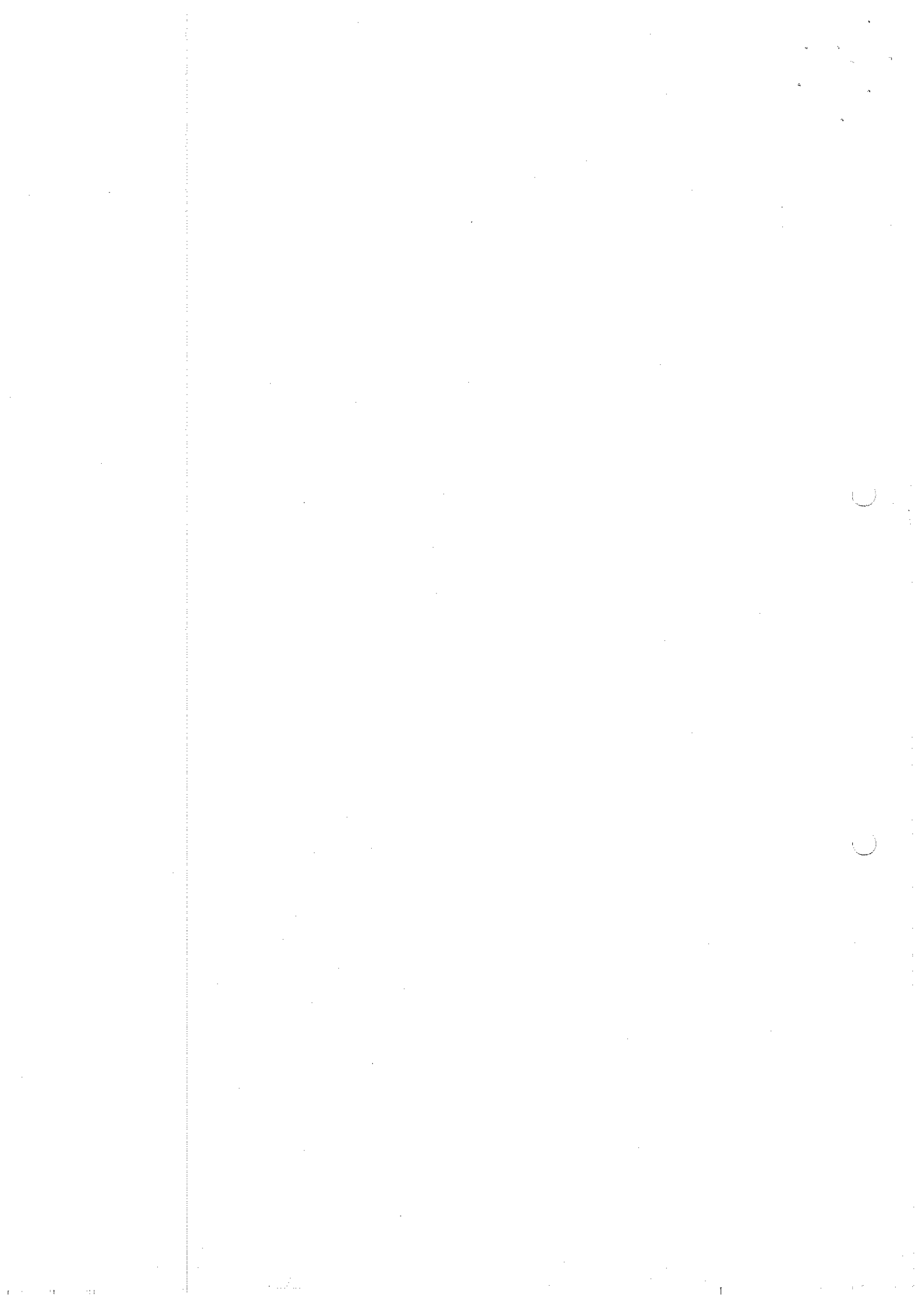
## Experience:

Currently Working As sales manager in sri sai vani ventures.

Worked as P.R.O in CITY SQUARE.

## Job Responsibilities:

1. Handling team of 25 members for all projects.
2. Achieving daily and monthly targets of bookings,
3. Updating new offers & tariff plans to sales team&customers.
4. Handling customer Queries and solving the issues.
5. Arranging direct sales by stalls and outdoor marketing.
6. Keeping Good rapport with customers to get leads from them.





**Educational Qualification:**

1 Degree from Ambedkar University

Intermediate from KVT.

Secondary School Certificate from KVT.

**Technical Qualification:**

1 Ms-Office.

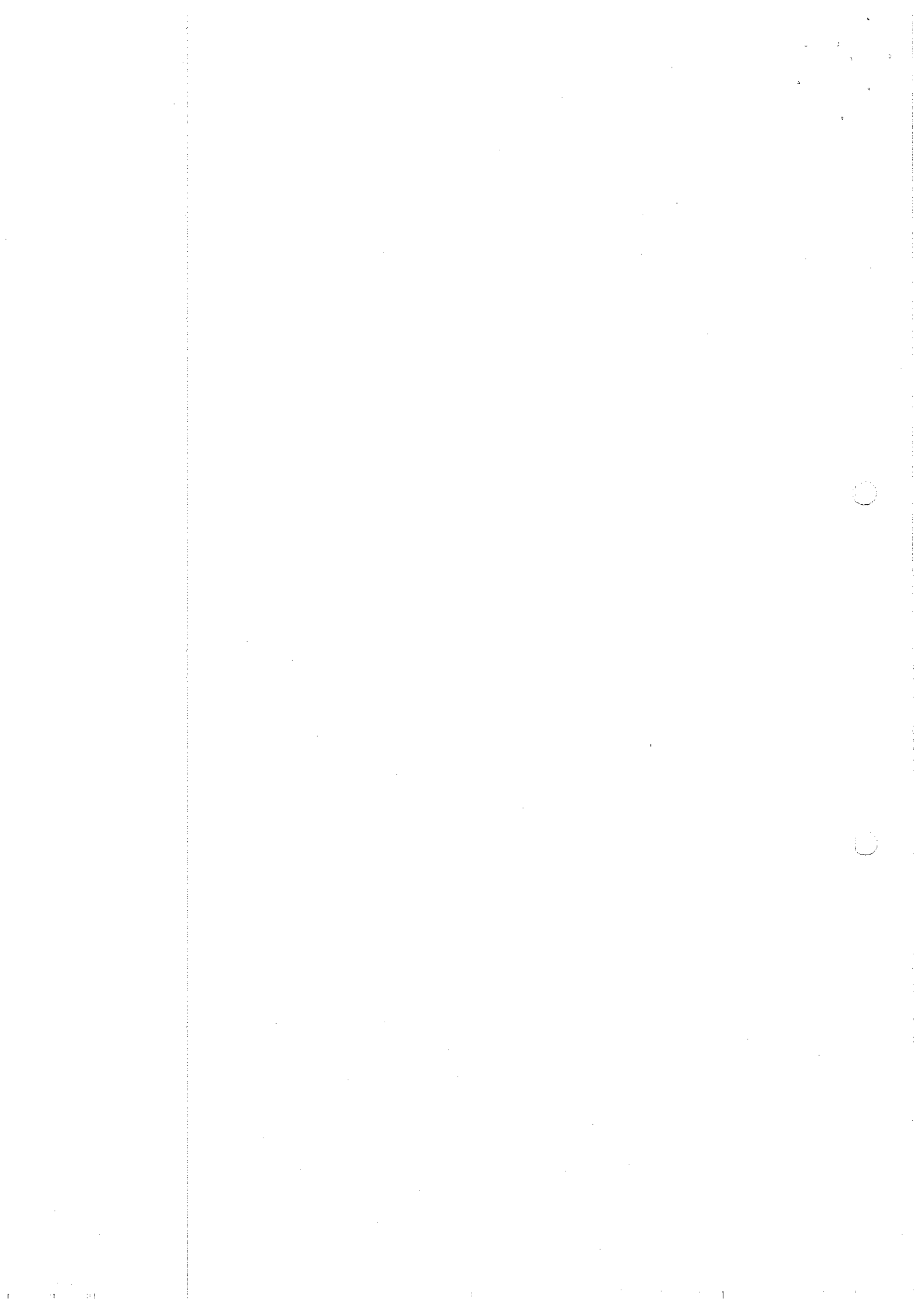
1 Operating System WIN 98, 2000, XP & WIN 7.

**Hobbies:**

1 Making Friends and playing Cricket.

**Strength**

1 Cool temperament & Smart Working.



**Personal Details**

Name : B. Anil Kumar  
Father's Name : B. Muthaylu  
Gender : Male  
Marital Status : Married.  
Date of Birth : 26-01-1974.  
Languages Known : English, Hindi & Telegu.

I hereby declare that all the Information is true to the best of my Knowledge.

Place: Hyderabad.

Date: 20/12/2014

23/1/15

  
(B. Anil Kumar)

Ho. 10:00 to 6:00 Mon to Frida  
all staff 9:30 to 4:30. Wednes  
Sat

Site ops - all staff 9:30 to 6:00  
Sats 10:00 to 6:00.  
But 3 days 9:30 for video Conference.