

S. Kunal Keshan
RA2011004010051

ECE – A

English - 18LEH101J

31-05-2021

English - Assignment - 18LEH101J

Notice, Agenda and Minutes.

Kunal Keshan S
RA2011004010051
ECE - A.

Question:

Imagine that you are the Secretary of RMS Cotton Mills and Conduct a meeting with board of directors discussing various issues.

Notice without Agenda:

RMS Cotton Mills

12/7 Adhinu Street, Chennai

Tamil Nadu - 600123

NOTICE

31st May 2021

Notice is hereby given that the third meeting of the Board of Directors will be held at the registered office of the Company at 11 A.M. on Thursday, June 3rd 2021.
The agenda is enclosed.

S Kunal Keshan
Secretary

Cc:

Members of Board of Directors.

Notice with Agenda:

RMS Cotton Mills

12/7, Adhinu Street, Chennai

Tamil Nadu - 600123

31st May 2021

NOTICE

Notice is hereby given that the third meeting of the Board of Directors will be held at the registered office of the Company at 11 A.M. on Thursday, June 3, 2021.

S Kunal Keshan

Secretary.

Agenda:

1. Confirmation of the minutes of the last meeting.
2. Matters arising from the minutes.
3. Expansion plans for the Company.
4. Improvements in the marketing department.
5. Date of next meeting.

Cc:

Members of Board of Directors.

Minutes of Meeting:

RMS Cotton Mills

12/7, Adhinu Street, Chennai

Tamil Nadu - 600123

Minutes

Minutes of the third meeting of the Board of Directors held on 3rd June 2021 at the Registered office of the Company.

The following members were present:

Mr. G. Thina	Managing Director.
Mr. A. Avichal	Director, Planning and Development.
Mr. P. Sahil	Director, Purchase
Mr. A. Jaswin	Director, Human Resource
Mr. S. Kumar	Director, Finance.

Mr. S. Kunal Keshan Secretary.

1. Confirmation for expansion plans.

The directors were in formal agreement for the new expansion plans put forth by the Director of Planning and Development. It was signed by all members and is now ready to be executed.

2. Improvement in the Marketing Department.

Improvements in Sales have been significant ~~yield~~ in the past quarters due to the unyielding ~~ability~~ and hard work of the Marketing Department. The Committee members agreed to increase the funds to the Marketing Dept.

3. Dividend Payout.

Increase in profits have been substantial in the past and in agreement, the Company will pay a dividend of ₹ 5 to all of its Shareholders on the 1st April 2022.

4. Next meeting.

The next meeting of the Board was fixed to be held on Monday, July 5 2021 at 11 A.M.

With this the meeting ended at 3:00 P.M while the Directors thanked each other.

S. Kunal Mishra.

Secretary.

06-06-2021

English Assignment - ISLEH101J

Kunal Keshan S

RA2011004010051

ECE - A

Cover Letter & Resume.

Question:

Write a Job application to Zero Tech Info Private Ltd, requesting the general manager of the Concern to consider you for the position of Zonal Manager for their newly established branch in New Delhi.
Send the Cover letter along with the Resume.

Cover Letter.

Kunal Keshan
12, Nehru Street
Ashok Nagar
Chennai - 600123

6th June 2021

The General Manager
Zero Tech Info Private Ltd.
17/18, Vishal Residency,
Mandvi
Mumbai - 400003.

Dear Sir / Madam,

Subject: Applying for the post of Zonal manager for the newly established branch in Delhi with reference to the

Linked In post, dated 31st May 2021.

I would like to apply for the post of Zonal manager for the newly established branch in Delhi as advertised in the Companies Linked In Post. After Carefully reviewing the requirements in the job description, I feel that I am a Suitable Candidate for the job. I have a Bachelor's degree in Electronics and Communication Engineering from SRIST, Chennai. I have taken participation in various leadership related events both in and out of College and also participated and won various debates.

I believe with the skills I have acquired and my Critical thinking that I am Capable of managing a team and providing the right instructions. I am approachable to my peers and bring about professionalism. I feel that I am Capable of bringing more than Satisfactory results under my Supervision.

If you think that I am a Capable Candidate, I would welcome the opportunity to meet you to learn more about the Company, and whether my qualifications and skills would meet your expectations.

Thank you in advance for your time and Consideration. I look forward to hearing from you soon.

Yours Faithfully,
Kunal Keshan.

Enclosure: Resume

Resume:

Kunal Keshan
12, Nehru Street, Ashok Nagar
Chennai - 600123, 7543211234
kunalh@gmail.com.

Position Sought: Zonal Manager

Objective: To work as the Zonal Manager in the newly established branch in Delhi where I will have opportunities to use my experience in Communication, decision-making, technical, Conceptual and interpersonal leadership.

Academic Qualifications				
Degree/Certificate	Institute	Board/University	Year	GPA
B. Tech in Electronics and Communication Engineering	SRM Institute of Science and Technology, Chennai	SRMIST	2021	89.1
12th	St. Johns Residential School, Chennai	CBSE	2017	84.1
10th	St. Johns Residential School, Chennai	CBSE	2015	86.1

Experience:

• Team Leader for an Award winning project on Circuits held at IIT, Madras.

- Coordinated and brought together the Composition of the team.
- Planned and executed the required Components.
- Communicated and expressed the project to the Crowd in a easy to understand manner.

Participated in MUN.

- Exposed to people of various background and improved Communication Skills.
- Decision making to Counter in various debates held.
- Team work to present new amendments and Such.

Special Skills:

- Communication and Interpersonal Skills.
- Quick Decision Making.
- Ability to work in Multi-Cultural environment and easily adapt to any change.
- Team worker and work towards producing best results.

Activities & Interests:

- Member, Think Digital, SRMIST.
- Member, JEEE
- Coding, Video editing and photo editing and finance.

Achievements:

- First place in Circuits Competition held at IIT, Madras.
- Participated in MUN.
- First place in College Debate Competitions.

References:

Prof. A.J. Kumar,
Professor of Communications,
SRMIST, Chennai
Tel: (091) 9876543210
Email: kumaraj@gmail.com

Dr. K. Arand
Professor, Psychology
Coordinator of MUN.
Tel: (091) 7273791101
Email: Arandk@gmail.com

I hereby affirm that the above provided details are true to the best of my knowledge and belief.

Place: Chennai

Date: 6th June 2021.