

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

Name	B. ANIL KUMAR
Salary	CTC 12,500/- + 6500/- O.A.A.C Incentive for Feb'15
Conveyance	☒ Included in salary ☐ Extra Rs. _____ per month ☐ As per actuals
Mobile Allowance	☐ Nil ☒ Rs. 499 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 - 2016
Employee company	Nor GLS
Designation	Asst. Manager - Sales.
Site	
Date of joining	24-01-2015
Report to	M.D
Commitment	Committed to work for at least 02 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 Sri Sai Vani Ventures, City Square ☐ Service Certificate from APTECH ☐ Other (Good Conduct Certificate) ☐ Other
Remarks	→ Referred by Mr. Praveen Pathak Transferred M.N.M./N.E.

Approved by Manager - HR & Admin.		Approved by Managing Director	
Date:	24-01-2015	Date:	
Sign:	<i>[Signature]</i>	Sign:	



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	

*Communication skill good Experience in Real Estate
12 years + 3 ya concept Asst. Manager - Sales
can join immediately
12,500/- + 6500/- advance + 499/-
Ctc Salary. Based on performance increase in April*

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	

APPROVED BY
JAN 2015
SOHAM MOH
MANAGING DIRECTOR

9:30 pm
to
6:00 pm

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:			

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

Application for post of	out station marketing / <i>sn sales, ex</i>		
Date of application	23/11/15		
Application through	☐ Advertisement	☒ Referred by:	Praveen Kumar pathak <i>Friend sn sales</i>

Personal Details

Name	B. Anil Kumar.		
Age	40	Date of Birth	7/9/1974
Fathers Name			
Address for Correspondence	H/no:- 32-67/41, Antriah colony, R.K. puram.		
Phone & Mobile	9951177539 - Idea		
Permanent Address	H/no:- 32-67/41, Antriah colony, R.K. puram. Sec-6 - S6		

Education

Degree (PG)	(9959762227) - Airtel		
Name of college			
Location			
Course type	☐ Regular Course	☐ Correspondence Course	
Year of completion		Medium of Instruction	
Percentage marks		Category	☒ SC / ST / BC / Open

Degree	AMBEDKAR UNIVERSITY		
Name of college	B. Com. (Open)		
Location			
Course type	☐ Regular course	☒ Correspondence Course	
Year of completion	1996	Medium of Instruction	ENGLISH
Percentage marks	45%		

Name of Inter/ Jr. College	K. V. T.		
Location	Taimalgieri, Lalbagh.		
Year	1992	Medium of Instruction	ENGLISH/HINDI

Name of school	K. V. T.		
Location	Taimalgieri, Lalbagh		
Year	1981 to 1990	Medium of Instruction	ENGLISH/HINDI

Description of other courses or training	- NIL
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Computer Skills:

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

Two Wheeler / Car:

Make	HERO-HONDA	Year	2002
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Family Details:	Name	Age	Occupation	Company
Father	B. medhagala	6h	Retired	postal dept
Mother	B. Laxmi	55	H/W	
Wife / Husband	B. manjulatha	38	Job	medical dept
Brother / Sister	B. Abhina	41	Business	own
Brother / Sister	B. Arvind	36	Business	own
Brother / Sister	B. Anitha	35	H/W	
Son / daughter	Devanshi	12	student	
Son / daughter	Aadiraishi	7	student	
Son / daughter				

Salary Details :

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

Last Drawn Salary	15000/-
Does the above salary include:	ESI: ☐ Yes ☒ No
	PF: ☐ Yes ☒ No
	Conveyance: ☐ Yes ☐ No
	Mobile Allowance: ☒ Yes ☐ No
Expected Salary	As per company's policy

Surety:

Can you provide 2 sureties from Govt. employees or employees of reputed companies?				☒ Yes ☐ No
Surety 1:	Name	A.V. prabak	Company	postal dept
	Designation	post man	Your Relation	brother in law
Surety 2:	Name	A. Aruna	Company	Allegory Infra
	Designation	m.o	Your Relation	Sister

Commitment

Can you commit to work for a minimum of 2 years?	☒ Yes ☐ No
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Name of Company	APTECH. <i>Institute</i>		
Duration of employment	3 yrs	From date: 1999	To date: 2002
Location	ALWAL		
Designation	Sales executive		
Last drawn salary	6000/- + <i>Incentive according to course study</i>		
Number of employees in the company / branch?	20	Number of employees in your dept. or division?	3
Brief description of work handled by you.	door to door marketing do paper presentation arrange stalls at colleges & school's		
Reason for leaving	got good job		

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

*Target of 10 to 15 student p/m incentive of Rs 3000/-
Target was done successfully*

Name of Company	CITY SQUARE <i>open plot in court field</i>		
Duration of employment	47 yrs	From date: 2003	To date: 2007
Location	SEL-bad. minister's road.		
Designation	P.R.O.		
Last drawn salary	10,000/- + <i>incentive of 2%</i>		
Number of employees in the company / branch?	400	Number of employees in your dept. or division?	30
Brief description of work handled by you.	To keep customer booking details, update sales team for new officers and rate tariff.		
Reason for leaving	Company shifted to Bangalore.		

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

*Target of 150 Plots in Quarter with Team
Target was done successfully*

Ask for additional sheets if required.

Experience & Employment Details:

Years of experience in relevant field 15 years

Name of Company	<u>Sri Sai Vani Ventures</u>		
Duration of employment	<u>7 yrs</u>	From date:	<u>2/3/09</u> To date: <u>2015</u>
Location	<u>Uppal X Roads</u>		
Designation	<u>Sales manager.</u>		
Last drawn salary	<u>15000 plus - Incentive 2%.</u>		
Number of employees in the company / branch?	<u>180</u>	Number of employees in your dept. or division?	<u>25</u>
Brief description of work handled by you.	<u>Achieving daily and monthly targets Arranging sales direct in outstation by putting stalls and outdoor marketing.</u>		
Reason for leaving	<u>The Company is shutting down</u>		

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

<u>In 2008 joined in Chandana Builders 1 year</u>			
<u>deal in open plot 8000 sqm + Incentive 5% on plot</u>			
<u>Project completed</u>			
<u>2 Sr. Manager / 9 Sales Manager - 30 to 35 once worked under him!</u>			
Name of Company	<u>150 Acres</u>	From date:	To date:
Duration of employment	<u>550 Acres</u>		
Location	<u>25 acres</u>		
Designation	<u>Armed Vigilante</u>		
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)

(Please turn)

CURRICULUMVITAE

B.Anil Kumar

H.no: 32-67/41, Anthaiah colony,

R.K.Puram, Secunderabad 500056 [T.S] India.

Mobile no: 9951177539

Email: anil_lina@yahoo.com

Objective:

To secure a challenging career and grow professionally with the organization, by putting my skills and efficiency, with a passion to perform and constantly drive to move ahead, thereby maintaining long term relationship with the organization.

Professional Achievements

- 1: Awarded for highest number of bookings in open plots.
- 2: Awarded the best maximum sales in housing project.
- 3: Awarded the best team leader in SRI SAI VANI VENTURES.

Experience:

Currently Working As sales manager in sri sai vani ventures.

Worked as P.R.O in CITY SQUARE.

Job Responsibilities:

1. Handling team of 25 members for all projects.
2. Achieving daily and monthly targets of bookings,
3. Updating new offers & tariff plans to sales team & customers.
4. Handling customer Queries and solving the issues.
5. Arranging direct sales by stalls and outdoor marketing.
6. Keeping Good rapport with customers to get leads from them.

Educational Qualification:

- 1 Degree from Ambedkar University

Intermediate from KVT.

Secondary School Certificate from KVT.

Technical Qualification:

- 1 Ms-Office.
- 1 Operating System WIN 98, 2000, XP & WIN 7.

Hobbies:

- 1 Making Friends and playing Cricket.

Strength

- 1 Cool temperament & Smart Working.

Personal Details

Name : B. Anil Kumar
Father's Name : B. Muthaylu
Gender : Male
Marital Status : Married.
Date of Birth : 26-01-1974.
Languages Known : English, Hindi & Telegu.

I hereby declare that all the Information is true to the best of my Knowledge.

Place: Hyderabad.

Date: 20/12/2014

23/1/15


(B. Anil Kumar)

Ho. 10:00 to 6:00 Mon to Friday
all staff Week days
9:30 to 4:30. Sat

Site pm - all staff 9:30 to 6:00
Sats 10:00 to 6:00.
But 3 days 9:30 for video Conference.