

Date: 24/9/12

Sir,

Sub:- Lavanya - New joiner in Purchase - Salary - Req.

- Her Salary may be fix for 8250/- to 8500/-  
(Basing on → regular graduate  
→ Experience in MS office and database)  
→ Previous Salary paid - Mar 10 - 6300 + 250)
- Company → GWE or Vista
- Designation → (D.E.O / Purchase Asst. / Asst. Purchase officer)

Management Contribution Pf and ES1 to be added extra,  
applicable for - GWE  
Not applicable for - Vista (at present).

Kindly advise Sir

Dai  
Kannad

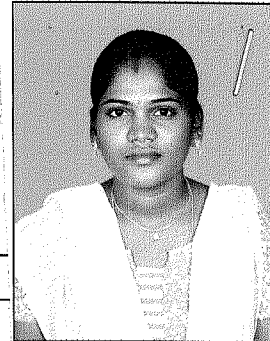
\* Spoken to Kanaka Rao Sir also)

P. T.O

Company	Name	Salary
VSE	Ashwini	6769
KNM	Anil	7312
VSC	Shiv Shakti	7134
MNM	Bhaskar	8025
MFG	Raghunath	19420
GMG	Srinivas Reddy	16989

CWE ?

VKSTAR ?



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

Name	M. LAVANYA
Salary	8,000/- ✓
Conveyance	<input checked="" type="checkbox"/> Included in salary <input type="checkbox"/> Extra Rs. <u>NA.</u> per month
Mobile Allowance	<input checked="" type="checkbox"/> Nil <input 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 '13
Employee company	VISTA.
Designation	Asst. Purchase Officer.
Site	Head office.
Date of joining	01-10-2012
Report to	Gaurang Moday / Raghunath.
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	Ex. Employee → Transferred to Accounts division as an accountant

Approved by Manager - HR & Admin.	Approved by Managing Director
Date: <u>24-9-12</u>	Date: <u>28 SEP 2012</u>
Sign:	Sign:

**APPROVED BY**  
28 SEP 2012  
SOHAM MODI  
MANAGING DIRECTOR

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

Background – Personal	<input 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 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 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	Suitable Post	
Date of application		
Application through	<input type="checkbox"/> Advertisement	<input type="checkbox"/> Referred by:

**Personal Details**

Name	M. LAVANIKA		
Age	25 Yrs.	Date of Birth	21.01.1988
Fathers Name	W/o. B. K. Shapathi		
Address for Correspondence	45-189, Shirdi Nagar, Upparguda, Madhavall, Hyd-47.		
Phone & Mobile	7416103165		
Permanent Address	DO -		

**Education**

Degree (PG)	—————		
Name of college			
Location			
Course type	<input type="checkbox"/> Regular Course	<input type="checkbox"/> Correspondence Course	
Year of completion		Medium of Instruction	
Percentage marks		Category	SC / ST / BC / Open

Degree	B. Com. (Computers)		
Name of college	Vasundhara Degree Women's College.		
Location	ECTL		
Course type	<input checked="" type="checkbox"/> Regular course	<input type="checkbox"/> Correspondence Course	
Year of completion	2008	Medium of Instruction	English.
Percentage marks			

Name of Inter/ Jr. College	Kasturba Gandhi Jr. College		
Location	Maddurpally.		
Year	2005	Medium of Instruction	Telugu.

Name of school	Z.P.H.S		
Location	Malkajgiri		
Year	2003	Medium of Instruction	Telugu.

Description of other courses or training	Pally, Ex
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**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 checked="" type="checkbox"/> Poor
Other	

**Two Wheeler / Car**

Make		Year	
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Family Details	Name	Age	Occupation	Company
Father				
Mother				
Wife / Husband	Bikshapathi	27	Mkt.	S.S. Electronics, Rampally
Brother / Sister				
Brother / Sister				
Brother / Sister				
Son / daughter	Sejan	8M.		
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	8,300/-	
Does the above salary include:	ESI: <input type="checkbox"/> Yes <input type="checkbox"/> No	PF: <input checked="" 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	10,000/-	

**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		Company	
	Designation		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	Mode Properties & Investments Pvt Ltd.		
Duration of employment	3 1/2 yrs	From date: 29.01.07	To date: 16.05.2010
Location	Raniganj.		
Designation	ASST ACCOUNTANT		
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.	Responsible for maintaining Cash & Bank books, Supplier, Customer, Bank & Cash Reconciliation, Preparation of ETDs, Maintain of Database of Customers Details & Rent Accounts		
Reason for leaving	Lay off.		

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


Name of Company	Numeric Power Systems Ltd.		
Duration of employment	1 yr. yrs	From date: 22.05.10	To date: 10.05.11
Location	RTC X' Road.		
Designation	Channel Coordinator		
Last drawn salary	8,300/-		
Number of employees in the company / branch?	120	Number of employees in your dept. or division?	3 Nos.
Brief description of work handled by you.	Coordinating with customers, Attending Sales Enquiries, Sending offer/quotes, Preparation of OA & updating in system, Daily Weekly, monthly, MIS Reports, other official reports		
Reason for leaving	Maternity Leave.		

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


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				

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


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				

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


*Ask for additional sheets if required.*



## **CURRICULUM VITAE**

**M.LAVANYA**

#45-189/1,  
Upparguda,  
Shirdinagar Colony,  
Moula-Ali  
HYDERABAD.

Mobile No: 74161 03165

E-Mail: vanyu786@gmail.com

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### **OBJECTIVE:**

To be part of Professionally Managed Organization with scope for a challenging carrier and with opportunity for learning, excellence and continuous improvement coupled with growth and individual development.

### **EDUCATION QUALIFICATION:**

1. B.Com (Comp) from Vasundhara Degree College, A.P
2. Intermediate (CEC) from Kasturba Gandhi College, A.P
3. SSC from Board of Secondary Education, A.P

### **TECHNICAL PROFICIENCY:**

- Packages : PGDCA, Tally, EX Generation.
- Type writing : Lower in English



## **WORK EXPERIENCE:**

Worked as an Accountant in M/s.Modi Properties & Investments Pvt Ltd.  
From Jan 2007 to May 2010.

- Responsible for Maintaining Cash and Bank book.
- Supplier, Customer, Bank and Cash Reconciliation's.
- Preparation of ETDS, Service Tax, Vat.
- Maintain Database of Customers Details.
- Maintain Customer and Project Document files.
- Maintain Rent Accounts.

## **From June 2010 to Till Date**

Working as a Channel Coordinator at **NUMERIC POWER SYSTEMS LTD, HYDERABAD.**

## **JOB RESPONSIBILITIES:**

- Coordinating with Customers.
- Attending Sales Enquiries & Sending offer / Quotes.
- Preparation of OA & updating in Karomi.
- Interacting with concerned departments for delivery follow up.
- Daily Weekly Monthly Quarterly MIS reports.
- Other official reports.
- Updating Regional Head on day-to-day activities.
- Coordinating for daily / weekly meeting.
- Partners & local ND issues handling.
- Telecalling Partners in area.
- Co-ordinate with local commercial team to know the LI billing details on daily basis to organize POD for Multi point Orders.
- Analyzing Outstanding on regular interval and coordinating with customers & Credit Control Dept For Payment Collections

## **STRENGTHS:**

- Hard working nature and eager learner.



**PERSONAL PROFILE :**

Name : M. LAVANYA  
Husband Name : BIKSHAPATHI  
Date of Birth : 21-01-1988  
Sex : Fe-Male  
Marital Status : Married  
Nationality : Indian  
Languages known : Telugu, English and Hindi

Date :

Place : HYDERABAD

**(M.LAVANYA)**



*Received  
Forward to OOD  
Gp*

Date: 05<sup>th</sup> Sept 2012

From,  
M. Lavanya  
Secuderabad

To  
The Managing Director  
Modi Properties & Investments P.Ltd  
Secunderabad.

Dear Sir,

**Sub: Request of Job**

*recession*

I Lavanya worked as an Asst.Accountant for 3 ½ years ie from 2007 to 2010, due to recession during my services, Management ask to leave the service. Now I am in need of Job due to Family problem.

So I kindly request your good selves to give me an opportunity to work in your organization in any department in head office.

Please do the needful.

Thanking you,

Yours truly,

M.LAVANYA

*Lavanya  
05/9/12*

*Tai Kumar,  
Recomend <sup>her</sup> salary  
and she may join from*

*1/10/12*

*h  
22/9/12*

*Recommended for Purchase Dept.  
ask sparring to r. (Purchase Asst.)  
data entry work & Po's etc*

*Can be employed  
Subject to Chair  
she Salary may Minibus  
to M/D'S  
approval*

*Amey  
29/9/12*

