

# KYC-ADVISOR/MGMT.TRAINEE(Pls.v)

ADMIN - OO / RPM / RELATIONSHIP & CUSTOMER SUPPORTS /SALES&MARKETING / IT & DIGITAL / PHYSIOTHERAPIST / PHLEBOTOMIST(CMLT/DMLT)

(# OO : Office Operations , RPM : Resource Planning & Management)

Please fill below in CAPITAL LETTERS

•1ST INTERVIEW TIMING-9.30 AM on MONDAY & THURSDAY

•Re-INTERVIEW TIMING - 10 A.M to 2 P.M on MON to SAT or else as per the suitability of the Candidate

Affix Photo

**NOTE** : Fillup KYC (Front side) & answer KYC (Backside - as Applicable to your Post in Point No. A - G)

• for Marketing, Customer supports / Relationship → A, B, C, D, E, & F • for Technical (Physiotherapist) → A, B, C, E & F

• for Technical (Phlebotomist) → A, B, C & E • for Non-Technical (Commercial) → A, C, D & E • for IT - Graphic / Website / Digital → A, C, E & G

Date : ; Earliest Joining Date : ; Post : ;SOURCE :

NAME:		E-mail ID:		Mob	
Date of Birth : dd/mm/yyyy	Blood Group	Nationality :	SEX (Pls. Tick✓)	Male / Female	MARITAL STATUS (Pls.Tick ✓)
	Religion :				Y / N
PAN No.		Aadhar No.		Bank Name #	
ADDRESS (Present)		Pls.Tick (✓) OWN / RENTED Rent / EMI (if any) Rs. /PM		NATIVE PLACE (Permanent)	
P.O	P.S	PIN :		P.S	PIN :

TEL.No. (With STD)	Mob.No:	PARENT'S DETAILS			Mob.
		Working ⇓	Retired ⇓	Pension If any ⇓	
FATHER / HUSBAND'S NAME & Health Issue If any (If married) (TEL.No.with STD code&MOB.No.)	AGE	Y / N (Pls. Tick✓)	Y / N (Pls. Tick✓)	Y / N (Pls. Tick✓)	If 'Y' then Rs. _____
MOTHERS MAIDEN NAME & Health Issue If any (TEL.No. with STD code & MOB.No.)	AGE	Y / N (Pls. Tick✓)	Y / N (Pls. Tick✓)	Y / N (Pls. Tick✓)	If 'Y' then Rs. _____

EDUCATIONAL Qualification (Completed)	Class / Level	Year of Passing / <b>PURSING</b> yet to complete	% of Marks obtained	Main Subjects	School / College Name	Medium of Instruction (Eng/Hin/Beng/or any other lang) Pls.Specify	Board / University
	X						
	XII						
	G (F)						
	PG (F)						
Pursuing							

•WORKING EXPERIENCE IN **YEARS**→Medical Marketing/Customer Relationship : ;NON-Medical Marketing/Customer Relationship:

WORK / JOB Experience	SL. No.	YEAR		Name of the Company / Firm	Place of Work Done / Work from Home	Position Held	(%) of Attendance	EXPERIENCE No. of Yrs & Month		
		Fm MM/YYYY	To MM/YYYY					Customer Negotiation (Yes/No)	Office	Field
• Practical Knowledge & <b>Experience</b> in (Pl. Tick ✓) : MS Office → Word : <input type="checkbox"/> , Excel with formula : <input type="checkbox"/> , Email Self Corres. : <input type="checkbox"/>										

• LAST Salary drawn (CTC) Rs. P.M || •EXPECTED Advisory Fees / Stipend Rs. P.M / P.A.

|| • EXPECTED-Future Self Growth (%) P.A., || • EXPECTED Business / Revenue generation for the Proposed Company : Rs. P.M

• Any Part time / Freelance work / Networking referral - for earning money, details if any : , Earnings PM Rs.  
 • Attached with Social / Cultural Organisation / NGO's :  
 • Any Outstanding - Bank/Personal Loan (taken)/Credit Card OR Pending EMI details if any :

FAMILY (Parents / Spouse / Children) STAYING TOGETHER	NAME	RELATION	DOB	AADHAR NO. #	MOBILE NO.

•FAMILY HEALTH / MEDICAL ISSUES or PARENTS - TEACHER MEETING / CHILD EDUCATION→Attended/Taken Care by :

NOMINEE (Name,Address, Relation & DOB)	Family HEALTH - Medical care (Other then myself) by :		REFERENCES (Closely known to you)	SL	NAME	MOBILE NO.
	1					
	2					

RESIDENTIAL IDENTITY PROOF (Total 2 Nos.)

(Pls. Attach - Any one out of (i) and also from (ii))

i) ELECTRICITY BILL / TELEPHONE BILL / RATION CARD

ii) AADHAR CARD / VOTER ID CARD / PANCARD / DRIVING LICENCE

**NOTE** : I do hereby confirm,if Selected,then shall work as a Advisor/Management Trainee continuously for atleast 2 (two) years. Above data's are correct as per my information & knowledge AND no more addition /deletion /alteration /modification are required to be done from my side.

# : NOT MANDATORY

SIGNATURE : \_\_\_\_\_

**(A) ANSWER BELOW:**

- i) President Of India \_\_\_\_\_; ii) No. Of States \_\_\_\_\_; iii) No. of Union Territories \_\_\_\_\_;  
 iv) Indian Currency Symbol \_\_\_\_\_; v) Currency Symbol of which Country : "\$" \_\_\_\_\_; "€" \_\_\_\_\_;  
 vi) Adjacent STATES to Madhya Pradesh \_\_\_\_\_;  
 vii) Pincode of Today's Interview \_\_\_\_\_; viii) Make Total of : 80+247+1084+21649 = \_\_\_\_\_; ix) 5% of 23060 \_\_\_\_\_  
 x) Reading/Listening HABIT-Newspaper \_\_\_\_\_, News:App/Channel: \_\_\_\_\_, Books with Author \_\_\_\_\_  
 xi) Arrange the Words : HSYNETO \_\_\_\_\_; IYOTLAYL \_\_\_\_\_; AITDNODEIC \_\_\_\_\_;

**(B) DEFINE : (What, Why) with treatment Solutions based on Compression Therapy (How, by Which) of the followings: (Can take help of Google Search)**

- a) Thrombosis : \_\_\_\_\_  
 b) Varicose Veins : \_\_\_\_\_  
 c) Lymphoedema : \_\_\_\_\_  
 d) Osteoporosis : \_\_\_\_\_  
 e) Osteo arthritis : \_\_\_\_\_

**(C) i) Top 2 Drs. of your City :**

- Gynae i) \_\_\_\_\_ Gen. i) \_\_\_\_\_ Orthopaedic i) \_\_\_\_\_  
 ii) \_\_\_\_\_ Physician ii) \_\_\_\_\_ ii) \_\_\_\_\_  
 ii) Top 2 Retailer / Shopkeeper of Medical Products of your City : i) \_\_\_\_\_; ii) \_\_\_\_\_  
 iii) Top 2 e-marketing sites : i) \_\_\_\_\_; ii) \_\_\_\_\_

**(D) ONE Letter From Company To Distributor With TWO Subjects:** Handwritten & then on computer : Email Letter description in word & table (while on computer, table in excel with formula) pasted on the body of the email letter itself and email to : (info@pushpanjaligroup.com)

1. **Launching of new product** (atleast 3 Nos.) with price table : Covering the name of any products, DP, MRP, Margin on MRP in Rupees terms and in percentage (%) terms.  
 2. **Clearing of outstanding with outstanding table** : Covering Invoice No.(atleast 3 Nos.), Invoice Date, Invoice Amount and No. of days outstanding.

**Hints:** While working on the computer, Table to be Prepared in Excel AND Margin in Rupee/Percentage (%) terms to be calculated with **excel formula** thereon

**(E) Draw Flow Chart of Steps / Work Procedure, followed / adopted by you in the Present / Earlier (If not working presently) Organisation for Carrying out your work Activities.****(F) (i) PRESENTATION Cum PROJECT (PPR) in the Tabular format given below : (Can take help of Google Search)**

**\*TABULAR LINK Up & Specifically related Hand Written (by own) PROJECT for BELOW Points 1) & ANY ONE of 2) With DIAGRAM\***

- 1) **Veins** → Functions Link up → Problems / Indications (Causes & Symptoms) Link up → Solutions Link up → Comparable Products  
 2) **Human Anatomy** → Functions Link up → Problems / Indications (Causes & Symptoms) Link up → Solutions Link up → Comparable Products  
 Of : i) Ankle, ii) Knee, iii) Hip, iv) Back, v) Arm - Thumb, Wrist, Elbow, vi) Shoulder, vii) Neck.

TOPIC with Diagram	Functions	Problems / Indications		Solutions from medi / Sissel Product Range (Name of the Product)	Comparable / Equivalent quality Branded Product (Name of the Product) (atleast 3 brands supported with their Brochure/Leaflet)
		Causes	Symptoms		

**HINTS:** Take help of Website: i) www.medi.de ii) www.sissel.com iii) www.pushpanjaligroup.com iv) B2B Marketing Sites e.g. India Mart; **Facebook**: pushpanjali medi india

- (ii) **VIDEO** clip for Promotional Detailing with Movement & Expression made amongst Doctor and Dealer on the basis of Compression Therapy Principal on Point 1) & **One** of Point 2) above, highlighting product features.

**(G) Pls Tick (✓) if you have Theoretical, Practical Knowledge and Work Experience**

- **GRAPHIC** : Photoshop ☐, Corel Draw ☐, Illustrator ☐, Canva ☐, Indesign ☐, Figma ☐, LogoCreation ☐, Adob XD ☐, Sketch ☐, Autodesk 3DS MAX ☐, Premier Pro ☐, VFX ☐, After Effects ☐, Maya ☐ ► **Please do & Suggest 2 Social Media Post design AND Area of Improvement**  
 • **WEBSITE** : Wordpress ☐, HTML ☐, CSS ☐, Java ☐, PHP ☐, JavaScript ☐, Node JS ☐, JQuery ☐, SQL ☐, Anagular ☐, JSP ☐, AdobXD ☐, ASP.Net ☐, C++ ☐, Wix ☐ ► **Please suggest Area of Improvement**  
 • **DIGITAL** : Keyword planner ☐, SEO ☐, Social Media ADS ☐, Google Ads ☐, Analytics ☐, Landing Page ☐, SMO ☐, E-trading sites ☐, Wordpress ☐, Wix ☐, E-Commerce ☐, Moz ☐, Semrush ☐, JQuery ☐, Rank math ☐, Canva ☐, Mailchimp ☐, Client Portal ☐, Google Trends ☐, Grammarly ☐  
 ► **Please do & tell SEO Keyword Analysis - Knee, Lumbar Support; Online Negative Comments & rectification; PPC - Lead Paid charges**

**— INTERVIEW ASSESSMENT — (A-Very good, B-Good, C-Not good)**

ACADEMIC	COMMUNICATION	THEORITICAL KNOWLEDGE	DETAILING & PRACTICAL CONVINCING w.r.t. Product Features / USP & Competitor's KNOWLEDGE	FUTURE VISION LONG / SHORT TERM	BUSINESS DETERMINATION / RESULT ORIENTED	PARENTAL / GUARDIAN / ASSOCIATE Reference	LAST EMPLOYMENT Reference	FINAL ASSESSMENT STATUS

**NOTE**

- i) \_\_\_\_\_  
 ii) \_\_\_\_\_

For office use only	TRAINING DATE : _____ JOINING DATE : _____ POST : _____ TERMS : _____				
	2024	2025	2026	2027	2028

**STATUS ABBR** → **C&S** : Confirmed & Selected; **IP** : In recruitment discussion process; **IP-D** : Documents required & yet to receive; **IP-DW** : Documents & Work informed & yet to receive; **IP-T&C** : Terms & Condition yt to be accepted; **IP-W** : Work informed & yet to receive; **NI** : Not Interested; **NRE/Q** : No relevant Experience OR Qualification; **NYC** : Not Yet Come (for Interview); **R&L** : Resigned & left; **RP** : Rejected - Theoretical knowledge Ok but practical knowledge not satisfactory; **RR** : Rejected - Remuneration high not equivalent to talent; **RT** : Rejected - Talent Deficiency