

# GANTANTRA BALLABHA

*A dedicated professional, proficient in running successful method-oriented operations & taking initiatives for business excellence through process improvement; targeting Sr. level assignments as **Operations Head** with an organization of high repute*



✉ ganigeeky@gmail.com

🌐 <http://surl.li/aazby>

☎ +91- 8076276099/9911173954



## Profile Summary

- ❖ **Result-driven professional with nearly 6 years of experience in Operations Management and managing Sales & Business Development activities** with success in devising business strategies to **achieve profitability and YOY revenue growth across E-commerce & Online Selling**
- ❖ **Expertise in managing end-to-end operations**, process, people, stakeholder and customer management, continuous improvement in metrics & SLA, automation, training & performance management
- ❖ **Strategy Architect**; credited with successful formulation and implementation **sales and marketing strategies** to improve sales opportunities; developed short & long-term strategic plans including annual business plans, promotion and innovation strategies with P&L & budget responsibility
- ❖ **Adept at leading teams** for running successful process operations & developing business continuity plans, procedures, service standards for business excellence
- ❖ **Experience in process transition initiatives** and setting processes for delivering customer centric solutions with high business impact
- ❖ **Enhanced market share of the organization by establishing strategic alliances & tie-ups**; delivered cost effective logistics operations across the distribution channel
- ❖ Successfully coordinated with local authorities on behalf of Company including **MCD, BSES, Police, Courts; managed Tie-ups** with different Telecom service providers (**MTNL, Airtel, Vodafone**)
- ❖ **Possess excellent interpersonal, analytical and negotiation skills** with proven track record of utilizing process-oriented approach towards the accomplishment of cost, profit, service and organizational goals



## Core Competencies

Strategic Business Planning

Operations Management

P&L Management/ Revenue Generation

Product Delivery Management

Warehouse Management

Process Transition

SLA/ KPI Management

Continuous Process Excellence

Team Building & Leadership



## Education



**B.Tech. (Information Technology)** from UPTU  
in 2012

## IT Skills

- ❖ **Power BI, Excel, SQL**

## Work Experience

Since Dec'20: GreenShopGo Ind. Pvt. Ltd., (Formerly known as Uday E-Commerce Ind. Pvt. Ltd.) Delhi  
As Senior Manager

Growth Path:

Jan'16-Apr'16:  
Customer Care  
Executive

May'16-Feb'17: Team  
Leader (In night  
shift)

Mar'17- Dec'20:  
Manager

Since Dec'20: Senior  
Manager

### Key Result Areas:

- ❖ Directing end-to-end Operations of the organization inclusive of:
  - Optimizing workflows and associated costs (resource planning and management of OT and FTEs)
  - Standardizing the processes, maximizing productivity & efficiency
- ❖ Monitoring and understanding the process flows to enhance the organizational business and to maintain operational efficiency; managing overall functioning of processes, identifying improvement areas and implementing adequate measures to enhance the same
- ❖ Ramping up the team's performance, and delivering value-added solutions which further enhances operations profitability
- ❖ Establishing Delivery Processes, managing Customer Expectations; planning deliveries are made within 24 hrs. at reaching delivery branch
- ❖ Motivating the delivery team, managing conflict, and ensuring the team's processes and tasks are carried out efficiently
- ❖ Executing individual development plans, performance goals along with performance appraisals by providing timely feedback and coaching on ongoing basis
- ❖ Executing process improvement initiatives to achieve maximum efficiency in various operations
- ❖ Maintaining inventory and operating warehouse vehicles, machines and equipment
- ❖ Addressing or resolving the customer queries/complaints/issues on priority in order to achieve customer satisfaction matrices; following up with the clients for the same
- ❖ Documenting and maintaining various weekly/monthly MIS reports (process/productivity); submitting the same to the management in order to facilitate decision-making
- ❖ Showcasing skills in committing volumes for the entire site/hiring/OT planning/forecasting/multiple stakeholder's communication
- ❖ Identifying training needs of the staff, developing competency among the team members; conducting interviews to recruit the right talent & resources and developing employee competency

## Extracurricular Activities

- ❖ Worked with an NGO and various social areas like health, education, water conservation, plantation; participated in NCC training at my school level

## Personal Details

**Date of Birth:** 5<sup>th</sup> May 1984

**Languages Known:** English & Hindi

**Current Address:** New Delhi, India



उपाधि क्रमांक/Degree Serial No.  
B.Tech./12041879

नामांकन संख्या/Enrollment No.  
071031330308

अनुक्रमांक संख्या/Roll No.  
0710313022



# गौतम बुद्ध प्राविधिक विश्वविद्यालय



(पूर्ववर्ती उत्तर प्रदेश प्राविधिक विश्वविद्यालय, लखनऊ)  
विश्वविद्यालय की विद्या परिषद् की अनुशंसा पर

**गणतन्त्र बल्लभ**

को **इनफार्मेशन टेक्नोलॉजी** विद्या में **प्रौद्योगिकी** की **स्नातक** उपाधि  
**द्वितीय श्रेणी** में

उनके द्वारा इस उपाधि की अवाप्ति हेतु  
विश्वविद्यालय द्वारा विहित अपेक्षाओं को सफलतापूर्वक पूरा करने पर  
एतद्वारा सन् **2012** में प्रदान की जाती है।

## Gautam Buddha Technical University

(Formerly Uttar Pradesh Technical University, Lucknow)

*Upon the recommendation of the Academic Council,  
the University hereby confers the degree of*

**Bachelor of Technology in Information Technology**  
*upon*

**GANTANTRA BALLABHA**

*who has successfully completed the requirements prescribed by the University  
for the award of this degree in*

**Second Division**

*in the year 2012.*

लखनऊ, (उ.प्र.), भारत  
Lucknow, (U.P.), India  
दिनांक: / Dated: January 05, 2013



**RKkhandal**

(आर. के. खाण्डल)  
कुलपति  
(R. K. Khandal)  
Vice-Chancellor





# GAUTAM BUDDH TECHNICAL UNIVERSITY

(Formerly Uttar Pradesh Technical University)

LUCKNOW, UTTAR PRADESH, INDIA

## STATEMENT OF MARKS FINAL YEAR



Sl.No.: 019974

Session.: 2011-12

### BACHELOR OF TECHNOLOGY INFORMATION TECHNOLOGY

Name of Candidate : GANTANTRA BALLABHA

Roll No. : 0710313022

Father's Name : SHRI ASHOK KUMAR MISHRA

Enrollment No. : 071031330308

Name of Institution : SHOBHIT INSTITUTE OF ENGINEERING & TECHNOLOGY, SAHARANPUR

VII SEMESTER									VIII SEMESTER								
Subject Code and Name		Maximum Marks			Marks Obtained				Subject Code and Name		Maximum Marks			Marks Obtained			
		Sess.	Exam.	Total	Sess.	Exam.	Total	Cr.			Sess.	Exam.	Total	Sess.	Exam.	Total	Cr.
THEORY									THEORY								
EOE072	Quality Management	050	100	150	037	056	093	4	EOE081	Non Conventional Energy Resources	050	100	150	039	038	077	4
ECS074	Pattern Recognition	050	100	150	038	049	087	4	ECS701	Distributed Systems	050	100	150	036	036	072	4
ECS075	Data Mining & Data Warehousing	050	100	150	041	051	092	4	EIT081	Digital Image Processing	050	100	150	030	035	065	4
EIT701	Cryptography & Network Security	050	100	150	036	035	071	4	ECS087	Mobile Computing	050	100	150	040	062	102	4
ECS801	Artificial Intelligence	050	100	150	036	045	081	4									
PRACTICAL									PRACTICAL								
EIT751	Cryptography & Network Security Lab	025	025	050	020	020	040	1	EIT851	Distributed Systems Lab	025	025	050	020	019	039	1
EIT752	Artificial Intelligence Lab	025	025	050	017	020	037	1	EIT852	Project	100	200	300	070	155	225	6
EIT753	Project	050	---	050	040	---	040	2									
EIT754	Industrial Training Viva-Voce	050	---	050	037	---	037	1									
GP701	General Proficiency	050	---	050	043	---	043		GP801	General Proficiency	050	---	050	043	---	043	
TOTAL		450	550	1000	345	276	621	25	TOTAL		375	625	1000	278	345	623	23

Carry Over (if any)		Grace Marks (if any)	Marks Obtained / Maximum Marks					Credits	Final Result
Total No.	Subject(s) Code		First Year (25%)	Second Year (50%)	Third Year (75%)	Fourth Year (100%)	Grand Total		
			301/500	546/1000	848/1500	1244/2000	2939/5000	Th : 36 Pr : 12 Total : 48	II-DIV

Checked by :

Printed on : 23-09-12

Controller of Examination



00021156  
03/003/0117

अनुक्रमांक  
0027697

# माध्यमिक शिक्षा परिषद्, उत्तर प्रदेश

बोर्ड ऑफ मीडियम स्कूल एण्ड इंटरमीडिएट एजुकेशन यू.पी.



HS/UP-2001

## इण्टरमीडिएट परीक्षा, २००९

प्रमाणित किया जाता है कि परिषद् के अभिलेखानुसार

GANTANTRA BALLABHA

आत्मज/आत्मजा श्रीमती SUDHA MISHRA

एवं श्री ASHOK MISHRA

ने वर्ष २००९ की

इण्टरमीडिएट परीक्षा निम्नलिखित विवरण के अनुसार उत्तीर्ण की है -

1-GENERAL HINDI

2-ENGLISH

3-MATHEMATICS

4-PHYSICS-D

5-CHEMISTRY

उत्तीर्ण श्रेणी FIRST

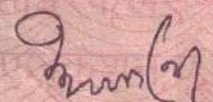
विद्यालय/केन्द्र CHRISTIAN INT COLL MAINPURI

प्रमाण पत्र क्रमांक इलाहाबाद दिनांक

1021265

REGULAR

19/06/2001

  
(अचला खन्ना)  
सचिव

'D' का अर्थ सम्बन्धित विषय में 'विशेष योग्यता' है।  
'HONOURS' का अर्थ 'सम्मान सहित उत्तीर्ण' है।  
टीप-विषय का पूर्ण विवरण पृष्ठ भाग पर अंकित है।



# इन्टरमीडिएट परीक्षा-अंक पत्र

0020510

माध्यमिक शिक्षा परिषद् उत्तर प्रदेश, द्वारा संचालित वर्ष २००१ की इन्टरमीडिएट परीक्षा में निम्नलिखित परीक्षार्थी द्वारा प्राप्त अंकों का विवरण :-

अनुक्रमांक

परीक्षार्थी का नाम

वर्ग

क्रमांक

0027697

GANTAMTRA BALLABHA

B1

103/031722

विद्यालय/केन्द्र का नाम

परीक्षा प्रवर्ग

संस्था/व्यक्ति

CHRISTIAN INT COLL MAINPURI

FULL EXAM

REGULAR

विषय	अधिकतम अंक	प्रश्नपत्रवार प्राप्तांक	योग	सम्पूर्ण योग एवं परीक्षाफल
GENERAL HINDI	100	1/11 2/15 3/18	044	300/500
ENGLISH	100	1/24 2/28	052	PASSED
MATHEMATICS	100	1/17 2/22 3/29	068	FIRST DIV
PHYSICS	100	1/25 2/28 053 P/26	079D	
CHEMISTRY	100	1/13 2/17 030 P/27	057	

जांचकर्ता के हस्ताक्षर

दिनांक

28.6.01

प्रधानाचार्य के हस्ताक्षर

नोट - आवश्यक सूचना पीछे मुद्रित है।

मुहर

Principal

Christian Inter College

Mainpuri



043744  
03/003/ 300172

अनुक्रमांक  
0058457

माध्यमिक शिक्षा परिषद्, उत्तर प्रदेश  
बोर्ड ऑफ हाईस्कूल एण्ड इण्टरमीडिएट एजुकेशन यू.पी.



हाई स्कूल परीक्षा, १९९८

प्रमाणित किया जाता है कि परिषद् के अभिलेखानुसार

GANTANTRA BALLABHA

आत्मज श्री ASHOK KUMAR MISHRA

ने जिनकी जन्मतिथि

5TH MAY NINETEEN HUNDRED & EIGHTY FOUR (05/05/84)

है, मार्च/अप्रैल १९९८ की हाईस्कूल परीक्षा निम्नलिखित विवरण के अनुसार उत्तीर्ण की है -

- |                |                   |                    |
|----------------|-------------------|--------------------|
| 1. HINDI       | 2. ENGLISH        | 3. MATHEMATICS TWO |
| 4. SCIENCE TWO | 5. SOCIAL SCIENCE | 6. BIOLOGY         |

CATEGORY OF MORAL EDUCATION : A

उत्तीर्ण श्रेणी SECOND

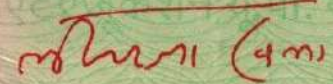
विद्यालय/केन्द्र CHRISTIAN INTER COLL MAINPURI

प्रमाण पत्र क्रमांक इलाहाबाद

दिनांक

0300028 REGULAR

23/06/98



(अचला खन्ना)  
सचिव

'D' का अर्थ सम्बन्धित विषय में 'विशेष योग्यता' है।  
'HONOURS' का अर्थ 'सम्मान सहित उत्तीर्ण' है।  
टीप-विषय का पूर्ण विवरण पृष्ठ भाग पर अंकित है।



# हाई स्कूल परीक्षा-अंक पत्र

00333330

माध्यमिक शिक्षा परिषद् उत्तर प्रदेश, द्वारा संचालित वर्ष १९९८ की हाई स्कूल परीक्षा में निम्नलिखित परीक्षार्थी द्वारा प्राप्त अंकों का विवरण :

अनुक्रमांक

परीक्षार्थी का नाम

जन्मतिथि

क्रमांक

0058457

GANTANTRA BALLABHA

05/05/84

0300738

विद्यालय/केन्द्र का नाम

परीक्षा प्रवर्ग,

संस्था/व्यक्ति

CHRISTIAN INTER COLL MAINPURI

FULL EXAM REGULAR

विषय

अधिकतम  
अंक

प्रश्न-पत्रवार प्राप्तांक

योग



सम्पूर्ण योग एवं  
परीक्षा फल

HINDI हाई स्कूल एण्ड इण्टरमीडिएट एजुकेशन, यू.पी. 100 1/22 2/19 3/15

56 352

ENGLISH 100

1/33 2/30

63 PASSED

MATHEMATICS TWO 100

1/37 2/26

63 SECOND DIV

SCIENCE TWO 100

1/16 2/22 38

P/17 55

SOCIAL SCIENCE 100

1/26 2/32

58 CAT ME-A

BIOLOGY स्कूल एण्ड इण्टरमीडिएट एजुकेशन, यू.पी. 100

1/19 2/18 37

P/20 57

जांचकर्ता के हस्ताक्षर

*(Signature)*

प्रधानाचार्य  
के हस्ताक्षर

दिनांक

13-7-90

नोट-आवश्यक सूचना पीछे मुद्रित है।

मुहर



PRINCIPAL

Christian Inter College  
Mainpuri (U.P.) 205001



**EMPLOYEE NAME- Gantantra Ballabha**

**EMPLOYEE ID-GG/01/13/2016**

**Private & Confidential**

**APPOINTMENT LETTER**

Dear Mr. **Gantantra Ballabha**

Welcome to the Uday- E commerce Sister Company of Greenshopgo India Private Limited.

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an appointment as Customer Care Executive - in our Delhi located office.

Your cost to the company (CTC) shall be as per Appendix A. All the Terms and Conditions of the employment are given in Appendix B. This appointment is effective from your date of joining i.e. **13<sup>th</sup> January 2016** and subject to three months' probation as described in the Employee Policy document.

We thank you for your interest in seeking a career with the- Uday E- Commerce Sister Company of Greenshopgo India Private Limited and wish you will have a fruitful and successful career with us.

You are requested to acknowledge the receipt of this letter and confirming your acceptance to the terms and conditions specified, by signing the duplicate in the appropriate place and returning to us.

For Greenshopgo India Private Limited



Manager Human Resources

**GREENSHOPGO INDIA PRIVATE LIMITED**



#### APPENDIX – A: Cost to Company

Component Name	Monthly Entitlement
Basic	15000
ESIC	0.75
Cost to Company	
Bonus	As per Incentive System

#### INCENTIVE SYSTEM

- Additional pay (above and beyond the basic salary called incentive as per approve order's delivered record) awarded to an employee with bonus in case we found much profitable work, which will be decide by management.
- Incentive is not only based on an employee's Individual performance. It is subject to overall growth of the company, which is not fixed & may vary time to time.

*Gantatra Bellale*

Accepted by – (Employee Name)

**GREENSHOPGO INDIA PRIVATE LIMITED**



## **APPENDIX – B: Terms and Conditions of Employment**

### **1. Employment**

Your employment with the Company is subject to:

- Submitting your relieving letter.
- You are free from any contractual restrictions preventing you from accepting this offer or starting work on the above-mentioned date.
- If so asked by the Company, you must disclose on your behalf and, if married, on your spouse's behalf full details of
  - Any external directorships held
  - Any personal business interests including partnerships, shareholdings and trusteeships.
  - Involvement in any other business ventures involving unlimited liability.
  - Any personal liabilities in connection with business activities.
  - Your involvement in any other positions external to the Company

If you breach any of the aforesaid conditions, this offer shall be revoked automatically (whether you have accepted it or not) and, if you have already commenced employment with the Company, such employment will automatically be terminated without giving you any notice & salary.

#### **Probation**

- Initial probation period will be for three months, from the date of joining. The Company reserves the right to extend the probation period. You will be deemed to continue on probation until you are confirmed, and your confirmation has been communicated to you in writing.
- Your performance will be evaluated according to your efficiency, work performance punctuality, conduct, maintenance of discipline.
- During the period of probation or extended period of probation you will not be entitled for any benefits or leave. During the period of probation, your services are liable to be terminated without any prior notice.
- During your period of probation you also need to submit Police verification certificate to the H.R

#### **Confirmation**

- After the Successful completion of probation you will be deemed as a confirmed employee unless otherwise communicated by your concerned manager.

**GREENSHOPGO INDIA PRIVATE LIMITED**



## **2. Place of Posting**

- Your initial place of posting shall be at Delhi.
- Your place of work shall change in case of any relocation of the Company's offices, or for any other Official reasons for which you shall not be entitled for any compensation.

## **3. Performance of Duties**

- You shall devote your entire time for the work of the company and shall work whole heartedly and loyally during your service.
- While in the employment of the company you shall not take up another job with another company.
- Any material changes in your personal record, having a bearing on the company will be brought to its notice as soon as possible on occurrence. These may be change of residence, marital status etc.
- You will be governed by the existing company policy and rules and regulations.

## **4. Compensation**

- Salary details are given in Appendix 'A' issued separately. Salary may change from time to time.
- By accepting this offer you authorize the company to deduct from your remuneration, on termination of employment (including salary, salary instead of notice) all debts owed by you to the company or any of its group companies or any fine imposed by the company disciplinary procedure.
- Salary will be credited to your bank account.

## **5. Privileges**

- During probation you may choose to resign without cause and giving the company 15 days' notice or forfeiting 15 day's pay.
- After confirmation, if you may choose to resign without any cause you need to serve 1 Month notice or forfeiting Month pay.



- Leave taken at the time of notice will invite for Loss of pay.
- It shall be open to the company to waive the notice period unilaterally and accept your notice of resignation itself. Such acceptance of your notice of resignation as resignation itself by waiving the notice period shall not be construed as termination by the company.
- It is the policy of the company not to discriminate against employees, stockholders, directors, officers, customers or suppliers on account of race, color, age, sex, sexual orientation, disabilities, religion or national origin. All of such persons shall be treated with dignity and respect and they shall not be unreasonably interfered with in the conduct of their duties and responsibilities.

## 6. Confidentiality

- The term "Confidential Information" shall include all information, whether written or oral, that is not known by, or not generally available to, the public at large and that concerns the business, activities, financial affairs, trade secrets, technology of the company or otherwise relates to the company, in any manner whatsoever, its customers, their clients, suppliers and other businesses or entities, with whom the company does business, which may come to your knowledge or possession during the tenure of your employment with the company. You shall hold such Confidential Information in trust and confidence and not disclose or divulge such Confidential Information for your own benefit of any other party, unless so authorized by the company or required to be so disclosed or divulged in the course of the proper execution of your duties.
- You undertake not to make copies or duplicates of any Confidential Information or any sensitive property or materials of the company, including but not limited to the keys, access cards, diskettes, programs, photographs or such other proprietary information relating to the Company's business.
- You shall keep strictly confidential, details of your salary and employment benefits within and outside the company.
- Any program, doing by you during your employment with Greenshopgo India Private Limited is the property of the company and you have no right to copy, disclose or sell it to anyone.



## 7. Agreements with Employee

- Directly or through another individual, entity, partnership, corporation, or enterprise, for eighteen (18) calendar months from the date of employee's separation from the company, provide computer consulting or programming services to any clients for which Employee represented Greenshopgo India Private Limited or its affiliates in the eighteen (18) months preceding the separation of employment, without written consent from Employer;
- While employed by Uday –E- Commerce Pvt Ltd Sister Company of Greenshopgo India Private Limited and for eighteen (18) calendar months from the date of Employee's separation from the company, directly or indirectly solicit or aid any third party in soliciting, for contract programming, accounts in which Employee represented Employer or its affiliates in the eighteen (18) months preceding the separation of employment, without written consent from Employer.
- While employed by Uday E –commerce Sister Company of Greenshopgo India Private Limited and for eighteen (18) calendar months from the date of separation, solicit or aid any third party in soliciting the employment of any other

## 8. Obligations

- Subsequent to your confirmation, the company reserves the right to terminate your services without assigning any reasons.
- At any time you shall not be entitled to use any knowledge or process and patents etc, peculiar to us, for a period of eighteen (18) months after your termination.
- In case of any declaration made by you at the time of your appointment, is found to be false or you are found to have willfully suppressed any material information, your appointment will be deemed to be void and your employment will be liable to be terminated with immediate effect, without any compensation payable.
- You are required to be medically fit to perform your duties at all times. If you are found medically unfit to perform your duties, the company is not obligated to continue with, or to extend this employment or to provide alternate employment. In such situation, Company has a right to relieve you from your duties by paying your full & final.
- Upon termination of your employment with the company for any reason, you shall promptly return to the company any keys, credit cards, passes, office ID confidential documents or material, or other property belonging to the company, and return all writings, files, reports, correspondence, notebooks, notes and other

**GREENSHOPGO INDIA PRIVATE LIMITED**



documents and things (including any copies thereof) containing confidential information or relating to the business or proposed business of the company or its subsidiaries or affiliates. The company reserves the rights not to relieve you of any requirement in the event that all the company's documents / property/ confidential information in your custody have not been properly handed over by you to an authorized representative of the company.

- Greenshopgo India Private Limited is a Drug & Alcohol free organization and does not subscribe to the use of drugs & alcohol on or off the premises of the company. In case of doubt regarding the use of drugs & alcohol, the company reserves the right to terminate your services without giving any notice & Experience Letter.
- You are expected to behave according to the ethical and moral norms of society. In case your acts or conduct result in injury, damage, defamation, material loss, financial loss, loss of reputation to the company, it (Greenshopgo India Private Limited) may seek recovery in full of any financial loss, and/or seek legal remedy to claim its rights, besides terminating your employment with it, without any compensation.
- Failure in compliance to the company policy, its rules and regulations, gross acts of indiscipline, disobedience, non – performance of duties, unauthorized absence may make your employment liable to termination without notice & salary.
- Employees are being recorded on every call for quality purposes. We are trying to keep everyone safe. In order to do so, cameras, with microphones, are often set up in the common areas. If an issue arises, your recordings will be checked. What so ever from strict action will be taken against the guilty according to the Cyber Crime, IT (Information Technology) Act 2000 of IPC (Indian Penal Code)
- Employees aren't allowed to use electronic devices (mobile phones, Pen drive, Electronic wrist watch etc.) near their work desk.

## 9. Leave

- We have roster leave system which can be decided by management. Employees can send their leave request by email, on official email id (office@greengo.pro) & check their sanction request.



#### 10. Income Tax Settlements

- You will be responsible for your own income tax settlements. Company will not be responsible for any liabilities which may arise/occur at a later date, due to improper filing of the tax returns on your part.

#### 11. Penalty & Fine

- Penalty or fines apply at the time of major & small mistakes as per CRM script Policy.
- Your seniors have authority to put fine or penalty in case of misbehavior or incase of not following any rules & regulation.

#### 12. Resignation & Termination

- Employee must serve 15 days' notice after resignation and can't take holiday in between this time period, If Employee won't come for 15 days without any intimation then salary will not be released.
- This Letter is being inform you that all Senior Employees (**Team Leaders, Trainer,Managers**) must serve 1 Month Notice after resignation and can't take holiday in between this time period. *In this period you will have to assist a Smooth transition of your work and responsibilities to the person who will take over your work. You will have to train your replacement, and will ensure all your reports are updated before. In violation of this rule we will issue you an Absconding Letter, you will count as an Absconder or Terminated Employee In nutshell we will not relieve you from the services.*
- In Case of medical leave, employee must provide or send through official email medical report of hospital. Employee need to bring the medical reference/proof if they proceed on leave without prior permission from the concerned authority. If he/she is not able to provide any information about their absence from the duties, whether getting Hospitalization or something else. Making them liable for the necessary action. Company will wait only for 3 days and will forbid you to work continues from the 4th day without salary.
- If management provides 15 days' notice to an employee because of incompetence, including lack of productivity or poor quality of work no incentive will be transfer only salary will release after full & final.



- In case of Physical violence or threats against other employees you will be terminated without giving any salary or Incentive.
- Theft or other criminal behavior including revealing trade secrets on the spot termination without salary.
- Insubordination and related issues such as dishonesty and breaking company rules on the spot termination without salary.
- While following company's all rule & regulation if employee has endured/served 15 days resignation with full & final settlement then company will release salary with incentive.
- Employee must sign full & final settlement letter after resignation or termination to get their dues.

This letter supersedes any previous letter(s) of appointment addressed to you.

Please sign one copy and return it to the office as confirmation of your acceptance of the contents of the letter.

For Greenshopgo India Private Limited



Manager Human Resources

**GREENSHOPGO INDIA PRIVATE LIMITED**





# GREENSHOPGO INDIA PRIVATE LIMITED

Address: 152 A, Shahpur Jat, Hauz Khas, New Delhi, 110049

Email ID : [hr@greengo.pro](mailto:hr@greengo.pro), Website : [www.greengo.pro](http://www.greengo.pro)

## PROMOTION CUM INCREMENT LETTER

Dear **Gantantra Ballabha**,

Congratulations!

We are pleased to inform you that management has recognized consequent to the review of your good performance during the last year. Your dedication and sincerity towards your job role. Therefore, we are decided to promote you as a "**Senior Manager**".

We are pleased to inform you that your salary will be increase from today **(01-12-2020)** in our company **Greenshopgo India Pvt. Ltd.** Accordingly, your compensation is revised w.e.f. **[01-01-2021]** and your CTC will now be

**[₹ 50,000]** which will comprise of:

- **₹ 50000** as a fixed component of the pay plan.

We are glad to present you this opportunity and hope you will continue to contribute substantially to the success of our organization, as done in the past. We believe you will completely justify the confidence placed in you by the management and officials.

Congratulations and wishing you all the best!

Thanks & Regards,



**Human Resource Manager**  
**Greenshopgo India Pvt Ltd**





# GREENSHOPGO INDIA PRIVATE LIMITED

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Address: 152 A, Shahpur Jat, Hauz Khas, New Delhi, 110049

Email ID : [hr@greengo.pro](mailto:hr@greengo.pro), Website : [www.greengo.pro](http://www.greengo.pro)

## PROMOTION CUM INCREMENT LETTER

Dear **Gantantra Ballabha**,

Congratulations!

We are pleased to inform you that management has recognized consequent to the review of your good performance during the last year. Your dedication and sincerity towards your job role. Therefore we are decided to promote you as a "**Manager**".

We are pleased to inform you that your salary will be increase from today **(03-01-2017)** in our company **Uday E-Commerce Pvt. Ltd.** Accordingly, your compensation is revised w.e.f. **[04-01-2017]** and your CTC will now be

**[₹ 35,000]** which will comprise of:

- **₹ 35000** as a fixed component of the pay plan.

We are glad to present you this opportunity and hope you will continue to contribute substantially to the success of our organization, as done in the past. We believe you will completely justify the confidence placed in you by the management and officials.

Congratulations and wishing you all the best!

Thanks & Regards,



**Human Resource Manager  
Greenshopgo India Pvt Ltd**

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# GREENSHOPGO INDIA PRIVATE LIMITED

Address: 152 A, Shahpur Jat, Hauz Khas, New Delhi, 110049

Email ID : [hr@greengo.pro](mailto:hr@greengo.pro), Website : [www.greengo.pro](http://www.greengo.pro)

## PROMOTION CUM INCREMENT LETTER

Dear **Gantantra Ballabha**,

Congratulations!

We are pleased to inform you that management has recognized consequent to the review of your good performance during the last 3 Months dedication and sincerity towards your job role. Therefore we are decided to promote you as a "**Team Leader** in Night Shift".

We are pleased to inform you that your salary will be increase from today **(01-05-2016)** in our company **Uday E-Commerce Pvt. Ltd.** Accordingly, your compensation is revised w.e.f. **[01-06-2016]** and your CTC will now be

**[₹ 25,000]** which will comprise of:

- **₹ 25000** as a fixed component of the pay plan.

We are glad to present you this opportunity and hope you will continue to contribute substantially to the success of our organization, as done in the past. We believe you will completely justify the confidence placed in you by the management and officials.

Congratulations and wishing you all the best!

Thanks & Regards,



**Human Resource Managar  
Greenshopgo India Pvt Ltd**





Ministry of Health & Family Welfare  
Government of India

## Provisional Certificate for COVID-19 Vaccination - 1<sup>st</sup> Dose

### Beneficiary Details

Beneficiary Name / लाभार्थी का नाम

**Gantantra Ballabha**

Age / उम्र

**37**

Gender / लिंग

**Male**

ID Verified / पहचान पत्र सत्यापित

**Aadhaar # XXXXXXXX1893**

Unique Health ID (UHID)

**15-6183-5242-5146**

Beneficiary Reference ID

**18417729780420**

### Vaccination Details

Vaccine Name / वैक्सीन का नाम

**COVISHIELD**

Date of Dose / खुराक की तारीख

**09 Jul 2021 (Batch no. 4121MC007)**

Next due date / अगली नियत तिथि

**Between 01 Oct 2021 and 29 Oct 2021**

Vaccinated by / टीका लगाने वाले का नाम

**NURSE I**

Vaccination at / टीकाकरण का स्थान

**MAX PANCHSHEEL PARK SITE 2, South**

**Delhi, Delhi**



“दवाई भी और कड़ाई भी।

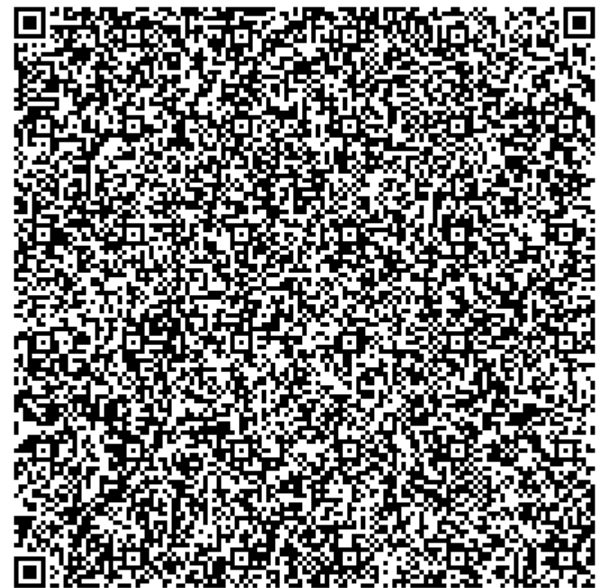
Together, India will defeat  
COVID-19”

- प्रधानमंत्री नरेंद्र मोदी

In case of any adverse events, kindly contact the nearest Public Health Center/  
Healthcare Worker/District Immunization Officer/State Helpline No. 1075

टीकाकरण पश्चात किसी प्रतिकूल घटना के होने पर नजदीकी स्वास्थ्य केंद्र/स्वास्थ्य कर्मी/जिला टीकाकरण  
अधिकारी/राज्य हेल्प लाइन 1075 पर सम्पर्क करें

**COWIN**  
Winning Over COVID



This is a secure QR code. For further details, please visit  
<https://verify.cowin.gov.in>



भारत गणराज्य REPUBLIC OF INDIA



ଅର୍ଥ / Type

P

राष्ट्र कोड / Country Code

IND

પાસપોર્ટ નં. / Passport No.

R 8025486

उपनाम / Surname

दिया गया नाम / Given Name(s)

GANTANTRA BALLABHA

राष्ट्रीयता / Nationality

भारतीय / INDIAN

24

05/05/1984

जन्म स्थान / Place of Birth

MAINPURI, UTTAR PRADESH

जारी करने का स्थान / Place of Issue

BAREILLY

Gantamra Ballabes

• जारी करने की तिथि / Date of Issue

27/03/2018

समाप्त की तिथि / Date of Expiry

26/03/2028

P<IND<<GANTANTRA<BALLABHA<<<<<<<<<<<<<<<<<<<  
R8025486<OIND8405058M2803261<<<<<<<<<<<<<<<<6



पिता / कानूनी अभिभावक का नाम / Name of Father / Legal Guardian

ASHOK KUMAR MISHRA

माता का नाम / Name of Mother

SUDHA MISHRA

पति या पत्नी का नाम / Name of Spouse

पता / Address

H NO 112, MOHALLA BAGWAN

PS KOTWALI, MAINPURI

PIN: 205001, UTTAR PRADESH, INDIA

पुराने पासपोर्ट का नं. और इसके जारी होने की तिथि एवं स्थान / Old Passport No. with Date and Place of Issue

फाइल नं. / File No.

BL1062126455418



R8025486



