



DRN/HR/IEF-FMT/002

DRN DEFINITE SOLUTIONS PRIVATE LIMITED

Pre Interview Form

Name:

M Mathan Kumar

DOB:

07-04-1993

dd/mm/yyyy

Address:

3/79, Mel Thera, Koothappadi (vn/PO)
Ponnaguram (TK), Dharmapuri (DI) - 636810

Contact No:

95883 3108

Email ID:

mathanell5@gmail.com

Total Experience:

1

Year

1

Months

Relevant Experience:

1

Year

1

Months

Previous Company 1:

Sun-Ites consulting private limited

Previous Company 2:

Reason for leaving previous Company:

Shutdown the mortgage process

Current Package:

INR

18,000

10.5 lacs

Expected Package:

INR

15,000

Typing Skills:

Speed:

35

Accuracy

98

Refer 2 name & contact nos.- Colleagues

Referred By

Rekha Shri

M. Mathan Kumar
Candidates Signature

Rajaling

Pranav M/Srip

G. Madhavan

Lef. Madhavan
Typer

Selected

Sun ITES
Salary

RESUME

MATHAN KUMAR M
mathanell5@gmail.com
+919688313108

3/79, Mel theru,
Koothappadi village & PO,
Pennagaram Tk.
Dharmapuri Dist-636810.

CAREER OBJECTIVE:

Obtain a challenging position that utilizes my technical skills and enables me to constantly upgrade to the latest technologies, and am a life time learner to achieve my goal.

EDUCATIONAL QUALIFICATION:

DEGREE	COLLEGE/ SCHOOL	UNIVERSITY/BO ARD	PERCENTAGE/ GRADE
B.TECH	PPG Institute of Technology, Coimbatore.	Anna University	6.5 CGPA <i>11/6/2016</i>
HSC	Govt. Boys Higher Secondary School, Pennagaram.	State board	58.8%
SSLC	Govt. High School, Halepuram.	State board	78.8%

WORKING EXPERIENCE:

COMPANY NAME: SUN-ITES CONSULTING PRIVATE LIMITED

EXPERIENCE -1 Year (NON-VOICE)

- Roles and Responsibilities
- Verified, updated and corrected source documents
- data processing executor
- Analysis the document, Enter to the application

Feb 2016 - till date

PROJECT:

- Done a partial project work on “Improving data availability in secure consistent Mobile ad-hoc network”.

Technology: NS Simulator.

TECHNICAL PROFICIENCY:

- Programming Languages : C, Java.
- Operating Systems : Windows XP, 7, 8.

AREAS OF INTEREST:

- Data analyst.
- Web research
- Networks.

CO-CURRICULAR ACTIVITIES:

- Participated in paper presentation.
- Participated in project presentation on National Conference.

EXTRA-CURRICULAR ACTIVITIES:

- Active volunteer of NSS.
- Playing cricket, chess.

PERSONEL SKILLS

- Willing to learn new technologies
- Has ability to work in various teams or people
- Willing to work with challenging tasks

PERSONAL DETAILS:

Name	Mathan kumar M
Father's name	Mani K K
Mother's name	Jamuna M
Date of birth	07-Apr-1993
Languages known	Tamil, English
Permanent address	3/79, Mel theru, Koothappadi village and post, Pennagaram [TK], Dharmapuri-636810

DECLARATION:

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

Date:

Place:



MATHAN KUMAR M

Title Commitment Test - 2

Date :

Timings : 30 minutes

Name

Analyze the attached Copies and Answer the Following Questions

1. What is the Tax Type?	San Diego County 200A-05 Tax Rate
2. Who is the Trustee?	CITI CORP TRUST BANK FSB
3. What is the total tax amount paid?	2,514.90
4. What is the consideration amount, if any?	land consideration amount 119,184
5. What is the Expansion for A.P.N?	Accession parcel number. In this document APN is 483-43-15-00
6. What is the County Recorder's Name?	San Diego County Recorder's Office Gregory Smith County Recorder
7. What is the Exemption Type?	Homeowner's exemption
8. What is the Document number in the DEED?	2005-013636A
9. Who is the Borrower?	ABRAHAM GUTIERREZ GUADALUPE GUTIERREZ
10. Is this property located in City/ Village?	EL CAJON / Valley Village
11. What is the Tax ID?	Tax id is not there
12. Who Requested the Deed Recording?	Borrower requested the deed recording Gutierrez Abraham Gutierrez Guadalupe
13. What is the Recording Fees?	33.75
14. Who is the Mortgagee?	Federal Savings Bank Chartered
15. What is the Property Address?	548 Valley Village DR EL CAJON California 92021



INTERVIEW EVALUATION FORM

DRN/HR/IEF-FMT/002

Interview Evaluation Form

Name of Candidate: Mathan Kumar M Designation: Associate
 Department: operation Position Title: ITIL Commitment
 Interviewer(s): Jeyaraj Man Date of Interview: 17/4/17 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)					

அரசுத் தேர்வுகள் துறை, சென்னை - 600 006.
DEPARTMENT OF GOVERNMENT EXAMINATIONS, CHENNAI-600 006.

இடைநிலைப் பள்ளி இறுதி வகுப்புச் சான்றிதழ் SECONDARY SCHOOL LEAVING CERTIFICATE

பத்தாம் வகுப்பு
X STANDARD

தமிழ்நாடு அரசின் அதிகாரத்திற்கு உட்பட்டு வழங்கப்படுகிறது
ISSUED UNDER THE AUTHORITY OF THE GOVERNMENT OF TAMIL NADU

தேர்வர் MATHANKUMAR M

MAR. 2008 இல்

இடைநிலைப் பள்ளி இறுதி வகுப்பு பொதுத் தேர்வெழுதி கீழ்க்காணும் விழுக்காடு மதிப்பெண்களைப் பெற்றுள்ளார் என்று சான்றளிக்கப்படுகிறது.

Certified that the above mentioned candidate appeared for the SSLC Public Examination and obtained the following Percentage of marks :

பாடம் SUBJECT	பெரும் அளவு மதிப்பெண் MAX. MARKS	பெற்ற மதிப்பெண் MARKS OBTAINED
தமிழ் TAMIL	100	76 SEVEN SIX
ஆங்கிலம் ENGLISH	100	67 SIX SEVEN
கணிதம் MATHEMATICS	100	96 NINE SIX
அறிவியல் SCIENCE	100	85 EIGHT FIVE
சமூக அறிவியல் SOCIAL SCIENCE	100	70 SEVEN ZERO
மொத்தம் TOTAL	500	394 THREE NINE FOUR

பிறந்த நாள் / DATE OF BIRTH
07. 04. 1993

பதிவேண் / REGISTER NO.
380425

ம.அ.ப. குறியீட்டெண் & நாள் / TMR CODE NO. & DATE
A459895 30. 05. 2008

பள்ளியின் பெயர் / NAME OF THE SCHOOL
GOVT HS HALE - PURAM

இடைநிலைப் பள்ளி இறுதி வகுப்புப் பொதுத் தேர்வில் தேர்ச்சி பெற ஒவ்வொரு பாடத்திலும், 100-க்குக் குறாம அளவு முப்பத்தைந்து மதிப்பெண்கள் பெறுதல் வேண்டும். இது பகுதி முறையில் தேர்வு எழுதித் தேர்ச்சி பெறுவதற்கும் பொருந்தும்.

A Pass in the SSLC Examination requires a minimum of Thirty Five percent of marks in each subject. This includes passing under the compartmental System also.

m.6 தனக்குமார்

தேர்வரின் ஒப்பம்
Candidate's Signature

செயலாளர்

மாநிலப் பள்ளித் தேர்வுகள் குழுமம், தமிழ்நாடு
SECRETARY
STATE BOARD OF SCHOOL EXAMINATIONS, TAMILNADU



சான்றிதழ் வ. எண் / CERTIFICATE SI. No. HSG 5023877

அரசுத் தேர்வுகள் துறை, சென்னை - 600 006.
DEPARTMENT OF GOVERNMENT EXAMINATIONS, CHENNAI - 600 006.

மேனிலைப் பள்ளிக் கல்விச் சான்றிதழ் HIGHER SECONDARY COURSE CERTIFICATE

பொதுக்கல்வி / GENERAL EDUCATION

தமிழ்நாடு அரசின் அதிகாரத்திற்கு உட்பட்டு வழங்கப்படுகிறது
ISSUED UNDER THE AUTHORITY OF THE GOVERNMENT OF TAMIL NADU

தேர்வர் MATHANKUMAR M

MAR. 2010 இல்

மேனிலைப் பள்ளிக் கல்விப் பொதுத் தேர்வெழுதிக் கீழ்க்காணும் மதிப்பெண்களைப் பெற்றுள்ளார் என்று சான்றளிக்கப்படுகிறது.

Certified that the above mentioned candidate appeared for the Higher Secondary Public Examination and obtained the following marks :

பாடம் SUBJECT	கருத்தியல் THEORY 150	செய்முறை PRAC. 50	பெற்ற மதிப்பெண்கள் 200க்கு MARKS OBTAINED FOR 200
TAMIL			119 ONE ONE NINE
ENGLISH			082 ZERO EIGHT TWO
PHYSICS	084	050	134 ONE THREE FOUR
CHEMISTRY	083	050	133 ONE THREE THREE
BIOLOGY	070	050	120 ONE TWO ZERO
MATHEMATICS			115 ONE ONE FIVE

மொத்த மதிப்பெண்கள்

TOTAL MARKS

0703 ZERO SEVEN ZERO THREE

பிறந்த நாள் / DATE OF BIRTH 07. 04. 93	பதிவெண் / REGISTER NO. 421992	ம.அ.ப.குறியீட்டெண் & நாள் / TMR CODE NO. & DATE 6377792 14. 05. 10
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பள்ளியின் பெயர் / NAME OF THE SCHOOL GOVT B HSS PENNACARAM	பாடத் தொகுப்பு எண் / GROUP CODE 103
---------------------------------------------------------------	----------------------------------------

தேர்ச்சிக்கான குறும் அளவு: ஒவ்வொரு பாடத்திலும் 200க்கு 70 மதிப்பெண்கள் பெறவேண்டும். இது பகுதி முறையில் தேர்வெழுதித் தேர்ச்சி பெறுவதற்கும் பொருந்தும். கருத்தியல் மற்றும் செய்முறைத் தேர்வுகள் கொண்ட பாடங்களில் தேர்ச்சி பெற கருத்தியல் தேர்வில் 150க்குக் குறும் அளவு 30 மதிப்பெண்களும், செய்முறைத் தேர்வில் 50க்குக் குறும் அளவு 40 மதிப்பெண்களும் பெறவேண்டும்.

MINIMUM FOR A PASS : 70 MARKS OUT OF 200 IN EACH SUBJECT. THIS INCLUDES PASSING UNDER THE COMPARTMENTAL SYSTEM ALSO. FOR THE SUBJECTS CONSISTING OF THEORY AND PRACTICAL EXAMINATIONS, MINIMUM MARKS FOR A PASS IS 30 OUT OF 150 IN THEORY AND 40 OUT OF 50 IN PRACTICAL.

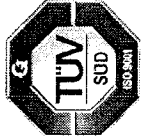
செயலாளர்

செயலாளர்



PPG INSTITUTE OF TECHNOLOGY

Empowering total technology



(Approved by AICTE, New Delhi, Affiliated to Anna University, An ISO 9001:2008 Certified Institution)

NH-209, Sathy Road, Saravanampatti, Coimbatore - 641 035. Tamil Nadu, INDIA.

Phone : 90477 77277 Telefax : 0422 - 2668333 E-mail : info@ppgit.com Web : www.ppg.edu.in

Course Completion Certificate

This is to certify that Mr. / Ms. MATHANKUMAR M
was a student of our Institution studied B.TECH Programme in
INFORMATION TECHNOLOGY
from JULY 2010 to APRIL 2014 and
appeared for the final Semester Examinations conducted by the Anna University in
April / May 2014 with Reg. No. 100606140022

His / Her conduct and character are GOOD



Date: 21.04.2014

Official Seal with Date

PRINCIPAL
PPG Institute of Technology
Sathy Road, Saravanampatti Post,
Coimbatore-641 035
Tamil Nadu, INDIA

आयकर विभाग
INCOME TAX DEPARTMENT



भारत सरकार
GOVT. OF INDIA

MADHANKUMAR M

MANJ

07/04/1993

Permanent Account Number

CGXPM6283N

Signature



In case this card is lost / found kindly inform / return to :
Income Tax PAN Services Unit, UTITSL
Plot No. 3, Sector 11, CBD Belapur,
Navi Mumbai - 400 614.

इस कार्ड के खोने/पाने पर कृपया सूचित करें/लौटाएं :
आयकर पैन सेवा यूनिट, यूटीआईएसएल
प्लॉट नं. 3, सेक्टर 11, सीबीडी बेलपुर,
नवी मुंबई-400 614.

KAVERI SPECIALITY HOSPITAL

15/2,4TH CROSS, HOSUR MAIN ROAD

PHYSICAL FITNESS CERTIFICATE

I do hereby certify that I have examined MR. M. MATHIAN KUMAR

A candidate for DRN and, cannot

Discover that he / ~~she~~ / has any disease constitution / infection or

Bodily infirmity except N/L.

I do not consider this a disqualification for employment in the office of the

DRN

I am also satisfied by personal examination that he / ~~she~~ was

Vaccinated / re-vaccinated from certificates produces by HIMSELF

.....is as is according his / her own statement

.....23 years and by appearance about

.....23 years

Height: 162 cm

weight: 59 kg

Chest: 80 cm

vision : R:

Colour vision: NORMAL

L: } NORMAL


Station: BANGALORE

Signature:



Designation:

Dr. ARUNA


Signature of the candidate



இந்திய அரசாங்கம்

Unique Identification Authority of India

பதிவு அடையாளம் / Enrolment No. : 2007/13524/00895

To

மதன்குமார் மணி

MadanKumar Mani

S/O: Mani

3/79 MEL STREET KOTHAPPADI

PENNAGARAM

Koothapadi

Koothapadi

Pennagaram Dharmapuri

Tamil Nadu 636810

9344244465

30384186

98

MNS03641868FT



உங்கள் ஆதார் எண் / Your Aadhaar No. :

8884 9770 7571

ஆதார் - சாதாரண மனிதனின் அதிகாரம்



இந்திய அரசாங்கம்

மதன்குமார் மணி

MadanKumar Mani

தந்தை : மணி

Father : Mani

பிறந்தவருடம் / Year of Birth : 1983

ஆண்பால் / Male



8884 9770 7571

ஆதார் - சாதாரண மனிதனின் அதிகாரம்

HRD/OFF/17 - 18

April 21, 2017

Mr. Mathankumar M
26, Ward, 1st Floor,
VRB, Hosapalya,
Bangalore 560 068.

Subject : Appointment Letter

Dear Mathankumar,

We are pleased to appoint you as **Associate in Grade I** 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 **April 24, 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 **Associate - Title Commitment Typer** and you will be reporting to the respective Team Leader /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. 179484/-** 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 each year.

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 / Aadhar 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

I M. Mathan Kumar accept the terms and conditions of this contract.

Name : M. Mathan Kumar

Signature : M. Mathan Kumar

Dated: 24/04/2017

Annexure 1.1

Name	Mathankumar M	
Designation	Associate	
Salary Head	Per Month (Rs)	Per Annum (Rs)
Basic + DA	8,500.00	102,000.00
HRA	850	10,200.00
Conveyance	850	10,200.00
Children Education Allowance	0	0
Medical Allowance	0	0
Skill Allowance	3,107.00	37,284.00
Special Allowance	0	0
Fixed Gross	13,307.00	159,684.00
Employer PF	1,020.00	12,240.00
Employer ESIC	631	7,572.00
Ex-Gratia		
L.T.A		
Bonus		
Leave Encashment		
Gratuity		
Superannuation		
Total	1,651.00	19,812.00
COST TO COMPANY (CTC)	14,957.00	179,484.00
Employee PF	1,020.00	12,240.00
Employee ESIC	233	2,796.00
Insurance	0	0
Income Tax	0	0
Professional Tax	0	0
Total Deduction	1,253.00	15,036.00
NET TAKE HOME	12,054.00	

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