

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

Name	Ravi Susairaj
Salary	6,500/-
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 type="checkbox"/> Only after 3 months <input checked="" type="checkbox"/> Pay ESI & PF
Probation Period	<input type="checkbox"/> 3 months <input checked="" type="checkbox"/> Nil
Salary revision	<input type="checkbox"/> After 3 months <input checked="" type="checkbox"/> Next April
Employee company	MPIPL.
Designation	Labr Exec.
Site	HQ
Date of joining	?
Report to	MD at HQ.
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 type="checkbox"/> Copy of drivers license <input type="checkbox"/> Copy of passport <input type="checkbox"/> Fathers employment details / Copy of ID card. <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	

Sign: John Muel
 Date: 6/9/07

Bio-Data**Note:** Attach copy of Resume / Bio-data

Application for post of	
Date of application	20 th August 2007
Application through	<input type="checkbox"/> Advertisement <input type="checkbox"/> Referred by:

Personal Details

Name	Rani Susairaj		
Age	37	Date of Birth	1970
Fathers Name	Susairaj		
Address for Correspondence	914 9 th floor, Manasrova heights - II Manorikar nagar, Timulghy, Secbad.		
Phone no. for correspondence	98494-02806		
Permanent Address	-do-		

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Education

Degree	MBA Marketing thru Correspondance		
Name of college	Osmania University		
Location	Secunderabad.		
Year	2007	Medium of Instruction	English

Degree	BA		
Name of college	Railway Degree college		
Location	Secunderabad (Tamata)		
Year	2000	Medium of Instruction	English

Name of Inter/ Jr. College	Railway Junior college		
Location	Tamata, Secunderabad		
Year	1997	Medium of Instruction	English

Name of school	Railway School		
Location	Secunderabad		
Year	1995	Medium of Instruction	English

Other courses or training	Oracle CRM - Customer Relation Mgmt.
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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	TVS - Scooty	Year	2004
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Family Details	Name	Age	Occupation	Company
Father	Susairaj	65	Retd Central Govt Employee	Secunderabad
Mother	Rajammal	58	house wife	
Wife / Husband	Shamudran	32	Business	
Brother / Sister-1	Vijaya Jagdish	35	ply employee	(central Govt)
Brother / Sister-2	Jayal Rajas	30	Medical transcription	
Brother / Sister-1	Rajam Susairaj	29	AVP	HSBC
Son / Daughter	-			
Son / Daughter	-			
Son / Daughter	-			

Salary Details

Last Drawn Salary	6500/- + Incentives.	
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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Expected Salary	10,000/-	

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Experience & Employment Details

Years of experience in relevant field 6 years

Name of Company	MODI PROPERTIES & INVESTMENTS PVT LTD.		
Duration of employment	1 year	From date: 1 st March 2006	To date: 28 th Feb 2007.
Location	Secunderabad.		
Designation	Sales Coordinator.		
Last drawn salary	₹500/- + Incentives.		
Brief Description of work	<ol style="list-style-type: none"> 1. Marketing 2. Coordination with customer & market 3. arrange for Exhibitions & paper Ads. 4. printing of Brochures .c 5. Email. 		
Reason for leaving	Got Married (Chennai)		

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Ushree Technologies Pvt. Ltd.	
Sales Coordinator – 1 year	
N 20 th May 2005 to 28 th Feb 2006.	
Drawn Salary : 10,000/- P.M.	

Name of Company	Eureka Forbes Ltd.		
Duration of employment	1 year	From date: 1 st May 2001	To date: 29 th April 2005
Location	Secunderabad		
Designation	Sales & Customer Coordinator		
Last drawn salary	₹5000/- + Incentives		
Brief Description of work	<ol style="list-style-type: none"> 1. Recvng customer calls. (Service & sales) 2. Promoting the product 3. Sending ST to Customer Site 4. preparing Invoices. 5. Attendng Exhibitions. 		
Reason for leaving	Assigned to field work.		

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