



Details of Appointment: (For office use only – Do not write on this page)

Name	D. RAJ KUMAR
Salary	10,000/-
Conveyance	<input checked="" type="checkbox"/> Included in salary <input type="checkbox"/> Extra Rs. 100 per month
Mobile Allowance	<input type="checkbox"/> Nil <input checked="" type="checkbox"/> Rs. 250/- per month.
PF & ESI	<input type="checkbox"/> No PF & ESI <input type="checkbox"/> Only after 3 months <input type="checkbox"/> Pay ESI & PF
Probation Period	<input checked="" type="checkbox"/> 3 months <input type="checkbox"/> Nil
Salary revision	<input type="checkbox"/> After 3 months <input checked="" type="checkbox"/> Next April - 2013 (Based on Performance)
Employee company	ALPINE ESTATES
Designation	ADMIN. OFFICER
Site	MAY FLOWER HEIGHTS.
Date of joining	15-12-2012
Report to	P. RAMESH
Commitment	Committed to work for atleast <u>02</u> yrs.
Documents required	<input checked="" type="checkbox"/> 4 photographs <input checked="" type="checkbox"/> Copy of school certificates <input checked="" type="checkbox"/> Copy of degree certificates <input checked="" type="checkbox"/> Copy of drivers license <input type="checkbox"/> Copy of passport <input type="checkbox"/> Fathers employment details / Copy of ID card. <input type="checkbox"/> Surety from _____ <input type="checkbox"/> Surety from _____ <input type="checkbox"/> 1 yr bank statement _____ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	<p>→ EX-Employee.</p> <p>→ Referred by Kanaka Rao.</p> <p>→ Verify salary deposit in bank A/c.</p> <p>→ Transferred to As. System Admin, w.e.f. 1/1/13.</p>

Approved by Manager - HR & Admin.		Approved by Managing Director	
Date:	07-12-2012	Date:	14 DEC 2012
Sign:		Sign:	

APPROVED BY
14 DEC 2012
SOHAM MODI
MANAGING DIRECTOR

D. Rajkumar

Remarks by Admin.: (For office use only – Do not write in this box)

Background – Personal	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Background – Work	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Personality	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Appearance	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Communication skills	<input type="checkbox"/> Good <input checked="" type="checkbox"/> Average <input type="checkbox"/> Poor
Recommendation	<input checked="" type="checkbox"/> Employ <input type="checkbox"/> Reject <input type="checkbox"/> Short list & decide later
Recommended salary	10,000/- to 12,000/-

Remarks by Divisional Manager: (For office use only – Do not write in this box)

Relevant experience	<input type="checkbox"/> Good <input checked="" type="checkbox"/> Average <input type="checkbox"/> Poor
Knowledge of subject	<input type="checkbox"/> Good <input checked="" type="checkbox"/> Average <input type="checkbox"/> Poor
Recommendation	<input type="checkbox"/> Employ <input type="checkbox"/> Reject <input checked="" type="checkbox"/> Short list & decide later
Recommended salary	

Remarks by MD (For office use only – Do not write in this box)

Recommendation	<input type="checkbox"/> Employ <input type="checkbox"/> Reject <input type="checkbox"/> Short list & decide later
Recommended salary	

Offer Details

Salary offered	10,000/-	Date of joining	08/12/12
Remarks:			

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	ADMIN OFFICER. ✓		
Date of application	04/12/12		
Application through	<input type="checkbox"/> Advertisement	<input checked="" type="checkbox"/> Referred by: Mr. Kamaka Rao	

Personal Details

Name	D. Rajkumar		
Age	29	Date of Birth	03/11/1984
Fathers Name	Mallaiiah.		
Address for Correspondence	Plot no: 70, 90-345/1 B, Jawahar Nagar, ✓ Moula-ali, Secunderabad - 500090. ✓ rented 4000/-		
Phone & Mobile	9989600105.		
Permanent Address	Mandamari, Adilabad ✓ own house		

Education

Degree (PG)	MBA (Systems) Pursuing. ✓		
Name of college	MKDDU. ✓ 2/12 sem completed		
Location	Hyderabad.		
Course type	<input type="checkbox"/> Regular Course	<input checked="" type="checkbox"/> Correspondence Course	
Year of completion	2014	Medium of Instruction	English
Percentage marks		Category	SC / ST / BE / Open

Degree	MPCs (Computer Science) ✓		
Name of college	Mims degree college ✓ all		
Location	Mancheerial, Adilabad Dist.		
Course type	<input checked="" type="checkbox"/> Regular course	<input type="checkbox"/> Correspondence Course	
Year of completion	2008	Medium of Instruction	English.
Percentage marks	55.5%		

Name of Inter/ Jr. College	Ganawathi Jr. college. (MPC) ✓ all		
Location	Mandamari, Adilabad dist.		
Year	2002	Medium of Instruction	English.

Name of school	(SSC) (Trinity high school) ✓ all		
Location	Mandamari, Adilabad dist.		
Year	2000	Medium of Instruction	English.

Description of other courses or training	Hardware & Networking (Diploma)
	SISI, Paradise, Secunderabad.

Computer Skills

MS Office	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
MS Word	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
MS Excel	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Auto CAD	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Other	

Two Wheeler / Car

Make	Hero Honda	Year	2010/July
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Family Details	Name	Age	Occupation	Company
Father	Mallaiiah	75	(Retired)	Singareni Coal mines.
Mother	Rajamma	65	(House wife)	
Wife / Husband	Sushma	23	(House wife)	BEI (Bio-Science)
Brother / Sister				
Brother / Sister				
Brother / Sister				
Son / daughter	Lucky	1 month old		
Son / daughter				
Son / daughter				

Salary Details

(Copy of 1 yr bank statement form salary account will have produced at time of employment)

Last Drawn Salary	13,000 + 3000 Conveyance		
Does the above salary include:	ESI: <input type="checkbox"/> Yes <input type="checkbox"/> No	PF: <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Conveyance: <input type="checkbox"/> Yes <input type="checkbox"/> No	Mobile Allowance: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Expected Salary	15,000/-		

Surety

Can you provide 2 sureties from Govt. employees or employees of reputed companies?				<input type="checkbox"/> Yes <input type="checkbox"/> No
Surety 1:	Name	Mr. Kanaka Rao	Company	MPIPL
	Designation	CGM	Your Relation	
Surety 2:	Name		Company	
	Designation		Your Relation	

Commitment

Can you commit to work for a minimum of 2 years?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Experience & Employment Details

Years of experience in relevant field					
Name of Company	Sri Varsha technologies				
Duration of employment	2 1/2 yrs	From date:	02/Jun/10	To date:	till date
Location	Tasmaka, Secunderabad.				
Designation	Territory Manager.				
Last drawn salary	13,000 + 3000 Convienece.				
Number of employees in the company / branch?	12	Number of employees in your dept. or division?	5		
Brief description of work handled by you.	Guiding sales executives and monitoring daily sales of Ricoh products. Provided technical support to company.				
Reason for leaving	delay in salary.				

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Salary receiving after 15th of month	

Name of Company	Medi Properties.				
Duration of employment	3 1/2 yrs	From date:	7/12/06	To date:	5/may/10
Location	Ranjana, sec				
Designation	System Administrator.				
Last drawn salary	6,900/-				
Number of employees in the company / branch?	120	Number of employees in your dept. or division?	3		
Brief description of work handled by you.	Handling systems, trouble shooting hardware issues and network trouble shooting etc.				
Reason for leaving					

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Bellu prospects, no less increase in salary.	

Name of Company	Computer Collections. (CTC)			
Duration of employment	13 months	From date:		To date:
Location	Paradise			
Designation	Hardware Engineer. ✓			
Last drawn salary	1500f			
Number of employees in the company / branch?	20	Number of employees in your dept. or division?		
Brief description of work handled by you.	Trouble shooting			
	PC assembly etc.			
Reason for leaving				

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Better prospects			

Name of Company				
Duration of employment	yrs	From date:		To date:
Location				
Designation				
Last drawn salary				
Number of employees in the company / branch?		Number of employees in your dept. or division?		
Brief description of work handled by you.				
Reason for leaving				

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Ask for additional sheets if required.

CURRICULUM VITAE

D.RAJKUMAR

H. No: 40-345/1B, P. No: 70,
Jawaharnagar, Moulali,
Secunderabad- 500040.

Mobile No: 9989600103

Email: dasari.rajkumar@gmail.com

CAREER OBJECTIVE:

To be associated with a progressive organization in order to prove myself and to attain scope applies my knowledge and skills in the activities and involves myself as a part of team that works towards the growth and development of organization.

EDUCATIONAL QUALIFICATIONS:

- Pursuing MBA
- Bsc (Computers) from MIMS DEGREE COLLEGE (Kakatiya University), Mancherial
- Board of Intermediate (MPC) from Saraswati Jr. College, Mandamarri, Dist Adilabad.
- S.S.C from Tawakkal High School, Ramakrishnapur. Dist Adilabad

PROFESSIONAL EXPERIENCE:

- Worked as Hardware Engineer for 13 Months in C Centre (CTC), Parklane, Secunderabad.
- Worked for M/s. Modi Properties & Investments | 7.12.2006 to 5-May-2010
- Working as Territory Manager in Sri Varsha tec partners) from 02-June-2010 till date

Forward to M.D.
Accepted for 10,000/-^{only}
Can increase ~~offer~~ in
Apr'13, basing on his
Performance ^{only}
Dai Chand

Hardware Skills:

- Assembling and disassembling the desktop PCs
- Configuring and troubleshooting hardware
- Managing and troubleshooting hardware using Dev
- Configuring analog Modems, sound cards, scanners and NIC cards.
- Updating and rollback drivers.
- Configuring and Troubleshooting different types of printer including network printers.
- Configuring and Troubleshooting branded computers like IBM, HP, Compaq & Dell.

Desktop Administration:

- Installing WIN XP, VISTA, WIN7 & WINDOWS Client Operating systems.
- Installing operating system using OS CD
- Unattended installation using answer file

TECHNICAL SKILLS:

- Hardware System Configuration, Installation of Operation systems
- Repairing of printers like Inkjet and Laser jet.
- PC Assembling, maintains and trouble shooting
- Software and hardware Diagnostics
- Packages(Ms-Office etc)

PERSONAL DETAILS:

Name : D. Raj Kumar
Father's Name : Mallaiah
Date of Birth : 3rd Nov 1984
Marital Status : Married
Nationality : Indian
Languages : English, Hindi & Telugu.

DECLARATION:

I hereby declare that the above information given by me is true and I am solely responsible for the above-furnished information.

Place : Hyderabad

Date : 09/12/12


(D. Raj Kumar)