

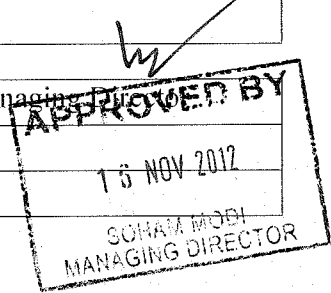


**Details of Appointment:** (For office use only – Do not write on this page)

Name	K. ARUNA
Salary	13,884/-
Conveyance	<input checked="" type="checkbox"/> Included in salary <input type="checkbox"/> Extra Rs. <u>NA</u> per month
Mobile Allowance	<input type="checkbox"/> Nil <input checked="" type="checkbox"/> Rs. <u>250</u> 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
Employee company	Satish Modi A/c.
Designation	P.A to Satish Modi
Site	Head Office.
Date of joining	5/11-2012
Report to	Satish Modi
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 checked="" type="checkbox"/> 1 yr bank statement _____ <input checked="" type="checkbox"/> Reference letter from _____ <input checked="" type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	→ Ex-Employee → worked with Modi Properties from 2006 to 2/2011

Approved by Manager - HR & Admin.	
Date:	09-11-2012
Sign:	

Approved by Manager	
Date:	
Sign:	



**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 checked="" type="checkbox"/> Good <input 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 Divisional Manager:** (For office use only – Do not write in this box)

Relevant experience	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Knowledge of subject	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Recommendation	<input type="checkbox"/> Employ <input type="checkbox"/> Reject <input 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		Date of joining	
Remarks:			

**Bio-Data**

Note: Attach copy of Resume / Bio-data

Application for post of	Secretary	
Date of application	05.10.2012	
Application through	<input type="checkbox"/> Advertisement	<input type="checkbox"/> Referred by:

**Personal Details**

Name	K. ARUNA		
Age	39 years	Date of Birth	6.2.1974
Fathers Name	R. Anjaneyulu		
Address for Correspondence	Plot. No. 60, Deendayal Nagar Santoshimata Colony, Hyderabad - 47		
Phone & Mobile	7702112275		
Permanent Address	- Same as above -		

**Education**

Degree ( <del>PG</del> )	B.A.		
Name of college	Kasturba Gandhi College ✓		
Location			
Course type	<input checked="" type="checkbox"/> Regular Course <input type="checkbox"/> Correspondence Course		
Year of completion	1992	Medium of Instruction	
Percentage marks	63.7	Category	SC/ST/BC/Open

Degree			
Name of college			
Location			
Course type	<input type="checkbox"/> Regular course <input type="checkbox"/> Correspondence Course		
Year of completion		Medium of Instruction	
Percentage marks			

Name of Inter/ Jr. College	Kasturba Gandhi College		
Location	Mared Pally		
Year	1989-90	Medium of Instruction	

Name of school	Durga Bhavan High School		
Location	Mallay gni		
Year	1989	Medium of Instruction	English

Description of other courses or training	

**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		Year	
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Family Details	Name	Age	Occupation	Company
Father	R. Anjaneyulu		Doctor	
Mother	R. Kameswari		House wife	
Wife / Husband	K.S.R. Murali		Sr. Accountant	Vanitha Polystyren
Brother / Sister	Satish			
Brother / Sister	Rajaram			
Brother / Sister				
Son / daughter	K. Praveen		Student	
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	Rs. 21,000/-		
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	Same as above		

**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		Company	
	Designation		Your Relation	
Surety 2:	Name		Company	
	Designation		Your Relation	

**Commitment**

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

Years of experience in relevant field					
Name of Company	Rank Team Consultants				
Duration of employment	4 yrs	From date:	Jan '94	To date:	May '97
Location	Bashirbaf				
Designation	Steno grapher				
Last drawn salary	2500/-				
Number of employees in the company / branch?		Number of employees in your dept. or division?	9		
Brief description of work handled by you.	<del>Arranging working capital</del> Taking Dictation, making project reports and Submitting the same to bank.				
Reason for leaving	Due to marriage				

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

→ She has left Rank Team - due to her marriage	

Name of Company	Swetha Computers				
Duration of employment	2 yrs	From date:	Jan 98	To date:	Dec 2000
Location	Paradise.				
Designation	Steno grapher				
Last drawn salary	4000/-				
Number of employees in the company / branch?		Number of employees in your dept. or division?			
Brief description of work handled by you.	Hand care Business, handling day to day correspondence or dictated, systematic maintenance of records.				
Reason for leaving	for better prospects				

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


Name of Company	Surya Janani, cotton mills.		
Duration of employment	2 yrs	From date: Jan-2004	To date: - Feb 2006
Location	Paradise		
Designation	Steno.		
Last drawn salary	7500/-		
Number of employees in the company / branch?		Number of employees in your dept. or division?	
Brief description of work handled by you.	Yarn making company, coordinating with Infr. departmental Heads, production programs, stock, paying support to marketing dept.		
Reason for leaving	due to late nights -		

Remarks: (For office use only - Do not write in this box)

Due to late working hours - she left the company	

Name of Company	modi Properties & Invest Pvt Ltd.		
Duration of employment	5 yrs	From date: 3/feb/06	To date: 5/2/2011
Location	Ram gunj, MU ROAD		
Designation	<del>PA</del> P.A. to MD		
Last drawn salary	<del>15,000/-</del> 13884/-		
Number of employees in the company / branch?	1 to	Number of employees in your dept. or division?	2
Brief description of work handled by you.	Construction Business		
Reason for leaving	Got Railway Job on contract basis.		

Remarks: (For office use only - Do not write in this box)


Ask for additional sheets if required.

## RESUME

ARUNA KHABHAMPATI

VOICE: 91 - 40 - 30909901

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Well organised and highly analytical. Like to take up new challenges with positive mental attitude. Aspire for a career in **Secretarial Work**, where I can apply knowledge and experience to good use.

### PROFESSIONAL EXPERIENCE:

Worked for M/s Rank Team Consultants (P) Ltd., a company involved in Project Management, Project Finance and Quality aspects having tie-up with World Bank Asian Wing, during the period from January 1994 to May 1997 as Stenographer. Apart from my regular secretarial work I was actively involved and used to assist the consulting team in preparation of Project Reports for various companies and.

Worked as Personal Secretary to M.D. in M/s Shweta Computers Ltd., (Hardware Division) from January 1998 to December 2000.

Worked as Steno/Secretary in M/s Nectar Laboratories Limited, a pharmaceutical Company promoted by Group of NRIs and co-promoted by IDBI from January 2001 to November 2003.

Presently working in Suryalakshmi Cotton Mills Ltd.,

### Job Profile:

Handling day-to-day correspondence as dictated/advised.

Taking Dictations, typing, systematic maintenance of office records.

Providing support for the Marketing department by making quotation for the enquires received from the customers.

Self-correspondence & general follow-up.

Coordinating with inter departmental heads.

Preparing purchase orders and invoice.

Internal correspondence to the Factory.

Monthly Salary & OT statements of corporate office & factory.

Monthly pay slips of the Employees.

P.F. & ESI statements.





#### EDUCATIONAL QUALIFICATIONS

Academic: Bachelor of Arts from Osmania University, Hyderabad  
(Kasturiba Gandhi College for Women) in year 1994.

Technical: Shorthand 80 Words per minute.  
Type Writing (Higher)  
Diploma in Computer Applications

Computer Skills Proficient with computer applications like MS Word, MS  
Excel, Power Point.  
Internet, E-mail.  
Having accounting knowledge in accounting software Focus  
Version 5.

#### PERSONAL DETAILS

Husbands Name : Sri K. S. R. Murthy

Date of Birth : 06 February 1974

K. Aruna  
(K. Aruna)



Emergency Contact Phone : 040-30909901 Blood Group : O+ve

Residential Address :  
H.No. 18-418/1, Malikarjuna Nagar,  
Hyderabad - 500 047.

0000AA1197

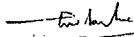


**SURYALAKSHMI COTTON MILLS LTD**

Surya Towers, 6th Floor, 105, S P Road,  
Secunderabad - 500 003, A.P. INDIA.  
Ph : 27819856 / 7 / 8 Fax : 91-40-27846854



Code : AA1197  
Name : K. Aruna  
Designation: Stenographer

  
Issuing Authority



Ref: Ms. V. Smita - Reopened  
 optional  
 → for the PPO of P.A. ★  
Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	Secretary
Date of application	20-02-2006

**Personal Details**

Name	K. ARUNA		
Age	33 years	Date of Birth	06-02-1974
Fathers Name	R. Anjaneyulu		
Address for Correspondence	H-NO-18-416/2, Mallikarjuna Nagar, own house Malkajgiri, Hyderabad-500047.		
Phone no. for correspondence	30909901 -	(Combined family)	
Permanent Address	- DO -		

Good  
 command  
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 good  
 candidate  
 I have  
 asked her  
 to call  
 back on  
 Thursday  
 at pm.  
 02/2/06

**Remarks:** (For office use only - Do not write in this box)

→ She knows shorthand
→ Husband works with Uthodaya Combined as an Accountant

**Education**

Degree	B.A.		
Name of college	Kasturba Gandhi College for Women		
Location	Marredpally.		
Year	1994	Medium of Instruction	English

Degree			
Name of college			
Location			
Year		Medium of Instruction	

Name of Inter/ Jr. College	Kasturba Gandhi college		
Location	Marredpally.		
Year	1989-1990	Medium of Instruction	English.

Name of school	Durga Bavali High School.		
Location	Malkajgiri		
Year	1989.	Medium of Instruction	English

**NOTE**

She is fluent in English  
 → She knows shorthand + computer well.  
 →  
 →

Other courses or training	
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Remarks: (For office use only - Do not write in this box)


**Computer Skills**

MS Office:  Excellent  Good  Avg.  Learnt but never worked on it  Nil  
 MS Word:  Excellent  Good  Avg.  Learnt but never worked on it  Nil  
 MS Excel:  Excellent  Good  Avg.  Learnt but never worked on it  Nil  
 Auto CAD:  Excellent  Good  Avg.  Learnt but never worked on it  Nil  
 Other:

**Two Wheeler**

Make	—	Year	
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Family Details	Name	Age	Occupation	Company
Father	Anjanayulu	68	doctor (Late)	
Mother	Kameswari	60	House wife	
Wife / Husband	Murthy	35	Accountant	Construction Company.
Brother / Sister	Satish	29	Team leader	HDFC
Brother / Sister	Sarada	35	Architect	Rank team
Brother / Sister	Vanaja	38	H-wife	
Brother / Sister	Raghavendra	25	Manager	Birla Sun Life Insurance

**Salary Details**

Last Drawn Salary	7500/-		
Above salary Included	ESI: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	PF: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	Conveyance: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Mobile Allowance: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Expected Salary	negotiable-		

Remarks: (For office use only - Do not write in this box)

→ With same salary salary she can join
→ This seems to be higher side
Married - 1 child - Female - 6 years.

**Experience & Employment Details**

Years of experience in relevant field | 11 years of experience.

Name of Company	Rank Team consultants		
Duration of employment	From date:	Jan '94	To date: May '97 → 3 yrs
Location	Rashtreeybhawan		
Designation	Stenographer		
Last drawn salary	2500/-		
Brief Description of work	Taking dictations, making project reports and submitting to bank for the purpose of Term loans & working Capital limits. Looking after day to day routine.		
Reason for leaving	due to marriage →		

**Remarks:** (For office use only - Do not write in this box)


Name of Company	Shweta Computers Limited		
Duration of employment	From date:	Jan '98	To date: Dec '2000 - 2 yrs
Location	Paradise		
Designation	P.S.		
Last drawn salary	4000/-		
Brief Description of work	Handling day to day correspondence as dictated systematic maintenance of records. Support & marketing people by making quotations for the enquiries. Self correspondence & general follow-up. monthly salary statements of P.F. & ESI statements		
Reason for leaving	for better prospects.		

**Remarks:** (For office use only - Do not write in this box)


Name of Company	Nektan Laboratories Limited		
Duration of employment	From date:	Jan 2001	NOV 2003
Location	S.R. Nagar		
Designation	Steno / secretary		
Last drawn salary	6000/-		
Brief Description of work	co-ordinating with Inter departmental heads preparing purchase order & Invoice. Internal correspondence to factory. monthly salary & OT statements. P.F. & ESF Records.		
Reason for leaving	shifted to Subbulapur mandal.		

**Remarks:** (For office use only - Do not write in this box)


Name of Company	Surya Laxmi Cotton Mills Limited		
Duration of employment	From date:	Jan 2004	til date
Location	Paradise		
Designation	Steno / Secretary		
Last drawn salary	7500/-		
Brief Description of work	Production Programs, Development, Stock, providing support to marketing dept. looking after travelling of CEO, Booking of tickets and hotel Accommodation. Internal correspondence to factory through E-mails		
Reason for leaving	late hour up to 9:30 pm.		

**Remarks:** (For office use only - Do not write in this box)

Reserve for leave  
 → Due to late night working hour.  
 →