

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

Name	N. Raja Shekar
Salary	5,000/-
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. 350/- per month.
PF & ESI	<input checked="" 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 checked="" type="checkbox"/> After 3 months <input type="checkbox"/> Next April
Employee company	Mehra & Modi Homes.
Designation	MLT. Rep.
Site	SOB II
Date of joining	29/6/06
Report to	Jagdish / Anand — at SOB II.
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. <i>Revision details.</i> <input checked="" type="checkbox"/> Reference letter from <u>Hyderabad Food Products.</u> <input checked="" type="checkbox"/> Reference letter from <u>Kumar vellu Brothers.</u> <input checked="" type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	3 months probatish period. Jagdish to train him. Transfer to other project after 1 or 2 months.

within
~~15 days~~
15 days.

Sign: J. Anand
Date: 28/6/06

Ref-- Mr A. Sujin Babu,
 C. (son)
relative

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	
Date of application	28/06/06

Personal Details

Name	N. Raja Shekar		
Age	33-Years	Date of Birth	28-06-1972
Fathers Name	N. Baburao		
Address for Correspondence	H. no: 11-2-87/3 Seethahalmadi, Secunderabad.		Own house.
Phone no. for correspondence	9885899084 -		
Permanent Address	H. no: 11-2-87/3 Seethahalmadi, Secunderabad.		

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

→ Communication Skills - good

Education

Degree	B. Com.		
Name of college	Sanghi College of Com & Science		
Location	Tannaka		
Year	1991-92	Medium of Instruction	English

Degree			
Name of college			
Location			
Year		Medium of Instruction	

Name of Inter/ Jr. College	V. V. Jr. College		
Location	Secunderabad.		
Year	1988-90	Medium of Instruction	English

Name of school	V. V. High. School /		
Location	Seethahalmadi		
Year	1987-88	Medium of Instruction	English

Good Communication Skills
 Sufficient Exp in Mktg (FMCG)
 Can be appointed as a ME
 Looking for a salary of Rs 5000 +

[Signature]
 28/6

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

Hero Honda

Make		Year	<i>2006</i>
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Family Details	Name	Age	Occupation	Company
Father	<i>N. Badrinad</i>	<i>65</i>	<i>Retired</i>	<i>Praga Tools LTD</i>
Mother	<i>N. Mangamma</i>	<i>58</i>	<i>House wife</i>	
Wife / Husband	<i>N. Manik</i>	<i>29</i>	<i>House wife</i>	
Brother / Sister	<i>V. Indira</i>	<i>40</i>	<i>House wife</i>	
Brother / Sister	<i>N. Usha</i>	<i>35</i>	<i>School Teacher</i>	
Brother / Sister				
Brother / Sister				

Salary Details

Last Drawn Salary	<i>5000</i>	
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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<i>→ Salary negotiable</i>
<i>No children</i>

Experience & Employment Details

Years of experience in relevant field 10 years CA Approved

Name of Company	Hyderabad Food Products Pvt. Ltd		
Duration of employment	1995	From date: 2004	To date:
Location	Hyderabad		
Designation	Marketing Executive		
Last drawn salary			
Brief Description of work	It is a Food division Company So, my work is to Book the order i.e. order booking & collection		
Reason for leaving			

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→ Reason for leaving is for better prospects

Name of Company	Kumar Vellu Brothers		
Duration of employment	2004	From date: 2006	To date:
Location	Perambalur		
Designation	Marketing Executive		
Last drawn salary	5000		
Brief Description of work	It is a ITC distribution company my work is order booking & collection		
Reason for leaving	father not well - only son. for hospital visit		

Avg. Income per month was 2,500/-

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→ He has 10 yrs. 2 experience in marketing.