

Name _____
Address : _____

Ph : _____ E-mail _____

Questionnaire for the post of Sales Executive/Office Assistant.

- How far your home is situated from the factory?
 More than 18 kms. 12-18 kms. 6-12 kms. Within 6 kms.
- What is your age? _____
- What designation do you expect? And is it really relevant to your resume and experience?

4. Please inform Educational qualification. If require attach separate sheet.

QUALIFICATION	BOARD/UNIVERSITY	PERCENTAGE

5. What are your Job Experiences till date?

Name of Organization	Period of Services		Designation	Job Profile
	From	To		

(Please give us the detailed information about your job experiences. Do not miss to write the name of a single organization even if you have served it for a single day.)

Cont...

6. Please check out the option that you are not aware of.

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Access
- Microsoft Outlook
- Internet

7. Mention any 5 short-cut keys. For Example, For create new file = ctrl+n

8. Have you ever worked in computer networking system?

- Yes No

9. Give the meaning of quotation?

10. What is the usage of FAX machine?

11. Mention some types of TAXES.

12. Where does Income-Tax office situated in Ahmedabad?

13. What is the meaning of COD?

14. Have you experience of dispatching the material?

