

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

Name	P. Prabhakar
Salary	18,000/-
Conveyance	☒ Included in salary ☐ Extra Rs. <u>—NA—</u> per month (<i>as per actuals</i>)
Mobile Allowance	☐ Nil ☐ Rs. <u>250/-</u> per month.
PF & ESI	☒ No PF & ESI ☒ Only after 3 months ☐ Pay ESI & PF
Probation Period	☒ 3 months ☐ Nil
Salary revision	☐ After 3 months ☒ Next April -2014 <i>based on Performance</i>
Employee company	Paramount Estates
Designation	<i>Asst. Manager Purchase</i>
Site	Head Office
Date of joining	
Report to	Shri. Gaurang Mody, Director
Commitment	Committed to work for at least <u>two</u> 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 _____ ☐ Reference letter from _____ ☒ Other <u>salary slip from previous employer</u> ☐ Other _____
Remarks	• Basing on capability can be promoted to <u>Asst. Manager Purchase</u> in future. • If unable to show his skills, he may leave the job in next 6 months • Need training to know company standard policies about purchase • Management PF contribution to be added

Approved by Manager - HR & Admin.		Approved by Managing Director	
Date:	<u>05-07-2013</u>	Date:	
Sign:	<i>[Signature]</i>	Sign:	<i>[Signature]</i>

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	17,000/- to 18,000/-
→ Has Computer knowledge & material knowledge.	
→ Ex-employee – worked in Sales division	

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	18,000/-	Date of joining	
Remarks:	Accepted Two Conditions:-		
	① Should be hourly		
	② Probation for 3 months. If not called, he has to resign the job.		

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	Purchase Manager
Date of application	27/06/2013
Application through	☒ Advertisement ☒ Referred by: Ex-Employee

Personal Details

Name	PRABHAKAR
Age	34 yrs
Date of Birth	10/01/1979
Father's Name	DEVADANAM (LATE)
Address for Correspondence	10-S-779 / 31, Venkatnagar Thukarom Gok, Secunderabad - 500017
Phone & Mobile	09849792699
Permanent Address	11-4-493, Tarakaramnagar, S. S. Colony Godarabhan, Karimnagar (D1)

Rented.
House.
own
House.

Education

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

Degree	Bachelor of Arts (B.A.)		
Name of college	Dr. B.R. Ambedkar Open University		
Location	Godarabhan, Karimnagar		
Course type	☒ Regular course	☒ Correspondence Course	
Year of completion	1997	Medium of Instruction	Telugu
Percentage marks			

Name of Inter/ Jr. College			
Location			
Year		Medium of Instruction	

Name of school	S.C.H.S. (S.C.)		
Location	G.D.K., Karimnagar (D1)		
Year	1994	Medium of Instruction	Telugu

Experience & Employment Details

Years of experience in relevant field

3 years

Name of Company	Ashta Constructions Pvt. Ltd.		
Duration of employment	3 yrs	From date:	01/11/10 To date: 19/11/12
Location	Road no: 12, Banjara Hills, Hyd-34		
Designation	Purchase Manager		
Last drawn salary	17,500		
Number of employees in the company / branch?	20	Number of employees in your dept. or division?	4
Brief description of work handled by you:	Purchase Managers Planning and budgeting the purchase functions. Liaison, procurement of Raw material from state markets Reports, Devising new Vendors. Overall purchase functions.		
Reason for leaving	I am posted to Jagdalpur Div. which is a very long way from A.P. Due to family of small kids. I am not comfortable there.		

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

Name of Company	Modi Properties & Investments Pvt. Ltd.		
Duration of employment	3 1/2 yrs	From date:	2007 To date: 2010
Location	D.M.R. Nilgiri Homes.		
Designation	Sales Executive		
Last drawn salary	10,000/-		
Number of employees in the company / branch?		Number of employees in your dept. or division?	
Brief description of work handled by you:	Sales - Selling of Individual Villa and flats. Achieving the targets set by the management.		
Reason for leaving	Resignation, Due to completion of my targets. I thought to leave.		

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

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
Other	Windows, 7, XP

Two Wheeler / Car

Make	Hero Honda	Year	2006
------	------------	------	------

Family Details	Name	Age	Occupation	Company
Father	Devadanam	—	Late	
Mother	Bushela	—	Late	
Wife / Husband	T. S. Kalq	27	H/W	
Brother / Sister	Mohanraj	40	G.M.	Veria Hospital FCIL
Brother / Sister	Budhakar	32	B.P.O	Genpact
Brother / Sister	Ravi	48	H/W	
Son / daughter	Ravi			
Son / daughter	Bushel	9	Student	Auxellum School
Son / daughter	Dev	8	"	"

Salary Details

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

Last Drawn Salary	17,500 + Allowances = 20,000/2		
Does the above salary include:	ESI: ☐ Yes ☒ No	PF: ☐ Yes ☒ No	
	Conveyance: ☐ Yes ☒ No	Mobile Allowance: ☐ Yes ☒ No	
Expected Salary	25,000 (Twenty five thousands Only) + Allowances		

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
--	---

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	Purchase Manager
Date of application	27/06/2013
Application through	☒ Advertisement ☐ Referred by: Ex-Employee

Personal Details	
Name	PRABHAKAR P
Age	34 yrs
Father's Name	DEVADANAM (LATE)
Address for Correspondence	10-S-779/31, Venkatnagar Thukaram Gpk, Secunderabad - 500017
Phone & Mobile	09849792699
Permanent Address	11-4-493, Tarakaramanagar, & Incline Colony Godarabhan, Karimnagar (DI)

Rented.
400/-
own
House.

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

Degree	Bachelor of Arts (B.A.)	
Name of college	Dr. B.R. Ambedkar Open University	
Location	Godarabhan, Karimnagar	
Course type	☒ Regular course ☐ Correspondence Course	
Year of completion	1997	Medium of Instruction
Percentage marks	Telugu	

Name of Inter/ Jr. College		
Location		
Year		
	Medium of Instruction	

Name of school	R.C.H.S. (R.C.C.)	
Location	G.D.K., Karimnagar (DI)	
Year	1994	Medium of Instruction
	Telugu	