

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

Name	A VL NARASHIMA
Salary	11,500/-
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. 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	Mehta & Modi Homes
Designation	Asst-Manager Customer Relations.
Site	HO
Date of joining	8/7/08
Report to	Mr. Rambabu at CR.
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 checked="" type="checkbox"/> Copy of passport <input type="checkbox"/> Fathers employment details / Copy of ID card. <input checked="" type="checkbox"/> Reference letter from <u>Suchinindra</u> <input checked="" type="checkbox"/> Reference letter from <u>Singer</u> <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	

Sign: [Signature]
 Date: 8/7/08

Ref = *[Handwritten Signature]* - 24/06/18

[Handwritten Signature]

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	CUSTOMER RELATIONS MANAGER
Date of application	24-6-08
Application through	<input checked="" type="checkbox"/> Advertisement <input type="checkbox"/> Referred by:

Personal Details

Name	A.V.L. NARASIMHAM		
Age	42 yrs.	Date of Birth	24-08-1966
Fathers Name	A.V. RAMULU		
Address for Correspondence	H-NO. 10-5-64/5/3, FLAT NO. 303, DHANABALA RESIDENCY, SRI RAM NAGAR COLONY, MASAB TANK, HYDERABAD.		
Phone no. for correspondence	RES: 23378112 MOB: 9848490285 ✓		
Permanent Address	H-NO. 10-5-64/5/3, FLAT NO. 303, DHANABALA RESIDENCY, SRI RAM NAGAR COLONY, MASAB TANK, Hyderabad.		

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for
them

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

<i>[Handwritten]</i> Communication Skills - good
<i>[Handwritten]</i> Meet Jayden & Anand Mehta for their opinion. Meet me on Thursday or Sat.

Education

Degree	B. Com		
Name of college	SRI RAMACHANDRA ARTS COLLEGE		
Location	VIDYANAGAR, Hyderabad		
Year	1987	Medium of Instruction	ENGLISH

Degree			
Name of college			
Location			
Year		Medium of Instruction	

Name of Inter/ Jr. College	ALIYA Jr. College		
Location	opp. NIZAM college, Hyd		
Year	1984	Medium of Instruction	ENGLISH

Name of school	GOVT. High School, Rajthalam		
Location	SOMASIGUDA		
Year	1982	Medium of Instruction	Telugu

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OK communication
net too happy

[Handwritten Signature]

Other courses or training	Diploma in computer basics.
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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	CHEETAH	Year	1999
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Family Details	Name	Age	Occupation	Company
Father	A.V. RAMULU	84	Retd GZTD officer	Secretariate
Mother	A.SATYANARAYANAMA	70	House wife	
Wife / Husband	A.SANDHYA RANI	38	— DO —	
Brother / Sister	A.chokranth	44	Pvt. service	M/S SANGHI POLYESTERS
Brother / Sister	A.Krishna Kumar	40	mentally retarded	
Brother / Sister	A.Gayathri	38	House wife	
Son / Daughter	A.ROHIT	13	student	TULASI HIGH School
Son / Daughter	A.ZSHWARYA	11	student	— DO —
Son / Daughter	—			

Salary Details

Last Drawn Salary	12,763/-		
Above salary Included	ESI: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	PF: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	Conveyance: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Mobile Allowance: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Expected Salary	Same or above		

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

→ Ready to join immediately

Experience & Employment Details

Years of experience in relevant field	2 1/2 yrs.
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Name of Company	SUCHIRINDIA DEVELOPERS Pvt. Ltd.		
Duration of employment	1-7-2005	From date:	31-7-2007 To date: —
Location	BANJARA HILLS		
Designation	ASST Manager (Customer Care)		
Last drawn salary	12,763/-		
Brief Description of work	<ul style="list-style-type: none"> - Attending to customer enquiries - Processing Sale Agreement/Regd Doc - Replying to customers who visited web-site. - Arranging site visit to walk in customer's - Follow up of Monthly collections. 		
Reason for leaving	- To attend construction of small House		

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

Name of Company	SINGER INDIA LTD		
Duration of employment	1989	From date:	1989 To date: 2005, June.
Location	A.P. & KARNATAKA		
Designation	SHOW ROOM MANAGER		
Last drawn salary	16000/-		
Brief Description of work	<ul style="list-style-type: none"> - Attending floor/walk in customer's - Providing effective after sale service. - Follow up of Monthly Instalments - Preparing reports weekly/Monthly. 		
Reason for leaving	To come back to Hyd from B'lore.		

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

A..V.L. NARASIMHAM

PH : 23378112/ 9848490285

e-mail :: narasimhamrendu@yahoo.co.in

Objective:

Wish to associate with an organization that offers potential for growth and advancement and to carry out any work, which is assigned to me with most innovative and creative ideas to the best of my knowledge and abilities.

PROFESSIONAL PROFILE

- Over 15 years experience in the area of Showroom Operations, Hire purchase and Recovery.
- An excellent planner, Achieving Objectives, Maintaining teams, preparing various reports and contributing to growth of Organization.
- Excellent communication, analytical skills with experience of working in computerized environment.

ORGANIZATIONAL EXPERIENCE / PREVIOUS EMPLOYMENT

Since, December 1989 to July 2005 worked with M/S Singer India Ltd.
(MNC engaged in manufacture and marketing of Sewing Machines and Consumer durables through dealer network and Company Showrooms all over India)

As Show Room Manager lead a team of Sales executives in achieving targets. Reviewed receivables (HP & Bulk business) and overdue payment of bulk parties, taking adequate measures for recovery.

From July 2005 to July 2007 worked with Suchirindia Developers pvt.Ltd., as Asstt. Manager Customer Care.

Safeguarding Customers allotments.

Handing over Registered Doc in time.

Review weekly performance of Collection executives.

Coordination with Head Office, as well as other branches, on various issues.

KEY RESULT AREA

- Enhanced Customer satisfaction and image of the Company, resulting in improvement in repeated Customers.
- Branch Recovery operations through collection executives. Emphasizing thrust on minimizing over due payments.

Contd...

CHIEF ACCOMPLISHMENTS

- Recipient award for excellent performance during the year 1999 from Managing Director of M/S Singer India Ltd.
- Recipient service award from the Managing Director of Singer India Ltd. On completion of 10 years of loyal service.
- Visited Singapore and Indonesia, for Outstanding performance during the year 2005-2006, from Suchirindia Developers Pvt.Ltd.

PERSONAL PROFILE

ACADEMIC QUALIFICATION : B.Com from Osmania University, Hyderabad. (AP).

LANGUAGES KNOWN : English, Hindi, Telugu

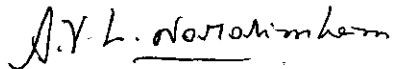
CONTACT ADDRESS : H.NO. 10-5-64/5/3, Flat no.303, Dhana Bala Residency, Sri Ramnagar colony, Masab Tank, Hyderabad-500024.

DATE OF BIRTH : 24TH August, 1966

MARITAL STATUS : Married

CONTACT PH. NO. : 23378112/ 9848490285

Station : Hyderabad.
Date : 24/6/08


(A.V.L. NARASIMHAM)



suchirindia
DEVELOPERS (P) LIMITED

Date: 24th April 2006

To
Mr.A.V.L. NARSIMHAM,
Customer Care Officer,
Banjarahills Branch,
Suchirindia Developers Pvt. Limited
Hyderabad.

Dear Mr. A.V.L.Narsimham

Sub: Submission of Pass Port regarding.

This is to inform you that a study tour to Administration Department is being undertaken from 2nd May to 7th May 2006 to Singapore. In this regard, you are hereby required to submit your passport immediately.

For Suchirindia Developers Pvt. Limited

Lion Dr. Y. Kiron
CEO

suchirindia developers (p) limited

#301, 3rd Floor, Lumbini Amrutha Chambers, Nagarjuna Circle, Banjara Hills, Hyderabad - 500 033.
Ph: + 91-40-5568 5000, 5568 6000 Fax: 5584 6866 e-mail: info@suchirindia.in



Employee Name: A.V.L. Narsimham

Date: 01-01-2007

Department: Customer Care

The management is pleased to inform you that your performance during the year 2006-07 has been appraised and highly appreciated. Your monthly salary, therefore, is re-fixed as under.

Designation: Asst.Manager(CC)

Grade: D-1

Particulars	Existing Salary as on 31.12.2006 (In Rs.)	Revised Salary w. e. f. 01.01.2007 (in Rs.)
Basic	4250	4800
House Rent Allowance	1700	4800
Others (Conv.included)	2550	2400
L.TA (Per Month)		720
Medical (Per Month)		48
Total CTC Per Month	8500	12768
Total CTC Per Annum	102000	153216

The management looks forward to your continued high-level performance in the coming years leading to growth and development of the organization and yourself.

With Best Wishes.

For Suchirindia Developers (P) Limited


K.N.Murthy
Sr.Manager (HR)

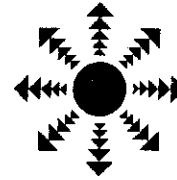
I Agreed and Accepted my revised Salary emoluments and benefits and I am giving my acknowledgement hereunder.

Signature:

Date:

suchirindia developers (p) limited

Plot No. 50-B, Suchirindia Capital, Journalist Colony, Near Apollo Hospital, Jubilee Hills, Hyderabad - 500 033
Ph: 040 - 6613 5000, 6613 6000, Fax: 040 - 6613 9000 e-mail: info@suchirindia.in website: www.suchirindia.in



suchirindia
DEVELOPERS (P) LIMITED

This

Certificate

has been presented to

Name Mr. *A. V. L. Narasimham*

Designation *Asst. Manager-CC*

On his successful completion of one day training for
"Personality Development" related to customer care
at

Suchir Capital
4th APRIL, 2007



Certificate No. : 041/07
Issue Date: 4th April 2007


Lion Dr. Y. Kiron
C.E.O



CERTIFICATE OF APPRECIATION

This Certificate is awarded to

Mr./Ms. A.V.L. NARASIMHAN in

appreciation for excellent performance during the year 1999.

P.R. Nandan
G.M. Sales (South)

Sukanta Dey
Executive Director

SINGER
Your Family Company

17th January 2000

SINGER SERVICE AWARD

Presented to

A. V. L. Narasimham

in recognition of 10 years of
faithful and loyal service

May 2002

Rajiv

RAJIV SUD
Managing Director

Osmania University



Faculty of Commerce

Roll No. 5285342

This is to certify that A. V. L. Narasimham

son/daughter of A. V. Ramulu has been admitted
to the Degree of

Bachelor of Commerce

(MEDIUM English)

of this University, having been declared to have passed in,
Part I. Year, Division

English

Second Language

Sanskrit } May 1986
" } "
" } "

Pass

Part II. (Optionals):

1. Group 'A'

2. Group 'B'

3. Group 'C'

May 1987
" } "
" } "

Second

Cost Accounting
&
Auditing

Given under the seal of the University.

Hyderabad

Dated ASHADH 22, 1912
JULY 13, 1990

M. Ananth Rao
Vice-Chancellor

