



Offer- Anne Darathy Felicia -Trainee Records Analyst-Preludesys

1 message

Akila V <akila_v@preludesys.com>

To: Anne Darathy Felicia <darathy164@gmail.com>, Cc: HRIndia <HRIndia@preludesys.com>

Hi Anne Darathy Felicia,

Congratulations!

Please be informed that you have been selected for the “**Trainee Records Analyst**” position with us and we are happy to extend an offer to you.

Your cost to the company will be **Rs 1,56,000 per annum** which will be inclusive of statutory deductions.

Please note that your employment terms are subject to the positive Background Verification (BGV) which might be initiated by PreludeSys at any point in time from PreludeSys.

Your date of joining will be **15th June 2021**, failing which this offer stands null and void. Kindly share

the self-attested photocopy of the below docs at the earliest.

1. Educational certificates & Mark sheets :(Mark sheets of the semesters and Degree certificates)

- a. 10th
- b. 12th
- c. UG
- d. PG

- 2. Additional Certifications –Scanned copy with Self-endorsement
- 3. Passport Size photo- Soft copy and 2 Stamp Size (Hard Copy- both white background)
- 4. Pan Card – Scanned copy with Self-endorsement
- 5. Passport Copy – Scanned copy with Self-endorsement
- 6. Address proof – Scanned copy with Self-endorsement
- 7. ID proof – Scanned copy with Self-endorsement
- 8. Aadhar Card – Scanned copy with Self-endorsement

You can meet us on Monday (15 June 21) in the below mentioned address @**10:30 AM** for the joining formalities.

CONTACT PERSON: Sirin/Raveendran

CONTACT NUMBER: 044 6741 7673

Venue:

PreludeSys India Ltd

Old No D 12, New No A-3, 1st cross road,SIPCOT

IT Park-Siruseri,

Navallur,

Chennai 603103.

<https://goo.gl/maps/XmVbZtN5XiW>

For queries, please feel free to reach out to us.

Akila

Senior -HR



● Direct : 044-67417670

● Cell : 7358206608

● Email : akila_v@preludesys.com

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