

EMPLOYEE INFORMATION FORM
(To be filled on the date of joining)

Date:

Place:

| To be filled by HR | | | |
|--------------------|--------|------------|-------|
| Employee Code | PF No. | Department | Level |
| | | | |

| Personal Details | | | | |
|---------------------------------------|------------------------------|---------------------------|-------------------|--------------------|
| Name (in full) | Shailesh Jayprakash Singh | Date of Birth | 26/04/1989 | |
| Birth Place | Lahthan, Bihar, India | Height/Weight | 178cm/85kg | |
| Blood Group | A +ve | Age | 32 years | |
| Disability | No If Yes, details | | | |
| Email Id (personal) | shailesh.singh5@hotmail.com | Marital Status | Single | |
| Mobile Number | 9699742111 | If Married No of children | | |
| Emergency Contact | Dhananjay Singh - 9762266021 | | | |
| Nationality | Indian | Religion | Hindu | |
| Educational Background | | | | |
| UG, Graduation, PG & diplomas if any. | Specialization | Grade attained | University & City | Year of completion |
| B.E | Computer Technology | First class | Nagpur University | 2012 |
| certificate in French | French | First class | Mumbai University | 2020 |
| | | | | |
| | | | | |

Employment Record

| Name of the Organisation | Duration (Start and End Date) | Designation | Last Drawn CTC | Reason for Leaving |
|---------------------------------|----------------------------------|-------------------|----------------|--------------------|
| Jio Platforms Limited | 13-Nov-2017 to 27-Apr-2021 | Deputy Manager | 10.86 LPA | Better Opportunity |
| SS&C GlobeOp Financial Services | 18-Jul-2016 to 23-Oct-2017 | Senior Associate | 6.9 LPA | Better Opportunity |
| Naaptol Online Shopping Pvt Ltd | 12-Aug-2013 to 14-Jul-2016 | Software Engineer | 4.34 LPA | Better Opportunity |

Address details

| | | | |
|--------------------------|----------------------------------------------------------------------------------------------------------------------|------------------------------|------------|
| Present Address | 601, 6TH FLOOR, IRIS BUILDING, SRUSHTI SIDDHI MANGALMURTI COMPLEX, TEMGHARPADA, KALYAN ROAD, BHIWANDI | Local Contact No. | 9699742111 |
| Permanent Address | SAME AS ABOVE | Permanent Contact No. | 9763338478 |

Family Details

| | | | | |
|-------------------------|-------------------------------|--------------------|---------------------|-------------|
| Father's Full Name | JAYPRAKASH RAMBRIKSH SINGH | | Age | 64 Years |
| Occupation | Powerloom Technician | | Current Work Status | Retired |
| Mother's Maiden Name | SHANTIDEVI SINGH | | Occupation | Homemaker |
| Brothers/Sisters (Name) | Current Work Status | Educational Status | Marital Status | Residing In |
| Dr. Dhananjay Singh | Doctor | MS, MD | Married | Mumbai |
| Ravita Singh | Teacher | MA, B.Ed | Married | Mumbai |

| Professional references | | | |
|-------------------------|--------------------------------------------|-----------------------|------------------------|
| Name (in full) | Contact number / Email | Organization | Designation |
| Sandeep Udhaní | 9975088030 sandip-udhani@rediffmail.com | Jio Platforms Limited | Deputy General Manager |
| Pushpendra Singh Tanwar | 9987462010 pushpendra.tanwar@yahoo.com | Synechron | Associate Specialist |

| Hobbies and Interests |
|-------------------------------------------------------------------------|
| Travelling, Listening to music, Learning new languages, playing cricket |

| Bank Account details | |
|-------------------------|--|
| Bank A/c number | |
| Bank Name & Branch Name | |
| Branch Name | |
| IFSC Code | |
| PAN | |
| Name As Per Bank A/c | |

| Documents for submission | | |
|-----------------------------------------------------------------|--------|-------|
| Documents | Detail | (✓/✗) |
| Copy of Class 10th Certificate | | ✓ |
| Copy of Class 12th or 10+2 Certificates | | ✓ |
| Copy of degree or graduation certificates | | ✓ |
| Copies of ACADEMIC & PROFESSIONAL QUALIFICATION(s) Certificates | | |
| Copy of Residence proof (Electricity bill or telephone bill or | | ✓ |

| | | |
|-----------------------------------------------------------------------------------|--|---|
| Ration card or Passport) | | |
| Copy of Identity Proof.(Driving License or Passport or Voter card or PAN card) | | ✓ |
| Original copy of last three month Pay Slip received | | ✓ |
| Copy of RELIEVING LETTER from previous employer and last 3 organizations (If any) | | ✓ |
| Copy of Experience letter from previous employer | | |
| Copy of appointment letter from previous employer | | ✓ |
| Passport size photograph - 1 | | ✓ |

I hereby declare that all the information furnished above is true to the best of my knowledge and belief. I will do all my duties to the best of my ability while following all the code of conduct of the company and maintaining required level of discipline by the company.

Date: 03-05-2021

Place: Mumbai

Name: Shailesh Singh

Signature:

