

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

Name	<u>Laxmikanta</u>
Salary	<u>5000/-</u>
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>350/-</u> per month.
PF & ESI	<input type="checkbox"/> No PF & ESI <input type="checkbox"/> Only after 3 months <input checked="" type="checkbox"/> Pay ESI & PF <u>included in salary.</u>
Probation Period	<input checked="" type="checkbox"/> 3 months <input type="checkbox"/> Nil
Salary revision	<input checked="" type="checkbox"/> After 3 months <input type="checkbox"/> Next April
Employee company	<u>Summit Builders.</u>
Designation	<u>Housing loan Co-ordinator.</u>
Site	<u>SOA</u>
Date of joining	<u>28/8/06</u>
Report to	<u>Sdemon.</u>
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 type="checkbox"/> Copy of passport <input checked="" type="checkbox"/> Fathers employment details / Copy of ID card. <input checked="" type="checkbox"/> Reference letter from <u>ASTITUTE</u> <input type="checkbox"/> Reference letter from <u>IUG</u> <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	<u>Deduct ESI &amp; PF after 3 months.</u> <u>Friend of Vittal.</u>

Sign: [Signature]

Date: 28/8/06

Ref: Mr. Vitthal, Jr. Anni (H/O) 3 yrs  
 Bio-Data Conf. (signed)  
 Note: Attach copy of Resume / Bio-data

*(Handwritten mark)*

Application for post of	
Date of application	21-8-06.

**Personal Details**

Name	A. LAXMIKANTH.		
Age	27 yrs.	Date of Birth	26/06/1979.
Fathers Name	A. SADARMA.		
Address for Correspondence	12-1-1-9/13, Lalapet :- Sec-6ad / <i>own home</i> - 500017.		
Phone no. for correspondence	27051049, 9848545119.		
Permanent Address	SAME AS ABOVE.		

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

→ Communication Skills - Normal.  
 → He agreed to work minimum 3 yrs.  
 Knows Vitthal Jr 3 years - neighbour.

**Education**

Degree	FROM O.U. <i>Chennai</i>		
Name of college	A.V. College.		
Location	Liberty.		
Year	2003.	Medium of Instruction	ENGLISH.

Degree			
Name of college			
Location			
Year		Medium of Instruction	

Name of Inter/ Jr. College	2. S.O. Jr. College (C.G.C.)		
Location	TARNAKA.		
Year	2000.	Medium of Instruction	English.

Name of school	NAGARJUNA RESIDENTIAL HIGH SCHOOL		
Location	NAGARJUNA SAGAR.		
Year	1994.	Medium of Instruction	ENGLISH.

Other courses or training	Typing (Higher). General computer skills on windows
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Remarks: (For office use only - Do not write in this box)


**Computer Skills**

MS Office	<input checked="" type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Avg.	<input type="checkbox"/> Learnt but never worked on it	<input type="checkbox"/> Nil
MS Word	<input checked="" type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Avg.	<input type="checkbox"/> Learnt but never worked on it	<input type="checkbox"/> Nil
MS Excel	<input checked="" type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Avg.	<input type="checkbox"/> Learnt but never worked on it	<input type="checkbox"/> Nil
Auto CAD:	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Avg.	<input type="checkbox"/> Learnt but never worked on it	<input type="checkbox"/> Nil
Other:					

**Two Wheeler**

Make	BAJAJ CALORE	Year	1999
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Family Details	Name	Age	Occupation	Company
Father	A. SADHARMA	53.		HAT Kempa
Mother	A. NAVANEETHA	46.		
Wife / Husband	A. VANLUSUDHA	25	Home	
Brother / Sister	P. MADHURI	23		
Brother / Sister	A. SRISHA	22	Study	
Brother / Sister				
Brother / Sister				

**Salary Details**

Last Drawn Salary	4000 + 1500 Allowances ✓		
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	₹ 6500		

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→ Salary Negotiable
→ No children.

**Experience & Employment Details**

Years of experience in relevant field	About 3 years. (6 months)				Abroad 1/2 yr
Name of Company	ASTITUTE CORPORATE SERVICES (CENTURIAN BANK)				
Duration of employment	7 months	From date:	JAN-06	To date:	JULY-06
Location	SOMATIGUDA.				
Designation	P.D.E (PERSONAL DISCUSSION EXECUTIVE)				
Last drawn salary	Rs 5,500/-				
Brief Description of work	→ Fixing appointment with the personal loan applicant → Having personal discussion about the applicant verification of the originals of the copy's submitted.				
Reason for leaving	Long working hours (8am to 11 P.M.).				

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Name of Company	IVS (INFOVISION GROUP) Channel:- AVIVA LIFE INSURANCE				
Duration of employment	15 months	From date:	OCT-04	To date:	NOV-05
Location	BEGUMBET.				
Designation	RETENTION EXECUTIVE.				
Last drawn salary	Rs 5,000/-				
Brief Description of work	→ Recover the due installments! → Track down the non-contactable customers.				
Reason for leaving	Did not get sanctioned sufficient leave for my marriage in the month of December.				

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


Name of Company	ALANKRITA AGENCY (TATA INDICOM)		
Duration of employment	13 months	From date: Sep-03	To date: Sep-04
Location	KHAIRATABAD		
Designation	COLLECTION EXECUTIVE		
Last drawn salary	Rs 5,000/-		
Brief Description of work	<ul style="list-style-type: none"> <li>⇒ Track down the defaulted customers.</li> <li>⇒ Convincing the customers to pay the due bills and continue with the services.</li> <li>⇒ Recover the due installments when the customer is willing to pay at his convenience.</li> </ul>		
Reason for leaving	The AGENCY was dissolved.		

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

Can't state letter of reference as company is dissolved.	

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)


## CURRICULAM VITAE

H.No 12-1-1-c/13  
Satyanagar,  
Lalapet,  
Secunderabad-17  
Ph: 04027051049  
Mb: 9848545119

### A LAXMIKANTH

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#### OBJECTIVE:

Looking forward for a position, that builds my career, gives me scope in coming up in life. I wish to build my professional and personal abilities and would like to take up assignments, which gives me energy and flexibility. I would like to work in a place where my ability and skills are exploited, and hold a good position of responsibility in the area of Administration / Marketing with the scope of career growth.

#### STRENGTHS

Effective interpersonal and communicative skills. Ability to convince people by giving them a patient hearing and understanding customer requirements. Great dedication towards work, Sincere, Committed, Optimistic and hardworking.

#### ACADEMIC

- Bachelor of Commerce from Osmania University.

#### SKILLS

- Typing (Higher)
- General Computer Skills as on **Windows Operating System**
- Knowledge in user packages like: **Ms- office and compatible.**

## **PROFESSIONAL EXPERIENCE**

### **CETURIAN BANK OF PUNJAB**

Worked as PDE(personal discussions executive) for a period of 6 Months (January 06 to July 30) in ASTITUTE CORPORATE SERVICES, Somajiguda.

#### **Job Profile:**

- Fixing appointment with the Personal loan applicant.
- Having personal discussion about the applicant. (i.e. about the eligibility)
- Verification of the originals of the copy's submitted.
- Forwarding the Genuine applicant for further loan procedures.

### **AVIVA INSSURANCE:**

Worked as Retention Executive for a period of 1 year (Oct-04 to November 05) in INFOVISON GROUP (IVG), Begumpet.

#### **Job Profile:**

- On the basis of data provided by Head Office, track down the defaulted customers and give contact info to tell callers.
- Sharing the updated information with the tell callers.
- Recover the due installments when the customer is willing to pay at his convenient time and place.

### **TATA INDICOM**

Worked as collection executive for a period of 1 year (Sep-03 to september04)  
For ALANKRITA AGENCY a sister concern of TATA INDICOM.

#### **Job Profile:**

- On the basis of data provided by TATA INDICOM, track down the defaulted customers
- Convincing the customers to pay the due bills and continue with the services.
- Recover the due installments when the customer is willing to pay at his convenient time and place.

## **ATTRIBUTES**

- To accomplish the assign work in time.
- To do my duty to achieve the best results.
- Sharing and co-operating the information with the Management and Staff.
- Patience and perseverance are my assets.
- To be honest and work sincerely for the development of the firm.
- Maintaining healthy relationship with customers/management and staff.

## **PERSONAL PROFILE**

Fathers Name : Shri A Sadharma  
Date of Birth : 26<sup>th</sup> June 1979  
Family : Father, Mother, two Sisters and Spouse  
Martial Status : Married  
Languages known : English, Telugu and Hindi.  
Hobbies : Listening to Music, Watching TV

( A LAXMIKANTH)