

# BIZITA TECHNOLOGIES PRIVATE LIMITED

<b>Name</b>		Anjali L chavan
<b>Designation</b>		Human Resources ( HR )
S.No	Document Name	Status
1	Updated Resume	
2	Passport	
3	Driver's License	
4	SSC Mark sheet	
5	HSC Mark sheet	
6	Degree Mark sheets	
7	Degree Certificates	
8	Post Degree Mark sheets	
9	Post Degree Certificates	
10	Experience Letter from previous Employer/s	
11	Relieving Letter from Previous Employer/s	
12	Signed Copy of Offer Letter	
13	Completed Employment Application (Will be filled in company form)	
14	Background investigation form (Will be filled in company form)	
15	Copy Of last two months' Salary Slips	
16	Bank Statement for last 6 months of Salary Account	
17	Evidence of Current Residence proof (Telephone bill / Electricity bill/ Adhaar Card)	
18	Evidence of Permanent Residence proof (Telephone bill / Electricity bill / Ration Card/Adhaar Card)	
19	Three Employer references (Will be filled in company form)	
20	08 Recent Passport Size Photos	
21	Any Professional Certificate or Mgt Training & Project Certificates (Optional)	