



*Southern Institute Of Vocational Training*

The Southern Institute of Vocational Training Certifies that

.....HEMAND.K.....

SON...of Mr./ Mrs..... BABU.K.....

has been admitted to the program of

.....THREE YEAR DIPLOMA.....

in.....INFORMATION TECHNOLOGY.....

Having satisfactorily completed the prescribed

course of study and having been

placed in ....A..... Grade in.....FIRST.....Class

at the Examination held

in the month of ....MARCH.....in the year..2019.....

Given under the seal of SIVT



A handwritten signature in black ink, appearing to read "Siva".

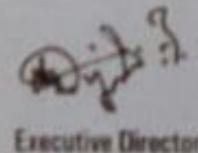
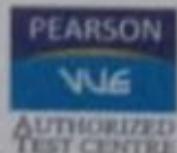
Course Director

# Certificate of Completion



ID: NSEPD0619009

Validate  
@  
[www.networkzsystems.com](http://www.networkzsystems.com)



**NETWORKZ  
SYSTEMS**

NETWORKZ SYSTEMS® offers very comprehensive and high quality training. This participant is trained by well experienced instructor in the latest technology. Head Office : 3<sup>rd</sup> floor, Bhadra centre, Ayurveda college Jn, Trivandrum -695001, Kerala, India. [www.networkzsystems.com](http://www.networkzsystems.com)



ഭാരത സർക്കാർ

GOVERNMENT OF INDIA

പോലീസ് കെ

**HEMANTH K**

മാതൃക : ബാബു കെ

Father : BABU K



ജനന വർഷം / Year of Birth: 1997

പുരുഷൻ / Male

**7551 0355 5041**



**അധികാർ – സാധാരണക്കാരന്റെ അവക്കാഗം**



ஒருமீட் பொரிசேய விதியூக்ரீயன் அமைவெளி  
UNIQUE IDENTIFICATION AUTHORITY OF INDIA

உதவியியலாஸ், கோடூரான் ரூப  
பூதுப்பனம் பி ஓ, பக்கர, மாண்புமூர்  
கோழிக்கோடு, கேரளம், 673105

Address: KOROTH  
THAZHA, PUTHUPPANAM  
P O, Maniyur, Mandarathur,  
Kozhikode, Kerala, 673105



1800 180 1947



help@uidai.gov.in

WWW

[www.uidai.gov.in](http://www.uidai.gov.in)

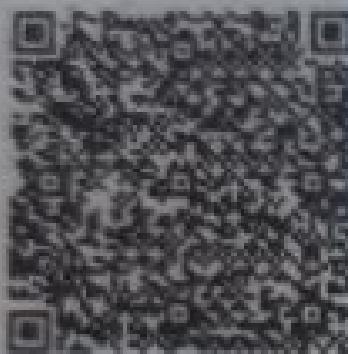


P.O. Box No.1947,  
Bengaluru-560 001

आयकर विभाग  
INCOME TAX DEPARTMENT



भारत सरकार  
GOVT. OF INDIA



नाम / Name  
HEMANTH K

पिता का नाम / Father's Name  
BABU

जन्म की तारीख / Date of Birth  
17/11/1997

स्थायी संख्या कार्ड

Permanent Account Number Card

AXUPH6267P



हस्ताक्षर / Signature



24052018

8HE8A89G8H68986437478



"Name Since Corrected as"


**HEMAND K**

GOVERNMENT OF KERALA

BOARD OF HIGHER SECONDARY EXAMINATION

THIRUVANANTHAPURAM

Higher Secondary Education

Register Number

**CERTIFICATE**

3292633

This is to certify that Mr/Ms **HEMAND K** appeared for the HIGHER SECONDARY EXAMINATION

**SCIENCE**

MARCH 2016

ELIGIBLE

for higher studies.

'The Scores and Grades obtained by the candidate are shown below:

SUBJECTS	FIRST YEAR			SECOND YEAR			GRAND TOTAL			Grade Obtained	Grade in Words
	CE	TE	Total	CE	PE	Total	CE	PE	TE		
<b>PART I</b>											
<b>ENGLISH</b>	18	30	48	18	19	37	36	49	85	C	C only
<b>PART II</b>											
<b>MALAYALAM</b>	19	45	64	18	—	35	53	37	—	80	C+
<b>PART III (Optionals)</b>											
<b>PHYSICS</b>	18	18	36	18	30	18	66	36	30	102	C+
<b>CHEMISTRY</b>	18	27	45	18	16	9	43	36	16	88	C
<b>COMPUTER SCIENCE</b>	18	34	52	18	25	13	56	36	25	108	C+
<b>MATHEMATICS</b>	17	34	51	18	—	24	42	35	—	93	C
<b>HINDI</b>											C plus

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**KERALA POLICE**  
**Certificate of Involvement/  
Non-Involvement in Offences**



Application Number : **15297004-2025-7-00087**

Date of application : **21/01/2025**

Issued Office : **BADAGARA Police Station**

Date of issue : **24/01/2025**

Name:	<b>HEMANTH K</b>
Date of Birth:	<b>17/11/1997</b>
Name of Relative:	<b>BABU K (Father)</b>
Identity Card No:	<b>AADHAR CARD(UIDAI) - #####5041</b>



This is to certify that, as per the Kerala Police records dated **24/01/2025**, **HEMANTH K**, aged **27** years, is **not involved** in any criminal case.

The address of applicant is as follows,

<b>Permanent address</b>	<b>Present address</b>
00, KOROTH THAZHA, VADAKARA, PUTHUPPANAM, 673105, BADAGARA POLICE STATION, KOZHIKODE RURAL, KERALA, INDIA.	00, KOROTH THAZHA, VADAKARA, PUTHUPPANAM, 673105, BADAGARA POLICE STATION, KOZHIKODE RURAL, KERALA, INDIA.

Certificate issued by:

Sunil kumar N  
Inspector of Police  
BADAGARA Police Station  
Tel: 4962524206  
Email: shovdkrapkdr.pol@kerala.gov.in



This is a computer generated document and does not require signature or stamp in order to be considered valid.

Scan the QR Code to verify authenticity of the document. Please ensure that the certificate is shown under the url:  
<https://thuna.keralapolice.gov.in/documentVerifier?5700C7CCE18DDA9A777DD4F5C3612210> which is the authorized origin of the certificate.

# SUITOR GUY

all stores you open will bring with you a unique blend of energy and excitement that will captivate our customers and keep them coming back for more.

**Dear Mr. HEMANTH K,**

Warm congratulations! We are thrilled to extend a formal offer for the position of **Assistant Store Manager at Sutor Guy, Kannur.**

**Overview:**

- Position	: Assistant Store Manager
- Start Date	: To be mutually agreed upon
- Reporting to	: Cluster Manager
- Joining Date	: December 8 <sup>th</sup> , 2025
- Basic Salary	: 33,000/-
- Work Location	: Kannur

Please find the detailed terms and conditions attached. Your prompt response by **08/12/2025** is appreciated.

If you have any questions or require further clarification, feel free to reach out to 7593838720.

We're excited about having you on board!

**Best Regards,**

**HR Manager**

**Sutor Guy**



### Summary of terms and conditions

- You will be working on a probation period for 3 months. During this period, either party may terminate the employment without notice or with a shorter notice period of 7 days, based on performance, conduct, or suitability for the role.
- You are expected to strictly adhere to the respective store timing.
- You are not permitted to work in any other organization or take up freelancing during your employment with us.
- As and when it requires, you must be willing to travel within Kerala for training or operational purposes.
- A sum of Rs.6000 will be deducted from your first month's salary as a refundable security deposit, which will be returned upon the successful completion of employment.
- All data and information related to the store and company operations are confidential. Any breach, including the communication of misinformation or unauthorized sharing of internal matters, will lead to immediate termination and legal action.
- At the time of joining, you must submit a copy of your SSLC / Plus Two / Graduation / Post-Graduation certificate, Aadhaar, valid ID proof, and bank account details.
- If you didn't work at least 6 months, the company is entitled to charge the uniform provided.
- Post probation, you are expected to complete a minimum of 1 year of service. Early resignation may lead to recovery of costs for joining formalities, training, and uniforms.
- If you leave before completing 6 months, the company is entitled to recover the cost of uniforms issued to you.
- Upon confirmation, a 2-month notice period is required for resignation. Failure to serve the notice period may result in withholding of dues and potential legal action.
- Any act of misconduct, indiscipline, spreading of false information, or behavior damaging to the company's interests may result in immediate termination, especially during probation.

I have read and accept the above mentioned terms and conditions.

  
Signature

We are thrilled to welcome you to the Suitor guy family! We're excited to have you on board and look forward to the passion, professionalism, and creativity you'll bring to your role. At suitor guy, we pride ourselves on delivering a premium, elegant experience to our customers—especially when it comes to weddings and special occasions. As a representative of our brand, your appearance, grooming, and conduct directly reflect the values we uphold.

#### **Grooming Standards**

- To maintain a high standard of presentation:
- Personal hygiene is essential—daily grooming, neat appearance, and use of mild deodorant is expected.
- Hair must be clean and neatly styled. Long hair should be tied back.
- Beards must be clean-shaven or neatly trimmed.
- Hands and nails must be clean and well-maintained.
- Jewelry should be minimal and not distracting (e.g., small studs, simple watches).
- Strong perfumes, flashy accessories, and overly casual or distracting styles should be avoided.
- Tattoos should be covered if possible, especially if they may be deemed unprofessional or offensive.

#### **Uniform Guidelines**

- You will be provided with official company uniforms. Please ensure:
- Uniforms are worn daily, are clean, ironed, and well-maintained.
- Only wear black shirt, black pant, black shoe, and black sock during your training period.
- Shoes must be clean, polished, and appropriate to the work environment
- Official uniform will be provided after successful training and are mandatory thereafter
- Your name badge must be worn at all times during duty hours.
- Uniform replacements must be requested if worn out or damaged.

#### **Start Your Day with These**

**"The way you dress is the way you are addressed."**

**Make every day count with your best look!**

 +917593838720

 hr.rootments@gmail.com



## **JOB DESCRIPTION**

**Job Title:** Store Manager

**Reporting To:** Cluster Manager

### **Job Summary**

The Store Manager is responsible for the smooth functioning of the store, ensuring high service standards, operational efficiency, and a motivated team. This includes guiding staff, managing stock and processes, maintaining cleanliness and security, achieving sales/rental targets, and delivering excellent customer satisfaction while strictly following company policies and procedures.

**Note:** The ASM is responsible for acting as SM in their absence and assisting the SM in stores where both roles are present.

### **Key Responsibilities:**

#### **❖ Team Leadership & Management**

- Guide, train, and supervise store staff to ensure quality service.
- Lead the team to achieve operational and service excellence.
- Fill manpower shortages promptly.
- Handle conflict management and maintain a positive work environment.
- Maintain discipline, proper uniform, and professional behavior.
- Manage staff duty scheduling and attendance marking.

## ❖ Operations & Process Control

- Monitor and enforce all company policies, procedures, rules, and regulations.
- Maintain cleanliness and proper hygiene in all store areas.
- Monitor daily store processes and ensure adherence to company SOPs.
- Ensure awareness and compliance with safety measures.
- Handle customers personally when the store is crowded to ensure smooth service flow.
- Uphold quality service at all customer touchpoints.

## ❖ Customer Service

- Lead by example in delivering exceptional customer service; coach and mentor sales staff to maintain high engagement and professionalism.
- Monitor the customer flow and sales process; intervene promptly to address bottlenecks or customer dissatisfaction.
- Ensure SOP compliance for cleanliness, product handling, billing, alterations, and returns to foster trustworthy service standards.
- Manage and resolve customer escalations effectively, ensuring resolution aligns with company policies and customer satisfaction goals.
- Organize and oversee regular customer service training sessions for staff; incorporate feedback for improvement.
- Maintain daily oversight of walk-in and conversion data; analyze trends to implement service or process enhancements.
- Ensure all customer documentation and security deposits are handled accurately and transparently to build customer trust.

- Conduct regular audits of trial rooms, product displays, and cleanliness standards; implement corrective actions as needed to provide customers with a consistently clean and well-maintained environment.

#### ❖ **Stock Management**

- Manage inventory accurately and prevent stock loss.
- Oversee stock handling, rental, return, and maintenance of attires and jewellery.
- Track delays in returns and ensure products are quickly made available for the next customer.
- Coordinate with warehouse and purchase departments for replenishment and stock transfers.
- Reduce stock damages through proper training and monitoring of material handling practices.
- Do weekly global count and ensure system stocks match actual store stock.
- Work closely with QC staff to ensure product quality and hygiene before display or re-rental.

#### ❖ **Visual Merchandising & Customer Experience**

- Ensure attractive and effective visual merchandising in line with company standards.
- Maintain display quality to enhance customer experience.
- Handle escalated customer queries and resolve them effectively.

#### ❖ **Administration & Compliance**

- Maintain all necessary records and documents accurately.
- Ensure timely submission of reports to the Cluster Manager and HRD.

- Responsible for ensuring the timely renewal and maintenance of all store related documents (Labour registration, License etc.)
- Responsible to monetary handling and financial processes as well as any losses incurred.
- Uphold professional behaviour and confidentiality at all times.
- Responsible to complete all handover processes before last working day.

#### ❖ **Workplace Culture**

- Maintain harmonious interpersonal relationships within the team.
- Promote teamwork, respect, and professionalism in the workplace.

ISTORE DIGITAL



Payslip for the month of November 2025

Total Net Pay

**₹15,700.00**

HEMAND K, 336

Manager | Sales | Date of Joining: 10/11/2025

Paid Days : 16 | LOP Days : 5

Bank Account No : 43593729902

EARNINGS	AMOUNT	DEDUCTIONS	AMOUNT
Basic	₹16,000.00	Fine	₹300.00
Gross Earnings	₹16,000.00	Total Deductions	₹300.00

Total Net Payable ₹15,700.00 (Indian Rupee Fifteen Thousand Seven Hundred Only)

\*\*Total Net Payable = Gross Earnings - Total Deductions

.. This is a system-generated document. ..



**MYG INDIA (P) LIMITED**  
CIN: U95210KL2024PTC086714  
**Corporate Office:** 27/2057, Puthiyara  
Mini Bypass, Calicut - 673004, Kerala, India.  
Tel: 0495-4040556

Ref No: PnC/R/25/025

1.12.2025

To,

Mr. Hemand K  
MYGE-11619  
Asst Business Manager  
Mahe

Subject: Relieving Order

This is to confirm that you have been relieved from the services of **MYG INDIA (P) LTD** with effect from the close of business hours on **7-11-2025**.

You were associated with the organization from **03-02-2025** to **7-11-2025**. During this period, your conduct and performance were found to be satisfactory. We also confirm that all responsibilities assigned to you have been duly handed over and there are no dues pending from your side.

We thank you for your contributions to the organization and wish you all the very best in your future professional and personal endeavors.

Yours Sincerely  
For MYG INDIA (P) LTD

Lijesh B Nambiar  
Head - People and Culture



0010256





**MYG INDIA (P) LIMITED**  
CIN: U95210KL2024PTC086714  
**Corporate Office:** 27/2057, Puthiyara  
Mini Bypass, Calicut - 673004, Kerala, India.  
Tel: 0495-4040556

Ref No: PnC/E/25/245

Date: 01.12.2025

To,  
Mr. Hemand K  
MYGE-11619  
Asst Business Manager  
Mahe

Sub:- Experience Letter

To whom it may concern.

This is to certify that Mr. Hemand K was working with MYG INDIA (P) LTD as Asst Business Manager in our sales Department from 3<sup>rd</sup> February 2025 to 7<sup>th</sup> November 2025.

During his tenure with us, we found Mr. Hemand K to be honest, hardworking & responsible.

He has done an exemplary job while working with us and has always maintained professional relations with the team and colleagues.

The decision to move on is completely Mr. Hemand K 's own decision.

We wish him all the best in his future endeavours.

Yours Sincerely  
For MYG INDIA (P) LTD

Lijesh B Nambiar  
Head - People and Culture

