

Team lead

DRN/HR/IEF-FMT/002



DRN DEFINITE SOLUTIONS PRIVATE LIMITED

Pre Interview Form

Name:

IGNATHIA HARRY ALLEN D.

DOB:

29-04-1985 dd/mm/yyyy

Address:

205, 9TH CROSS(A), KADIRAPPA RD,
DECCANUNTA, CHENNAI,
600 016 - 380005

Contact No:

9840241100

Email ID:

ignathia.harry@drn.com

Total Experience:

12 Year 00 Months

Relevant Experience:

15 Year 6 Months

Previous Company 1:

ILIS

Previous Company 2:

Reason for leaving previous Company:

Search

Current Package:

INR

25000/-

Expected Package:

INR

25000/-

Typing Skills:

Speed:

40

Accuracy

75

Refer 2 name & contact nos.- Colleagues

Referred By

1. NAME - 9446217740
2. NAME - 207117005

Candidates Signature

177000/-
39500/-
35500/-

IGNATIUS HARRY ALLEN D.

Contact

Mobile : 8892760036

E-mail : allen2904@gmail.com

Address

205, 9th Cross, Kadirappa Road, Dodigunta

Cox Town, Bangalore - 560005

Objective

I am seeking employment with a company where I can use my talents and skills to grow and expand the company

Summary of Experience

- A proficient with over 15+ years of experience in Operations US Mortgage (Voice & Non-Voice) New Process transition and Vendor Management.
- Result oriented with the available resources in handling operation management, multi-tasking and work based on the organizational goals.
- Proficient in maintaining good customer relationship and ensuring adequate controls are in place to avoid defective posting/payment
- Expert in functioning of Operational processes, meeting Client metrics and deliverables.
- Exceptional experience in managing multifunctional projects.

Major Strength

- Ability to motivate and lead a team to achieve organizational goals
- Well-developed inter-personal skills, capable of enhancing team contribution
- Ability to meet deadlines and work under pressure
- Ability to envision, design and develop new changes in business environment
- Ability to work independently as well as under supervision or in collaboration with team.
- Ability to take instructions and co-ordinate well with colleagues at all levels
- Highly self-motivated and ambitious
- Flexible to work in rotational shifts aligned to business needs

Professional Skills

- Good at Reporting (MS Word, Excel and Power Point)
- Good problem solving skills, analytical & critical thinking
- Good verbal and written English skills

Achievement / Recognition

- Recognized and awarded as "Best performer 2013-2014"

Technical Knowledge

- MS-Word, Excel, Power-point, Visio, Citrix, frame work and online application knowledge.
- Maintaining Compliance of processes to ISO:9001 quality standards.

Professional Work Experience

Company : Indecomm Global Services

Duration: November 2001 to till date

Designation: Team Leader

PROCESS

- **US Tax Processes – Online, Call and Mail away Taxes**
 - Online research in County website to obtain tax information & prepare tax report.
 - Calling County office and obtain tax information & prepare tax report.
 - Calling different entities & obtain their physical address to send out the check for the fees for obtaining the tax information & prepare tax report.
- **US Payoff Statement - Voice**
 - Call US Banks to obtain the payoff statements as per client requirement.
- **E-Mail Support & Calling**
 - Login to the portal to see the tickets of suppliers and solve their issues and Communicate via e-mail.
- **Title Commitment Typing**
 - Commitment typing includes typing Deed, Mortgage, Legal information.
- **Lien Release**
 - Search and type the recorded information for the loans Paid in full .

Key Responsibilities

- People management - Review people performance, attendance and other parameter through Internal application and monthly feedback given to agents to ensure there are in line with their performance
- Client interaction through call and e-mail on daily basis and ensure the process runs smooth and is in line with the SLA.
- Forecasting / Projection of volumes based on the prior months/historical data.
- Process Billing report generated and reviewed and share to Accounts Department.
- Monthly/weekly review calls with clients via WebEX and Calls
- Preparing PPT for monthly review calls and other reports– internal / external.
- Pricing done based on their efforts and transition of process.
- Appraisal's review done for agents.

Additional Responsibilities: New Process Transition

- Study the process and identify ways to transfer the complete process and also set up VPN and Remote Login access to work out solutions
- Set up online meetings and video conference for remote training and train the pilot team
- Create SOPs and knowledge bases for all the processes and get them reviewed by the client. Based on the client feedback, the documentation gets revised, updated and rolled out for implementation
- Ensure that the pilot team gets comfortable with the process and ramp up to full-scale operation as per the transition plan. Request feedback from the client and closely monitor the efficiency and quality
- Performed time study for all the new processes and prepared SOW for the client with the help of legal team

Previous Employments

Company: Taura Business Center.

Duration: January, 1997 to March, 2001

Designation: Data Entry Operator / Trainer

- Taking care of business typing and typing project works.
- Taking care of the internet cafe.
- Training basic computer to the individuals.

Education

Bachelor of Computer Application

Personal Information

Date of Birth : 29th April 1975

Father's Name : M. Dass

Marital Status : Married

Languages : English, Kannada, Hindi & Tamil.

Passport : Yes

Yours Truly

Place: Bangalore

(Ignatius Harry Allen D.)



INTERVIEW EVALUATION FORM

DRN/HR/IEF-FMT/002

Interview Evaluation Form

Name of Candidate: Harry Allen-D Designation: Team Leader
Department: Operation Position Title: Associate Tax Team
Interviewer(s): Dinesh Narayan Date of Interview: 26/5/17 Location: Bangalore

Rating Key - NS: NOT SATISFACTORY; S: SATISFACTORY; VS: VERY SATISFACTORY; NA: NOT APPLICABLE

Criteria	Comments: (Be very specific; support your rating)	NS	S	VS	NA
Experience (as it relates to the position)					
Education/Training (relevant to position)					
Communication Skills (written and verbal)					
Interest in and knowledge of the position and NKU					
Presentation (promptness, neatness of resume/application, appearance)					
Problem Solving Skills					
Computer Skills (consistent with those required to perform the duties of the position)					
Job Stability					
Other Job Related Criteria (specify)					

Employee Pay slip
Indecomm Global Services (India) Private Limited

Bangalore

Payslip for Feb-2017

Employee Information

Employee Name	Ignatius Harry Allen D	Emp Number	IGS/00019
Designation	Team Leader	Department	Mortgage
PF Number	PY/KRP/0035121/72	PAN	AJYPA2487J
Location	Bangalore - MIC	DOJ	05-Nov-2001
UAN Number	100168352427		

Employee Attendance Information

LOP	0	Present Days	28
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Leave Details

Leave Type	Opening Balance	Eligible	Total Eligibility	Availed Till Date	Balance	Max Limit of Carry Forward for leave cycle
LOP	0	0	0	0	0	0

PaySlip Details

Pay Head Group	Pay Head	Amount	YTD
Earnings	Basic Salary	12,891	141,377
	Basic Salary Arrears		424
	Conveyance Allowance	1,600	17,600
	HRA	6,446	70,694
	HRA Arrears		212
	Medical Reimbursement	1,250	13,750
	Special Allowance	6,530	72,220
	Special Allowance Arrears		-390
	Total	28,717	315,887
FBP	Children Education Allowance	200	2,200
	Total	200	2,200
Statutory Bonus	Statutory Bonus Advance	1,763	18,630
	Statutory Bonus Advance Arrears		763
	Total	1,763	19,393
Variable Pay	Performance Bonus Paid		28,911
	Shift Allowance	50	12,200
	Statutory Bonus Balance for 2015-16		8,196
	Weekend Allowance	1,650	10,450
	Total	1,700	59,757
Deductions	Employee Labour Welfare Fund		6
	Employee Provident Fund	1,547	17,017
	Income Tax	524	524
	Insurance Deduction		540
	Professional Tax	200	2,200
	Salary Advance	2,500	17,504
	Total	4,771	37,791
Net Amount		27,609	359,446

Employee Pay slip
Indecomm Global Services (India) Private Limited

Bangalore

Payslip for Mar-2017

Employee Information

Employee Name	Ignatius Harry Allen D	Emp Number	IGS/00019
Designation	Team Leader	Department	Mortgage
PF Number	PY/KRP/0035121/72	PAN	AJYPA2487J
Location	Bangalore - MIC	DOJ	05-Nov-2001
UAN Number	100168352427		

Employee Attendance Information

LOP	0	Present Days	31
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Leave Details

Leave Type	Opening Balance	Eligible	Total Eligibility	Availed Till Date	Balance	Max Limit of Carry Forward for leave cycle
LOP	0	0	0	0	0	0

PaySlip Details

Pay Head Group	Pay Head	Amount	YTD
Earnings	Basic Salary	12,891	154,268
	Basic Salary Arrears		424
	Conveyance Allowance	1,600	19,200
	HRA	6,446	77,140
	HRA Arrears		212
	Medical Reimbursement	1,250	15,000
	Medical Reimbursement - Taxable	15,000	15,000
	Medical Reimbursement Arrears	-15,000	-15,000
	Special Allowance	6,530	78,750
	Special Allowance Arrears		-390
	Total	28,717	344,604
FBP	Children Education Allowance	200	2,400
	Total	200	2,400
Statutory Bonus	Statutory Bonus Advance	1,763	20,393
	Statutory Bonus Advance Arrears		763
	Total	1,763	21,156
Variable Pay	Performance Bonus Paid		28,911
	Shift Allowance	200	12,400
	Statutory Bonus Balance for 2015-16		8,196
	Weekend Allowance		10,450
	Total	200	59,957
Deductions	Employee Labour Welfare Fund		6
	Employee Provident Fund	1,547	18,564
	Income Tax	2,074	2,598
	Insurance Deduction		540
	Professional Tax	200	2,400
	Salary Advance	2,500	20,004
	Total	6,321	44,112
Net Amount		24,559	384,005

Employee Pay slip
Indecomm Global Services (India) Private Limited

Bangalore

Payslip for Apr-2017

Employee Information

Employee Name	Ignatius Harry Allen D	Emp Number	IGS/00019
Designation	Team Leader	Department	Mortgage
PF Number	PY/KRP/0035121/72	PAN	AJYPA2487J
Location	Bangalore - MIC	DOJ	05-Nov-2001
UAN Number	100168352427		

Employee Attendance Information

LOP	0	Present Days	30
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Leave Details

Leave Type	Opening Balance	Eligible	Total Eligibility	Availed Till Date	Balance	Max Limit of Carry Forward for leave cycle
LOP	0	0	0	0	0	0

PaySlip Details

Pay Head Group	Pay Head	Amount	YTD
Earnings	Basic Salary	12,891	12,891
	Conveyance Allowance	1,600	1,600
	HRA	6,446	6,446
	Medical Reimbursement	1,250	1,250
	Special Allowance	6,730	6,730
	Total	28,917	28,917
Statutory Bonus	Statutory Bonus Advance	1,763	1,763
	Total	1,763	1,763
Variable Pay	Shift Allowance	150	150
	Weekend Allowance	250	250
	Total	400	400
Deductions	Employee Provident Fund	1,547	1,547
	Insurance Deduction	711	711
	Professional Tax	200	200
	Salary Advance	2,500	2,500
	Total	4,958	4,958
Net Amount		26,122	26,122

ಕರ್ನಾಟಕ ಸರ್ಕಾರ
GOVERNMENT OF KARNATAKA

ಪ್ರಮಾಣ ಪತ್ರ
CERTIFICATE



ಕರ್ನಾಟಕ
ಪ್ರೌಢ ಶಿಕ್ಷಣ
ಪರೀಕ್ಷಾ ಮಂಡಳಿ

KARNATAKA
SECONDARY EDUCATION
EXAMINATION BOARD

ಈ ಕೆಳಗೆ ವರದಿಮಾಡಿದ ಅಭ್ಯರ್ಥಿಯು ಎಸ್.ಎಸ್.ಎಲ್.ಸಿ.
ಪರೀಕ್ಷೆಯಲ್ಲಿ ಕೆಳಗಿನ ವಿವರಗಳೊಂದಿಗೆ ಪೇರ್‌ಗಳಲ್ಲಿಯೂ/ದ್ರಾಳಿ ಎಂದು ಪ್ರಮಾಣೀಕರಿಸಲಾಗಿದೆ.

THIS IS TO CERTIFY THAT THE CANDIDATE
MENTIONED BELOW HAS PASSED S.S.L.C.
EXAMINATION WITH THE FOLLOWING DETAILS.

WITH ENGLISH MEDIUM

ನೋಂದಣಿ ಸಂಖ್ಯೆ Register No.	418634
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ತಿಂಗಳು/ವರ್ಷ Month/Year.	APR-1992
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ಹೆಸರು
Name

IGNATIUS HARRY ALLEN D

ತಂದೆಯ ಹೆಸರು
Father's Name

S/O DOSS M

ಜನ್ಮ ದಿನಾಂಕ
Date of birth

29/04/75

ಅಕ್ಷರಗಳಲ್ಲಿ
In words

TWENTYNINTH APRIL SEVENTYFIVE

ವಿಷಯಗಳು SUBJECTS	ಅಂಕಗಳು MARKS		ಪಡೆದ ಅಂಕಗಳು MARKS OBTAINED	ಪಡೆದ ದರ್ಜೆ (ಶ್ರೇಣಿ) CLASS OBTAINED
	ಗರಿಷ್ಠ MAX.	ಕನಿಷ್ಠ		
ಪ್ರಥಮ ಭಾಷೆ./FIRST LANGUAGE : I PAPER KANNADA II PAPER KANNADA	150	53	073	ಪಡೆದ ದರ್ಜೆ (ಶ್ರೇಣಿ) CLASS OBTAINED
ದ್ವಿತೀಯ ಭಾಷೆ./SECOND LANGUAGE : ENGLISH	100	35	074	
ತೃತೀಯ ಭಾಷೆ./THIRD LANGUAGE : HINDI	50	13	042	
ಪ್ರಮುಖ ವಿಷಯಗಳು. CORE SUBJECTS:	ಗಣಿತ MATHEMATICS	100	35	
	ವಿಜ್ಞಾನ SCIENCE	100	35	
	ಸಮಾಜ ಪರಿಚಯ SOCIAL STUDIES	100	35	
ಒಟ್ಟು ಅಂಕಗಳು TOTAL	600		374	FIRST

ಪಡೆದ ಅಂಕಗಳು (ಅಕ್ಷರಗಳಲ್ಲಿ)

TOTAL (in words)

THREE HUNDRED AND SEVENTY FOUR ONLY

ಬೆಂಗಳೂರು
BANGALORE

ದಿನಾಂಕ 30/05/92
DATED

ಕಾರ್ಯದರ್ಶಿಗಳು
ಕರ್ನಾಟಕ ಪ್ರೌಢ ಶಿಕ್ಷಣ ಪರೀಕ್ಷಾ ಮಂಡಳಿ
Secretary
Karnataka Secondary Education Examination Board.

Annamalai University

STATEMENT OF MARKS

COURSE: B. C. A.

YEAR: MAY-2012

NAME: IGNATIUS HARRY ALLEN D

(FIRST YEAR)

REG. NO: 137M12075P02067

CODE	SUBJECT/S	MARKS AWARDED	PASSING MINIMUM	MAXIMUM MARKS	RESULT
130	PART_III SCIENTIFIC COMPUTING *** End of Statement ***	40	40	100	PASS



Annamalai Nagar - 608 002.

Date: 17/09/2012

Assistant Registrar (Examinations)

Annamalai University

(DISTANCE EDUCATION) STATEMENT OF MARKS

COURSE: B. C. A.

YEAR: MAY - 2009

NAME: IGNATIUS HARRY ALLEN D

(FIRST YEAR)

REG. NO: 137M09075F00852

CODE	SUBJECT/S	MARKS AWARDED	PASSING MINIMUM	MAXIMUM MARKS	RESULT
111	PART_I - HINDI PROSE AND DRAMA	60	40	100	PASS
121	PART_II ENGLISH PROSE AND COMPOSITION	40	40	100	PASS
130	PART_III SCIENTIFIC COMPUTING	00	40	100	FAIL
140	CONCEPTS OF INFORMATION TECHNOLOGY	60	40	100	PASS
150	PROGRAMMING IN C AND C++	44	40	100	PASS
160	ONLINE SYSTEMS AND WEB DESIGNING	65	40	100	PASS
170	PROGRAMMING LAB-I (C, C++ AND MS OFFICE)	95	40	100	PASS
180	WEB DESIGNING LAB-II	95	40	100	PASS
*** End of Statement ***					



Annamalai University



STATEMENT OF MARKS [DISTANCE EDUCATION]

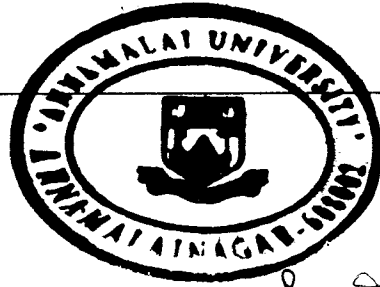
COURSE: B. C. A.

YEAR: MAY - 2010

NAME: IGNATIUS HARRY ALLEN D/

(SECOND YEAR) REG. NO.: 137M10075501630/

CODE	SUBJECT/S	MARKS AWARDED	PASSING MINIMUM	MAXIMUM MARKS	RESULT
	PART_III				
210	OPERATING SYSTEMS	42	40	100	PASS
220	BUSINESS AND ACCOUNTING	40	40	100	PASS
230	DATA STRUCTURES AND ALGORITHM	20	40	100	FAIL
240	RELATIONAL DATABASE MANAGEMENT SYSTEMS	51	40	100	PASS
250	VISUAL BASIC	40	40	100	PASS
260	COMPUTER NETWORKS	64	40	100	PASS
270	PROGRAMMING LAB-III (VISUAL BASIC)	71	40	100	PASS
280	RDBMS LAB-IV (ORACLE - FORMS AND REPORTS)	80 /	40	100	PASS
	*** End of Statement ***				



Annamalai Nagar - 608 002.

Date: 04/10/2010

[Signature]
Assistant Registrar (Examinations)

Annamalai University



(DISTANCE EDUCATION) STATEMENT OF MARKS

COURSE: B. C. A.

YEAR: DECEMBER - 2010 /

NAME: IGNATIUS HARRY ALLEN D/

(SECOND YEAR) REG. NO.: 137D10075500511

CODE	SUBJECT/S	MARKS AWARDED	PASSING MINIMUM	MAXIMUM MARKS	RESULT
	PART_III				
230	DATA STRUCTURES AND ALGORITHM	56 /	40	100	PASS
	*** End of Statement ***				



Annamalai University

(DISTANCE EDUCATION)
STATEMENT OF MARKS

COURSE: B.C.A.

YEAR: MAY - 2011

NAME: IGNATIUS HARRY ALLEN D

(THIRD YEAR)

REG. NO: 137M11075T02130

CODE	SUBJECT/S	MARKS AWARDED	PASSING MINIMUM	MAXIMUM MARKS	RESULT
	PART_III				
310	CLIENT/SERVER TECHNOLOGY	65	40	100	PASS
320	INTERNET AND JAVA PROGRAMMING	48	40	100	PASS
330	E-COMMERCE	64	40	100	PASS
340	SOFTWARE ENGINEERING	60	40	100	PASS
350	MULTIMEDIA	62	40	100	PASS
360	PROGRAMMING LAB-V (JAVA)	88	40	100	PASS
370	PROGRAMMING LAB-VI (MULTIMEDIA)	93	40	100	PASS
380	PROJECT - VIVA VOCE	85	40	100	PASS
	*** End of Statement ***				



Signature

Annamalai Nagar - 608 002.

Date: 10/10/2011

Assistant Registrar (Examinations)

Annamalai

University



Register No: 137M12075P02067 /

PROVISIONAL CERTIFICATE - B.C.A.



This is to certify that **IGNATIUS HARRY ALLEN D /**

has qualified for the award of the Degree of Bachelor of Computer Applications, he / she having passed Part-I **HINDI**

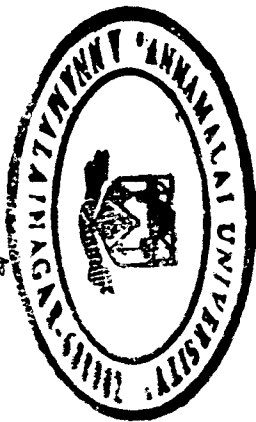
Part - II English and Part - III Computer Applications and placed in **FIRST /**
Class in Part-III at the

Examination held in

MAY - 2012

Annamalai Nagar - 608 002

Date : 17/09/2012



Deputy Registrar (Examinations)

[Signature]

ಕರ್ನಾಟಕ ಸರ್ಕಾರ
ಶಿಕ್ಷಣ ಇಲಾಖೆ

379871



ಪ್ರಮಾಣ ಪತ್ರ
Government of Karnataka
EDUCATION DEPARTMENT
CERTIFICATE

ಈ ಕೆಳಗೆ ನಮೂದಿಸಿದ ಅಭ್ಯರ್ಥಿಯು ಪದವಿ-ಪೂರ್ವ ಶಿಕ್ಷಣದ ದ್ವಿತೀಯ ವರ್ಷದ ಪರೀಕ್ಷೆಯಲ್ಲಿ ಕೆಳಗಿನ ವಿವರಗಳೊಂದಿಗೆ
ತೇರ್ಗಡೆಯಾಗಿದ್ದಾನೆ/ಳೆಂದು ಪ್ರಮಾಣೀಕರಿಸಲಾಗಿದೆ :

This is to Certify that the Candidate mentioned below has passed the Second Year Pre-University
Examination with the following details :

ಅಭ್ಯರ್ಥಿಯ ಹೆಸರು

Name of the Candidate : IGNATIUS HARRY ALLEN D

ತಂದೆಯ ಹೆಸರು

Name of the Father : DASS M

ನೋಂದಣಿ ಸಂಖ್ಯೆ

Register No. 560426

ವಿಷಯಗಳು Subjects	ನೋಂದಣಿ ಸಂಖ್ಯೆ Register No.	ತಿಂಗಳು, ವರ್ಷ Month/Year	ಗರಿಷ್ಠಂಕ Max. Marks	ಪಡೆದ ಅಂಕಗಳು Marks Obtained	
				ಅಂಕಿಯಲ್ಲಿ In figures	ಅಕ್ಷರದಲ್ಲಿ In words
ಭಾಗ I Part I					
KANNADA	560426	APR 94	100	60	SIX ZERO
ENGLISH	560426	APR 94	100	60	SIX THREE
ಭಾಗ II Part II					
PHYSICS	560426	APR 94	100	40	FOUR ZERO
CHEMISTRY	560426	APR 94	100	40	FOUR SIX
MATHEMATICS	560426	APR 94	100	30	THREE FIVE
BIOLOGY	560426	APR 94	100	55	FIVE FIVE
ಸಂಸ್ಥೆಯ ಸಂಕೇತ ಸಂಖ್ಯೆ Institution Code	A025	ಒಟ್ಟು ಅಂಕಗಳು Total Marks	600	299	
ಅಂಕಗಳು ಅಕ್ಷರದಲ್ಲಿ Marks in Words				ಫಲಿತಾಂಶ Result	
TWO HUNDRED AND NINETY NINE ONLY				THIRD CLASS	

ಬೆಂಗಳೂರು Bangalore

ದಿನಾಂಕ Date 27.05.94

5839

ಅಭ್ಯರ್ಥಿಯ ಸಹಿ

Signature of the Candidate

ಸಹ ನಿರ್ದೇಶಕರು
ಪದವಿ ಪೂರ್ವ ಶಿಕ್ಷಣ
ಬೆಂಗಳೂರು

Joint Director
Pre-University Education
Bangalore

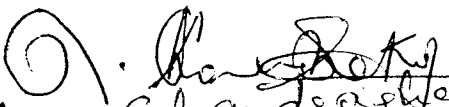
1/3/97.

TO WHOMSOEVER CONCERNED.

This is to Certify that
Mr D. Ignatius Harry Allen has
Completed One year Diploma Course
DISM [Diploma in Information & system
management]
He is a Bonafide Student

Thanking You.

Regards


Mr. Chandrasekhar K.
(Centre Manager)

Sr. No.

0000290



PERFORMANCE STATEMENT

SEMESTER II

NAME : D. IGNATIUS HARRY ALLEN

ENROLLMENT NO. : 9408-12-017

CENTRE : BANASWADI

EXAMINATION DATE : 10/11/96

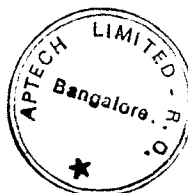
Subjects	Weightage in %	Internal Course Work # (out of 50)	Final Exam (out of 50)	Total Marks * (Out of 100)	Pass / Referred
1. Programming Practices & Techniques, Programming in FoxPro	35 %	32.8	20.3	48.0	PASS
2. Computer Networks, Concepts of Advanced Information Processing, Communication & Personality Development	25 %	29.5	32.8	63.5	PASS
3. Programming Project	40 %			40.0	PASS
OVERALL WEIGHTED FINAL MARK				50.2	PASS

* Total Marks = 30% of Internal Course work + 70% of Final Exam.

Internal course work marks are subject to moderation

12/12/96

Date of Issue :



Authorized Signatory on
behalf of Board of
Examiners

Issued by APTECH LIMITED having its registered office at Elite Auto House, 54-A, Sir M. Vasanthi Road, Andheri (E.), Mumbai-400 093.
Courses developed in association with NCC (U.K.), J3 learning (U.S.A.), Pace University (U.S.A.), Open University (British Columbia, Canada), University of Northumbria (U.K.)

Date: May 11, 2016

REF: IGS/00019

Mr. Ignatius Harry Allen D
Team Leader - Operations (Grade F)

Sub: Annual Compensation Review

Dear Mr. Allen,

Based on your performance and in recognition of your contribution to the company, we are pleased to revise your annual compensation as follows:

Fixed Annual Compensation	: Rs.386724/-
Discretionary Annual Performance Bonus	: Rs. 43800/-
Company's Contribution to Gratuity	: Rs. 7440/-
Total CTC	: Rs.437964/-

The effective date of this revision is **01-April-2016**.

Please note that your annual performance bonus depends on your performance, the Company's performance and is subject to you remaining in the Company's employment on the date of payment of bonus.

Over the ensuing month, your reporting manager would review and establish specific KRAs with you and the same would form the basis of your future performance review.

All other terms and conditions of your appointment will remain unchanged.

We wish you a pleasant and rewarding career with *Indecomm Global Services* and look forward to your continued contribution in the years to come.

Compensation information is purely personal. Please treat this information and all changes made therein from time to time as strictly confidential both from a personal stand-point as well as from our business perspective.

Please sign below after signifying that you have read and agreed to the revised compensation. You may return a copy of this letter with signature for our records.

With best wishes,



Mamatha Vishwanath
Vice President-Human Resources



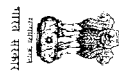
आयकर विभाग
INCOME TAX DEPARTMENT



भारत सरकार
GOVT. OF INDIA

ALLEN
DASS
29/04/1975
Permanent Account Number
AJYPA2487J

Signature



ಭಾರತೀಯ ವಿಶಿಷ್ಟ ಗುರುತಿನ ಪ್ರಾಧಿಕಾರ

ಭಾರತ ಸರ್ಕಾರ

Unique Identification Authority of India
Government of India

ನೋಂದಾವಣೆ ಕ್ರಮ ಸಂಖ್ಯೆ / Enrollment No.: 1096/01229/12202

To
ಇಗ್ನೇಷಿಯಸ್ ಹ್ಯಾರಿ ಅಲಿಯನ್ ಡಿ
Ignatius Harry Alien D
S/O M Dass
#205 9th cross
Doddigunta Cox Town Bangalore North
Fraser Town Bangalore
Karnataka 560005
9620204764



UG8706581



ನಿಮ್ಮ ಆಫಾರ್ ಸಂಖ್ಯೆ / Your Aadhaar No. :

5442 0111 1363

ಆಫಾರ್ - ಶ್ರೀಸಾಮಾನ್ಯನ ಅಧಿಕಾರ



ಭಾರತ ಸರ್ಕಾರ
GOVERNMENT OF INDIA

ಇಗ್ನೇಷಿಯಸ್ ಹ್ಯಾರಿ ಅಲಿಯನ್ ಡಿ
Ignatius Harry Alien D
ಹುಟ್ಟಿದ ವರ್ಷ / Year of Birth : 1975
ಪುರುಷ / Male



5442 0111 1363



ಆಫಾರ್ - ಶ್ರೀಸಾಮಾನ್ಯನ ಅಧಿಕಾರ



ಮಾಹಿತಿ

ವಿಶಿಷ್ಟ ಗುರುತಿನ ಪ್ರಾಧಿಕಾರವು ನಿಮ್ಮ ಗುರುತಿನ ಪ್ರಾಧಿಕಾರವನ್ನು ಸಾಬೀತುಪಡಿಸಲು ಸಹಾಯ ಮಾಡುತ್ತದೆ.
To establish identity, authenticate online.

INFORMATION

Identity is proof of identity, not of citizenship.
To establish identity, authenticate online.

ವಿಶಿಷ್ಟ ಗುರುತಿನ ಪ್ರಾಧಿಕಾರವನ್ನು ಪರಿಶೀಲಿಸಿ.

ವಿಶಿಷ್ಟ ಗುರುತಿನ ಪ್ರಾಧಿಕಾರವು ನಿಮ್ಮ ಗುರುತಿನ ಪ್ರಾಧಿಕಾರವನ್ನು ಸಾಬೀತುಪಡಿಸಲು ಸಹಾಯ ಮಾಡುತ್ತದೆ.

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18706581

ಭಾರತೀಯ ವಿಶಿಷ್ಟ ಗುರುತಿನ ಪ್ರಾಧಿಕಾರ
UNIQUE IDENTIFICATION AUTHORITY OF INDIA

ವಿಳಾಸ:
S/O ಮದರ್ ದಾಸ್, 9ನೇ ಕ್ರಾಸ್, 205, 9ನೇ
ಅಡ್ಡರಸ್ತೆ, ದೊಡ್ಡಗುಂತಾ ಕಾಕ್, ಫ್ರೇಸರ್
ಟೌನ್, ಬೆಂಗಳೂರು ನಾರ್ತ್, ಕರ್ನಾಟಕ, 560005
Address:
S/O M Dass, #205, 9th
cross, Doddigunta Cox
Town, Bangalore North,
Fraser Town, Bangalore,
Karnataka, 560005



www



DRN DEFINITE SOLUTIONS

Excellence delivered.

HRD/OFF/17 - 18

June 07, 2017

Mr. Ignatius Harry Allen D
205, 9th Cross A, Kadirappa Road,
Doddigunta Cox Town,
Bangalore 560 005.

Subject : Appointment Letter

Dear Allen,

We are pleased to appoint you as **Team Leader in Grade F1** with us here at DRN Definite Solutions Pvt. Ltd. where we hope you will enjoy your role and make a significant contribution to the success of the business.

Your employment will commence on **June 07, 2017**.

- 1. Location:** You will be based at **Bangalore** at Koramangala Branch but may be required to work at such other locations within Bangalore or outside as reasonably determined by the needs of the business.
- 2. Position :** Your job role will be **Team Leader - Tax Search** and you will be reporting to the respective Shift Manager.
 - i) Any change in reporting structure will be duly notified from time to time.
 - ii) The roles and responsibilities of this position will be described separately in an attached Position Description.
- 3. Terms :** Probationary Period a Three **(3)** month will apply to this role. During this time you will receive advice, training and guidance to help you become familiar with, and competent in, performing the work you have been appointed to do. The appointment is subject to the satisfactory completion of the Probationary Period which itself is subject to termination during any stage, by either party, upon 15 days notice in writing, or by payment in lieu of notice.
- 4. Remuneration :** Your Total Cost to Company will be: **INR. 474000/-** Per annum
The detailed breakdown of your Remuneration Package is provided separately annexed with this letter (see Annexure 1).

5. **Alteration to Terms of Employment** : Any alterations in the Regulations of Employment affecting staff individually will be notified by a letter or memorandum, but any general alteration will be communicated in a Circular to be seen by all members of staff.
6. **Payments** : Your salary will be paid monthly before the 5th of every Calendar Month directly to your Salary Account, the account details shall be notified to the Employer upon activation.
7. **Public Provident Fund (PPF)** : Voluntary PPF payments will be made on your behalf in accordance with the PPF Fund Regulations. As per company Policy, PF is mandatory and will be part of the Cost to the Company.
8. **Increments and Promotions**: Your growth and increase in salary will depend solely on your performance and contribution to the company. Salary increases are normally given on a periodic basis, based on the company's policies.
9. **Deductions** :
 - Insurance, ESI, PF and Professional taxes if any will be deducted at source.
 - Income tax will not be deducted as part of monthly salary. However will be annualized based on the savings proof that you provide.
10. **Leave / Holidays** :
 - i) **Annual Leave** : You are entitled to 12 days' (2 weeks') annual paid leave per year of service Leave is accrued in accordance with the employment Act and should be taken within one year of falling due, on occasions negotiated with your manager.
 - ii) **Casual/Sick Leave** : You are entitled to 12 days paid personal/carer's leave in accordance with the Employment Act.
 - iii) **Maternity Leave (Women Employee)** : You may be entitled to 90 days in line with the provisions of the Employment Act.
 - iv) **Leave encashment** or carry forward will be notified duly by the HR department towards the end of the fiscal year.
 - v) The Company shall notify a list of declared holidays in the beginning of

11. Termination of Services : On satisfactory completion of the probationary period your appointment will be confirmed in writing. After confirmation, your services may be terminated by either party, giving notice in writing for **one (1) month**. The company reserves the right to terminate your association on grounds of misconduct or unsatisfactory job performance. When payment in lieu of notice is offered by either side, the notice pay shall mean only the basic salary and does not include cash equivalent of any allowances etc. Payment in lieu of notice shall be subject to acceptance of the same by the company considering unfinished tasks, projects on hand, work in progress, etc. You shall not be deemed to have been relieved of your services expect upon issue of a letter to that effect.

- i) In absence of formal resignation company will not provide any certification of services.
- ii) Absence for a continuous period of 5 days without prior approval of our superior would be treated as abandonment of service.

On the termination of your employment for whatever reason, you will return to the Company all property

12. Notice Period : Staffs who wish to terminate their employment with the Company are expected to give the following notice :

- Associates on Probation – 30 days
 - Confirmed Associates – 2 months
 - Senior/Management Staff – 2 months
- a. You shall also be bound to provide the company with two (2) months notice prior to Resignation during which period you may have to actually work the said period OR Will be adjustable either against leave or forfeiture of salary, however be open to the company resolution.
 - b. If the exigency of work so require, the company may not relieve you earlier than the expiry of the entire period of notice. It shall, however, be open to the company to accept your resignation with effect from any date earlier than the one offered by you in your resignation letter.

13. Standard of Attire : All Employees are expected to conform to an acceptable standard of dress to ensure that the image as presented to customers, colleagues and associates is in keeping with the proper professional approach of the Company.

14. Working Hours : DRN Definite Solutions generally works round the clock, It is expected that you will work an average of 54 hours per week during general business hours.

From time to time you will be required to work reasonable additional hours or after hours when necessary to perform your duties. Overtime payments or time in lieu will be calculated in accordance with the company's agreement terms which shall be duly notified during the course of employment.

15. Verification of Particular Documents : You are required to produce the following at the time of Joining duty :

- Photo copies of all relevant certificates / Degree Mark Sheets etc.
- Proof of Birth,
- Experience / Relieving Certificate from Previous employer.
- Acceptance of Resignation – Last Organization
- Last two months pay slips of previous employer
- Voter ID / Pan / Aadar Card Copy.
- Photocopy of Passport (if available)
- Form 16 – Previous company (if applicable)
- PF. / UAN No. – Previous company (if applicable)

16. Privacy : You are required to observe and uphold all of the Company's privacy policies and procedures as implemented or varied from time to time.

Collection, storage, access to and dissemination of employee personal information will be in accordance with privacy legislation.

17. Company Policy : Is in place a number of company policies and procedures. You are required to comply with company policy. A failure to comply with these policies may result in disciplinary action being taken against you.

18. Retirement : You shall retire from the services of the company on attaining the age of 60 years on the basis of the age submitted by you, subject to your being medically and mentally fit.

19. Intellectual Property Right: If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the company, the company shall be entitled to use, utilize and exploit such improvement and you shall assign all rights thereof to the company for the purpose of seeking any patent rights or for any other purpose. The company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the company including but not limited to the creative concept that you may develop during your association with the company.

20. Restrain:

- a. **Access to Information:** Information is available on need to know basis for specific groups and the network file server of the company is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by unit mentors or project mentors.
- b. **Restriction on Personal Use:** Use of company resources for personal use is strictly restricted. This includes usage of computer resources, information, internet service, and working time of the company for any personal use.

21. Confidentiality of Information :

- a. During your employment with the Company you will devote your whole time, attention and skill to the best of your ability for its business. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Company.
- b. You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Company which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Company. For the purposes of this clause 'Confidential Information' means information about the Company's business and that of its customers which is not available to the

- c. general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the Company's products, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.
- d. At no time, will you remove any Confidential Information from the office without permission.
- e. Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Company.
- f. Breach of the conditions of this clause will render you liable to summary dismissal under clause above in addition to any other remedy the Company may have against you in law.

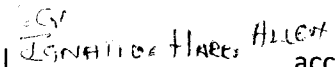
22. Law / Jurisdiction : Your employment with the Company is subject to Indian laws. All disputes shall be subject to the jurisdiction of **Bangalore**, State of Karnataka, India.

23. Welcome and Acceptance : Please confirm your acceptance of this by signing and returning the duplicate copy.

We would like to welcome you to DRN Definite Solutions Family and wish you a long and rewarding career with us.

Sincerely,
DRN Definite Solutions Pvt Ltd.,


Dinesh Kumar
CEO / President


Ignatius Harry Allex accept the terms and conditions of this contract.

Name : IGNATIUS HARRY ALLEX

Signature : 

Dated: 21/6/17

Annexure 1.1

Name	Ignatius Harry Allen D	
Designation	Team Leader	
Salary Head	Per Month (Rs)	Per Annum (Rs)
Basic + DA	17,775.00	213,300.00
HRA	7,110.00	85,320.00
Conveyance	1,778.00	21,336.00
Children Education Allowance	0	0
Medical Allowance	1,250.00	15,000.00
Skill Allowance	9,788.00	117,456.00
Special Allowance	0	0
Fixed Gross	37,700.00	452,400.00
Employer PF	1,800.00	21,600.00
Employer ESIC	0	0
Ex-Gratia		
L.T.A		
Bonus		
Leave Encashment		
Gratuity		
Superannuation		
Total	1,800.00	21,600.00
COST TO COMPANY (CTC)	39,500.00	474,000.00
Employee PF	1,800.00	21,600.00
Employee ESIC	0	0
Insurance	200	2,400.00
Income Tax	0	0
Professional Tax	200	2,400.00
Total Deduction	2,200.00	26,400.00
NET TAKE HOME	35,500.00	

Note : Any tax liabilities arising out of the remuneration will be deducted as per the Income Tax rules.