



Malla Reddy Institute of Management

Gmail - Welcome to FactSet!

<https://mail.google.com/mail/u/0/?ui=2&ik=9fd358b44f&view=pt...>



Supriya p <supriyapulluri321@gmail.com>

Welcome to FactSet!

2 messages

Swetha Maria Joseph <swjoseph@factset.com>

Wed, Jan 25, 2017 at 12:37 PM


FACTSET

Transforming Information Into Intelligence

Thank you for accepting our offer for the position of " **Research Analyst** " at FactSet.

We **welcome** you to our FactSet Family.

Attached with this email is an **Employee Information Sheet**. Please fill the excel sheet and send it back to us.

This excel sheet will help us know more about you and reduce the time taken to complete your joining formalities on your first day.

Also, you are required to attach the scanned copies of the following documents.

Please ensure that all the below required documents are sent as individual PDF files of size up to 10 MB.

(Please ignore this if you have submitted all the docs in required format)

- + Class X Certificate
- + Class XII / Intermediate Certificate
- + Graduation Degree Certificate and Marks Memos
- + Post-Graduation Degree and Marks Memos(if applicable)
- + Photo ID Proof
- + Permanent Address Proof
- + PAN CARD Photocopy - Mandatory
- + Relieving letters of all the companies you have worked with(if applicable)
- + Last 3 pay slips of your last employer(if applicable)

Please send us the filled-in **Employee Information Sheet** and the required scanned documents by **25 January 2016**.

Please contact us for any further clarification required.