

	PROFORMA NR.:	TPO20110916004
1	Requirement Received Date:	16-09-2011
2	Requirement Received By:	Mahtab Singaporewalla(Head TPO)(9823120771)
3	Mode of Receival:	
	a - Personal Contact	Yes
	b - Phone	-
	c - Email	Yes
	d - Media (TV, Radio, Newspaper, Website, Job Portal, etc.)	-
	e - Post	-
	f - Job Fair	-
	g - Others	-
4	Received at Location/Office:	TPO office
5	TPO Contact Point:	Mahtab Singaporewalla(Head TPO)(9823120771)
6	Received From:	
	a - Company/Institute	KHANDELWAL PROPERTIES
	b - Recruitment Agency	-
	c - Campus	-
	d - Student	-
7	Received From Contact Details:	Prabha Shetty(HR KHANDELWAL PROPERTIES ,)(9372434632)
8	Job Opening at Company/Institute Name:	ALPABACHAT BHAVAN ,UNIT OF KHANDELWAL PROPERTIES
9	Company Profile:	WE ARE INTO CHAIN OF THREE STAR HOTELS, FACILITY COMPANY [CATERING AND HOUSEKEEPING] FOOD PLAZA IN DAUND AND SHOLAPUR
10	Campus Institutes/Personnel to be contacted for this Role:	MBA Mktg
11	Job Role:	Assistant Sales Executive/Manager
12	Job Domain:	Sales & Mktg
13	Temporary/Permanent/Project Basis/Internship/etc.:	PERMANENT
14	Nr. of Vacancies:	2
15	Reporting To:	General Manager
16	Role/Profile Details:	Field Work
17	Job Location:	KHANDELWAL PROPERTIES , 6 A, RAMABAI AMBEDKAR ROAD,NEAR SOHRAB HALL, BEHIND PUNE STATION , PUNE -1.
18	Placement Structure:	
	a - On Contract	-
	b - On Company Role	YES

	c	- On Company's Partner's Role	-
	d	- Freelance	-
19		Required Educational Qualifications:	MBA Mktg
20		Required Professional Qualifications:	-
21		Any Technical Certifications:	=
22		Any Language Requirements:	ENGLISH, HINDI, MARATHI
23		Any Gender Requirements:	-
24		Any Other Special/Preferred Requirements:	-
25		Any Age Range/Limit:	-
26		On-the-job Travel? (Y/N):	YES
	a	If "Y", Nr. of Days Per Month	MONDAY TO SATURDAY
27		Salary Range:	15k to 20k p m
28		Incentive/Perk Details:	
29		Deadline Date for CV Dispersal:	19-09-2011
30		Candidate Selection Mode/Procedure:	
	a	- Outright (Y/N)	-
	b	- On Recommendation (Y/N)	-
	c	- Aptitude Test (Y/N)	-
	d	- Technical Test (Y/N)	YES
	e	- Entrance Test (Y/N)	-
	f	- Group Discussion (Y/N)	-
	g	- Presentation (Y/N)	-
	h	- Personal Interview (Y/N)	YES
	i	- Telephonic Interview (Y/N)	-
	j	- Video Conferencing (Y/N)	-
31		Any Special Points for Selection Procedure:	-
32		Selection Date:	
33		Selection Time:	
34		Venue Details of Selection Procedure:	Alpa Bachat Bhawan, Queen Road Near to Residency Club Pune
35		Contact Details of Selection-in-Charge:	Prabha Shetty(HR KHANDELWAL PROPERTIES ,)(9372434632)
36		Any Special Requirements for Selection Venue:	
37		Tentative Targetted Joining Date:	Immediate
38		Placement Closure Date:	21-09-2011