

DECLARATION

From:

Date: 15.5.2017

A. LAXMIKAN/TH
#12-1-1-C/13,
Saltysa Nagar, Lalapet.
Secunderabad - 17

To,
HR Manager,
Modi Properties Pvt. Ltd.,
M.G. Road, Secunderabad-03.

I have submitted my bio-data/ resume for a suitable post in your company and its associated firms/subsidiaries.

I hereby certify/declare that the details given herein are true to the best of my knowledge.

In case the information given by me is found to be un-true, I will be liable for consequences thereon.

I shall provide proof of last drawn salary as and when requested.

I shall provide letters of good conduct/recommendation from past employers as and when asked for.

I further undertake to work for a minimum period of 2 years, if I am offered employment in your company.

Thank you.

Yours sincerely,

Signature A. Lakshmi
Name: (A. LAXMI KAN/TH)
Place: Secunderabad
Date: 15.5.2017

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

Application for post of	SALES / Customer Relations /		
Date of application	15-5-2017		
Application through	☐ Advertisement	☐ Referred by:	

Personal Details

Name	A. LAKSHIKANTH		
Age	39	Date of Birth	26-06-1978
Fathers Name	A. SADHARMA		
Address for Correspondence	#12-1-1-C/13, Sathyanagar, Kalyan - 17		
Phone & Mobile	9848545119 / 9502300199		
Permanent Address	Mentioned as above		

Education*Sadharma*

(P.G) Degree			
Name of college			
Location			
Course type	☐ Regular Course	☐ Correspondence Course	
Year of completion		Medium of Instruction	
Percentage marks		Category	SC / ST / BC / Open

Degree	B.Com		
Name of college	A.V college		
Location	Gangan Mahal		
Course type	☒ Regular course	☐ Correspondence Course	
Year of completion	2003	Medium of Instruction	English
Percentage marks			

Name of Inter/ Jr. College	ISO Jr. college		
Location	Tirunelveli		
Year	2000	Medium of Instruction	English

Name of school	Nagarjuna Residential High School		
Location	Nagarjuna Nagar		
Year	1994	Medium of Instruction	English

Description of other courses or training	

Computer Skills:

MS Office	☒ Good ☐ Average ☐ Poor
MS Word	☒ Good ☐ Average ☐ Poor
MS Excel	☒ Good ☐ Average ☐ Poor
Auto CAD	☐ Good ☐ Average ☐ Poor
Email	☒ Good ☐ Average ☐ Poor
Other	

Two Wheeler / Car:

Here Honda Hawk

Make	2008	Year	2008.
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Family Details:	Name	Age	Occupation	Company
Father	A. S. ADITHYAN	65	Retired	HMT
Mother	A. V. ANNEEKA	59	House wife	
Wife / Husband	A. V. ANJUSUDHA	37	House wife	
Brother / Sister	A. Madhuri	34	11	
Brother / Sister	A. Sri gha	33	11	
Brother / Sister				
Son / daughter	A. ISHAANTH	6	2nd class	
Son / daughter	A. Sri nidda	6	2nd class	
Son / daughter				

Salary Details:

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

Last Drawn Salary	22,500/- + 4,000/- on Account incentive		
Does the above salary include:	ESI: ☐ Yes ☐ No	PF: ☒ Yes ☐ No	
	Conveyance: ☐ Yes ☐ No	Mobile Allowance: ☐ Yes ☐ No	
Expected Salary	As company decide		

Surety:

Can you provide 2 sureties from Govt. employees or employees of reputed companies?				☐ Yes ☐ No
Surety 1:	Name		Company	
	Designation		Your Relation	
Surety 2:	Name		Company	
	Designation		Your Relation	

Commitment

Can you commit to work for a minimum of 2 years?	☒ Yes ☐ No
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Experience & Employment Details:

Years of experience in relevant field	10 1/2 years
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Name of Company	Modi Properties & Investments Pvt. Ltd.		
Duration of employment	10 1/2 yrs	From date: 28-8-2006	To date: 31-1-2017
Location	Hyderabad		
Designation	(A.S.M.) Asst. Sales manager		
Last drawn salary			
Number of employees in the company / branch?	110	Number of employees in your dept. or division?	40 members
Brief description of work handled by you.	Responding to the clients and their queries directly or by e-mails. for sales for sales. Dealing with clients for rents & lease of company commercial properties & customer Relations		
Reason for leaving	My father health condition		

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

Name of Company	Astitute Corporate Services (PSTPR) Centurian bank of Punjab		
Duration of employment	6 months yrs	From date: May 2006	To date: July 2006
Location	Somniguda		
Designation	Personal discussion & Executive		
Last drawn salary			
Number of employees in the company / branch?	60	Number of employees in your dept. or division?	60
Brief description of work handled by you.	Fixing appointment with the personal loan applicant. Having personal discussion about the applicant about the eligibility. verification of the original document submitted by applicant.		
Reason for leaving	long working hours 8:00 AM. to 11:00 PM		

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

Chart

Name of Company	Ivcs (Information Group) Chanel Baker to		
Duration of employment	13 months	From date: 1-10-2004	To date: 30-12-2005
Location	Bengaluru		
Designation	Retention Executive		
Last drawn salary	Rs. 5,000/-		
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			

ANNA
life Insurance

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

Name of Company			
Duration of employment	_____ yrs	From date: _____	To date: _____
Location			
Designation			
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)

Ask for additional sheets if required.

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	

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

Relevant experience	☐ Good ☐ Average ☐ Poor
Knowledge of subject	☐ Good ☐ Average ☐ Poor
Recommendation	☐ Employ ☐ Reject ☐ Short list & decide later
Recommended salary	

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

Recommendation	☐ Employ ☐ Reject ☐ Short list & decide later
Recommended salary	

Offer Details

Salary offered		Date of joining	
Remarks:			

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

Name	
CTC Salary	
Conveyance	☐ Included in salary ☐ Extra Rs. _____ per month ☐ As per actuals
Mobile Allowance	☐ Nil ☐ Rs. _____ per month.
PF & ESI	☐ No PF & ESI ☐ Only after 3 months ☐ Pay ESI & PF ☐ PF & ESI included in above salary
Probation Period	☐ 3 months ☐ Nil
Salary revision	☐ After 3 months ☐ Next April - _____
Employee company	
Designation	
Site	
Date of joining	
Report to	
Commitment	Committed to work for at least ____ yrs.
Documents required	☐ 4 photographs ☐ Copy of school certificates ☐ Copy of degree certificates ☐ Copy of drivers license ☐ Copy of passport ☐ Fathers employment details / Copy of ID card. ☐ Surety from _____ ☐ Surety from _____ ☐ 1 yr bank statement _____ ☐ Reference letter from _____ ☐ Service Certificate from _____ ☐ Other _____ ☐ Other _____
Remarks	

Approved by Manager - HR & Admin.		Approved by Managing Director	
Date:		Date:	
Sign:		Sign:	