

APPLICATION FOR THE POST OF BUSINESS DEVELOPMENT MANAGER (BDM)

/ OFFICE EXECUTIVE OPERATIONS

(PLEASE TICK THE APPLICABLE BOX)

Passport size photo

1. Name : Mr/Mrs/Ms

2. Father's Name :

3. Date of Birth :

4. Address for Communication

Flat /House/Door No. :

Building Name :

Street Name :

Location :

District :

State :

Country :

5. Mobile Number :

6. Email id :

7. Qualifications - Academic / Professional

Sl No	Details of Qualification	University / Board	Year of Passing	%of Marks
1				

2				
3				
4				
5				

**8. Qualifications - Technical / others**

SI No	Details of Course	Institute / University	Year of Passing	Percentage of Marks obtained
1				
2				

**9. Details of Computer Proficiency**

Proficiency in	Excellent	Good	Average
MS Word			
Excel			
Power Point			
Any Other (Please specify)			

**10. Present Position**

SI No	Name and Address of the Employer	Designation	Period of employment		Key Responsibilities
			From	To	

**11. Experience**

SI No	Name and Address of the Employer	Designation	Period of employment		Key Responsibilities
			From	To	


**12. Special Achievements if any**

**13. Languages Known**

Sl No	Language	Read	Speak	Write
1				
2				
3				

14. Current Salary and allowances per month

15. Notice Period Required for Current Employment:

16. References 1. 2.

Name, address,

Telephone

Email id

17. Permanent Address

18. Why do you consider yourself suitable for the job (not more than 250 words)

19. Any other relevant information:

Declaration:

I, Hereby declare that all the information is given above is true to the best of my knowledge.

Sd/-

**NAME**

**PLACE**