

Name _____
Address : _____
_____
Ph : _____ E-mail _____

### Questionnaire for the post of Sales Manager

- 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?    Combo with the values : 18 to 45
- What designation do you expect? And is it really relevant to your resume and experience?

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

QUALIFICATION	BOARD/UNIVERSITY	PERCENTAGE

- 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.)

6. Give the meaning of quotation?

Ans. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Write names of five metals atleast two should be non-ferrous

a) \_\_\_\_\_ b) \_\_\_\_\_  
c) \_\_\_\_\_ d) \_\_\_\_\_  
e) \_\_\_\_\_

8. Mention some types of TAXES.

Ans. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Write five different types of Industries in which any type of pump will be used.?

a). \_\_\_\_\_ b). \_\_\_\_\_  
c). \_\_\_\_\_ d). \_\_\_\_\_  
e). \_\_\_\_\_

10. What is the meaning of COD?

Ans. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Have you experience of dispatching the material?

Ans \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Write Capital city' s name of following state/(U.T)?

**STATE**

**CAPATIAL**

- |                       |       |
|-----------------------|-------|
| A). Karnataka         | _____ |
| B). Chhatisgarh       | _____ |
| C). Jharkhand         | _____ |
| D). Haryana           | _____ |
| E). Andaman & Nicobar | _____ |

13.a) How good are you at English written?

- a) Excellent            b) Good            c) Average

b). How good are you at English spoken?

- a) Excellent            b) Good            c) Average

14. How is your command/fluency over verbal communication?

- a) Excellent            b) Good            c) Average

15. Is presentation very essential in sales?

- a) Mandatory            b) Important            c) If Required            d) Not Required.

17. How good are you at techno-commercial Negotiation?

- a) Excellent            b) Good            c) Average

18. Do you believe the importance of Etiquette in sales is essential?

- a) Yes            b) No            c) Sometimes            d) If required.

19. Do you have your own vehicle?

- a) Yes            b) No

20. How do you rate your general technical knowledge?

- a) Excellent            b) Good            c) Average

21. How do you rate your general technical knowledge in Hydraulics & Pumps?

- a) Excellent            b) Good            c) Average

30. Please write down your job responsibilities, duties or routine work in detail, which are performed by you in your current job? Tick “√” if you have performed, and if not performed kindly tick “×”.

- Sales related correspondence
- Purchase related correspondence
- Dispatch of materials
- Preparation of Invoice
- Stores related entries and work
- Accounts related entries and work
- General correspondence
- Telephonic follow up
- Follow up through Correspondences.

16. Please make a hand written letter for giving despatch details of a pump to any customer. ?

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17. Why do you want to leave your present job?

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18. For what time would you stay with the Company?

- Less than 1 Yr.
- 1-2 Yrs.
- At least 2 Yrs.
- If job suits, I do not feel I require changing

19. What is your current Salary drawn? Please show the break up of your salary

Basic					PF	ESIC	Prof. Tax	TDS

20. (A) What is your Salary Expectation? \_\_\_\_\_

(B) Is your Salary Expectations Negotiable or Non Negotiable?

- Negotiable
- Non-Negotiable

## Computer Knowledge

22. How do you rate your knowledge in Microsoft Word?

- Excellent
- Good
- Average
- Do not know

23. How do you rate your knowledge in Microsoft Excel?

- Excellent
- Good
- Average
- Do not know

24. How do you rate your knowledge in Microsoft Outlook?

- Excellent
- Good
- Average
- Do not know

25. How do you rate your knowledge in Power Point?

- Excellent
- Good
- Average
- Do not know

26. How do you rate yourself in Internet surfing?

- Excellent
- Good
- Average
- Do not know

27. Have you ever worked in computer networking system?

- Yes
- No

28. Do you know about power Point?

- Yes
- No

Sign of the Candidate: \_\_\_\_\_

Date: \_\_\_\_\_

