**You are required to:**

  Email us a copy of your **resignation with the current employer** **after receiving this mail.** (Kindly put my email ID in the **BCC field OR Share us a snapshot**of your resignation if it’s from Portal).

  Kindly send us the Scanned copy of

***a.    Passport / Valid Govt. ID Proof***

***b.    Last 2 months Salary slips.***

***c.     Last appraisal / offer breakup.***

***d.    Highest education certificate. (Degree / Mark sheet)***

  Provide us two references form Current and previous work environment and two from your family.

  Kindly let us know when can we speak with you current employer.

  ***(Please ignore if you have already shared)***

**Required professional references**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** | Gaurav Tyagi | **Name:** | Vikhyat Sharma |
| **Designation:** | **SOFTWARE ENGINEER** | **Designation:** | Sr.LEAD ENGINEER |
| **Contact Number:** | **9536081686** | **Contact Number:** | 9354016081 |
| **Relationship:** | **colleague** | **Relationship:** | **RM** |

**One ref. should be your reporting Lead / Manager and one can be any one from your team.**

**Reqd. personal references (One Family and One friend):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** | Reetika Gupta | **Name:** | Avishek |
| **Contact Number:** | **8860417412** | **Contact Number:** | 9148893644 |
| **Relationship:** | **Wife** | **Relationship:** | **friend** |

**Feel free to touch base with me in case of any query.**