

Welcome to the team! It's great to have you here.

We are excited that you have accepted our job offer and agreed upon your start date. I trust that this letter finds you mutually excited about your new employment with Rythmos.

We are delighted you have joined us! Your contribution is important to ensure sustained success and growth. We hope that your career here will be a gratifying one. You would get support from the whole team and we look forward to a pleasant association with you.

Please look over the enclosed checklist and become familiar with your Onboarding process.

We will be glad to assist you. *So, let's get going!*

EMPLOYEE INFORMATION SHEET

Full Name : NAMANA KAVYA

Father's Name : N VEERA VENKATA SATYANARAYANA

Designation : JUNIOR ASSOCIATE CONSULTANT

Address & : Roop Ram Street, Near Sai Baba Temple, Park Road, Narsapur.

Contact no : 9704557462

Date of Joining : 23-04-2018

Signature of Employee : kavya

HR DEPARTMENT

DEPARTMENT HEAD

FIRST NAME Kavya
LAST NAME Namana
DATE OF BIRTH 23-09-1997
ORIGINAL DATE OF BIRTH 23-09-1997
POSTAL ADDRESS D.No:8-5-10, Roop Ram Street, Near Sai Baba Temple, Park Road, Narsapur.

PERMANENT ADDRESS D.No:8-5-10, Roop Ram Street, Near Sai Baba Temple, Park Road, Narsapur.

CONTACT # 9704557462 CONTACT # 9704557461
PERSONAL EMAIL ID namana.kavya23@gmail.com
AADHAR CARD NUMBER 805830977958
PANCARD NUMBER: AYFPN4471R
PF NUMBER _____
UAN NUMBER _____
HDFC BANK NUMBER 50100232969865
IFSC CODE HDFC0003788

EDUCATION QUALIFICATION (Start with School Leaving Certificate or Equivalent)

QUALIFICATION	UNIVERSITY / INSTITUTE	YEAR OF PASSING	% MARKS	MAJOR SUBJECT
B.Tech	Swarnandhra College Of Engineering And Technology	2018	8.5 CGPA	Computer Science Engineering
Intermediate	Aditya Junior College	2014	93.3	M.P.C
SSC	Sunshine English Medium School	2012	9.2 CGPA	

FAMILY DETAILS

DEPENDENCY CATEGORY	FULL NAME	RELATION	DOB (DD/MM/YY)	AGE
1 st Dependent	N VEERA VENKATA SATYANARAYANA	F	A	46
2 nd Dependent	N NAGAMANI	M	O	40
3 rd Dependent				
4 th Dependent				
5 th Dependent				

EXPERIENCE (CHRONOLOGICAL ORDER EXCLUDING LAST POSITION)

ORGANISATION	PERIOD		DESIGNATION		DESIGNATION OF IMMEDIATE SUPERIOR	GROSS SALARY DRAWN	REASON FOR LEAVING
	FROM	TO	LAST POSITION HELD	AT THE TIME OF JOINING			

Rythmos India Private Limited

Kapil Towers, 3rd Floor, Sy No: 115/1,
Financial District, Nanakramguda,
Hyderabad, Telangana – 500032.
Phone: 040 65511515, 65521515.



- Languages Known: Telugu, English
- Your Hobbies: Drawing, Listening Music, Watching TV
- Your Interests: Travelling
- Your Goal / Aim in Life: To be in a good position what i have choosen.
- Passport No. _____ Valid Up to: _____
- Are you related to any of our employees? If Yes his/her Name: _____
- Any Specialized Training/Training Program attended: _____
- Any Other information/Suggestion: _____

EMERGENCY DETAILS

- Blood Group: O+ve
- Allergic To: _____
- Contact Person in case of Emergency: N VEERA VENKATA SATYANARAYANA
- Address: D.No:8-5-10, Roop Ram Street, Near Sai Baba Temple, Park Road, Narsapur.
- Emergency Contact No # 9704557461

Please attach:

1. Photocopies of all relevant certificates / degree mark sheets etc.
2. Experience Certificate from Previous employer.
3. Relieving letter from Previous employer.
4. Photocopy of Address proof.
5. PAN No.

No 1	Documents	Submitted	Will submit on
1	Educational Certificates	submitted on 23-04-2018	
2	Address Proof Documents	submitted on 23-04-2018	
3			
4			
5			

DECLARATION

I DECLARE THAT THE INFORMATION GIVEN, HEREIN ABOVE, IS TRUE & CORRECT TO THE BEST OF MY KNOWLEDGE & BELIEF & NOTHING MATERIAL HAS BEEN CONCEALED. I UNDERSTAND THAT THE ABOVE INFORMATION IN FOUND FALSE OR INCORRECT, AT ANY TIME DURING THE COURSE OF MY EMPLOYMENT, MY SERVICES WILL BE TERMINATED FORTHWITH WITHOUT ANY NOTICE OR COMPENSATION.

DATE: **23-04-2018**

PLACE: **HYDERABAD**

SIGNATURE OF APPLICANT