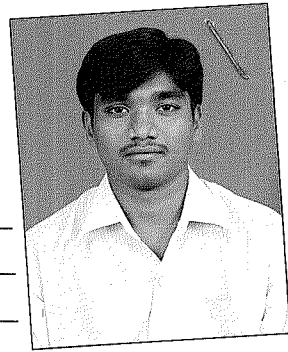


**Details of Appointment:** (For office use only – Do not write on this page)



Name	M. RAJESH.
Salary	Rs. 5000/-
Conveyance	<input checked="" type="checkbox"/> Included in salary <input type="checkbox"/> Extra Rs. _____ per month
Mobile Allowance	<input type="checkbox"/> Nil <input type="checkbox"/> Rs. 250/- per month.
PF & ESI	<input type="checkbox"/> No PF & ESI <input type="checkbox"/> Only after 3 months <input checked="" 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 type="checkbox"/> Next April -11
Employee company	GREEN WOOD Estates
Designation	ASST. ACCOUNTANT
Site	H/O
Date of joining	6/01/11
Report to	Mr. Meher / Mr. S.S. Rao
Commitment	Committed to work for atleast <u>2</u> yrs.
Documents required	<input checked="" type="checkbox"/> 4 photographs <input checked="" type="checkbox"/> Copy of school certificate <input checked="" type="checkbox"/> Copy of degree certificates <input type="checkbox"/> Copy of drivers license <input checked="" type="checkbox"/> Copy of passport <input checked="" type="checkbox"/> Fathers employment details / Copy of ID card. <input checked="" type="checkbox"/> Surety from <u>M. RAMU</u> <input checked="" type="checkbox"/> Surety from <u>BADESH.</u> <input checked="" type="checkbox"/> 1 yr bank statement _____ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Reference letter from _____ <input checked="" type="checkbox"/> Other <u>ADDRESS PROOF &amp; ID PROOF</u> <input type="checkbox"/> Other _____
Remarks	<p>He has come through              Mr. Punshyam Reddy, Andhra</p>

Approved by Shankar Reddy		Approved By MD	
Date:	7/01/11	Date:	14 JAN 2011
Sign:	<i>[Signature]</i>	Sign:	<i>[Signature]</i>

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 type="checkbox"/> Good <input checked="" 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	Bajaj	Year	2006
------	-------	------	------

Family Details	Name	Age	Occupation	Company
Father	M. RAMU		ATTENDER GROUP-D	KENDRIYA VIDYALAYA No.1
Mother	M. NIRMALA		HOUSE WIFE	
Wife / Husband				
Brother / Sister	M. RAJENDRA	23	STUDENT	M. Pharmacy NIRMALA collage
Brother / Sister				
Brother / Sister	M. Sowmya	19	STUDENT	Degree. MANSI STALLA collage
Son / daughter				
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		
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	Company Norms	

### Surety

Can you provide 2 sureties from Govt. employees or employees of reputed companies?				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Surety 1:	Name	M. RAMU	Company	K.V. No.1 & Head
	Designation	GROUP-D	Your Relation	Father
Surety 2:	Name	Badesh	Company	fact set
	Designation	Employee	Your Relation	Brother.

### Commitment

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

**Experience & Employment Details**

Years of experience in relevant field	Nil - <u>no experience</u>			
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)

1) good at Accounting. 2) English is OK  
 3) no experience.  
 can be recommended. ~~JS~~ 5/11/11 ~~OK~~ 5/11/11

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)**


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.*

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

Background – Personal	<input type="checkbox"/> Good <input checked="" type="checkbox"/> Average <input type="checkbox"/> Poor
Background – Work	<input 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	

**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	Rs. 5000/-	Date of joining	11/5/01
Remarks:	top advally given		



## CURRICULUM VITAE

**M.RAJESH**

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### ADDRESS

S/o. M.Ramu,  
Kendriya vidyala no-1,  
StaffqrtsType1/2, bhanunagar,  
Satyanarayanapuram,  
Vijayawada - 11,  
**ANDHRAPRADESH**

E-Mail:mrajesh68@gmail.com  
Mobile: 9160581838

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### Career Objective:

To be part of an organization where my knowledge and capabilities can be utilized for achieving common goals. And to upgrade my skills and abilities for attaining higher positions in the organization.

---

### Profile:

Excellent interpersonal skills, a professional attitude and firm personality to handle tough jobs.

### Educational Qualifications:

- ❖ PGDM (M.B.A) with Finance and Marketing Specialization from Dr.N.S.Kolla School of Business. In 2010.
  - ❖ B.com from Andhra Loyola College affiliated to Nagarjuna University. In 2008.
  - ❖ Intermediate (C.E.C), Railway junior College, Vijayawada. In 2005.
  - ❖ S.S.C, Railway mixed high school, Vijayawada. In 2002.
-





**Computer knowledge:**

❖ M.S.OFFICE

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**Achievements:**

- ❖ Won B-certificate in NCC ARMY WING.
- ❖ Won B, C certificates in NCC NAVY WING.

**Strengths:**

- ❖ Hardworking nature.
  - ❖ Dedication towards work.
  - ❖ Optimistic outlook and honesty.
- 

**Academic Projects:**

**Project Title :** A Study on RATIO ANALYSIS

**Company :** GENTING LANCO POWER PLANT (Pvt) Ltd, Kondapalli, Vijayawada.

**Duration :** 2 Months.

**Description:**

The Ratio Analysis is one of the most powerful tools of financial analysis. It is used as a device to analyze and interpret the financial health of enterprise.

---

Place : Hyderabad.

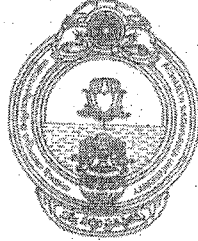
Date : 5-1-2011

M. Rajesh  
(M. Rajesh)



# ACHARYA NAGARJUNA UNIVERSITY

0756



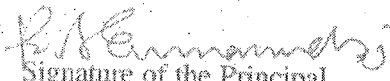
## PROVISIONAL CERTIFICATE

This is to certify that Sri/Kumari/Smt. **MADDALA RAJESH**  
S/o / D/o **M RAMU**  
with Registration Number **055162** has qualified for the  
Degree of **BACHELOR OF COMMERCE** in this University,  
he/she having been declared to have passed the Examination prescribed therefor as  
follows from **ANDHRA LOYOLA COLLEGE (AUTONOMOUS), Vijayawada - 520 008** and  
that he/she has done all that is necessary for the formal presentation for the degree.

Year of Passing	Subjects	Class
APR-2007	PART-I ENGLISH TELUGU INDIAN HERITAGE & CULTURE SCIENCE & CIVILIZATION	THIRD
APR-2008	PART-II FINANCIAL ACCOUNTING INDUS. ORGN. & MNGT. QUANTITATIVE TECHNI. FUNDAMENTALS OF IT BANKING & FIN. SYSTEM ENVIRONMENTAL SCIENCE BUSINESS LAWS COST MNGT. ACCOUNTING INCOME TAX LAW & PRACT. PROJECT WORK  ELECTIVE(S) MARKETING & SALES MNGT. HUMAN RESOURCES MNGT.	SECOND

Nagarjuna Nagar - 522 510

Date: 03/06/2008

  
Signature of the Principal  
Principal  
Andhra Loyola College  
Vijayawada - 5

  
Addl. Controller of Examinations







**MEMORANDUM OF MARKS**

Sl.No. 00638

NAME OF THE CANDIDATE							REGISTER NO.	EXAMINATION	YEAR	SEMESTER	DATE					
MODULA RAJESH							053162	B COM	2008	III	06/06/2008					
PART	PAPER CODE	SUBJECT	CIA	SEE	AGG	CREDITS	WEIGHTED MARKS	PART	PAPER CODE	SUBJECT	CIA	SEE	AGG	CR	WT	AVG
			50	50	100						50	50	100			
I	01GEN1E3	ENGLISH-I(C)	17	29	46	2	72	I	01GEN1E3	ENGLISH-II(C)	15	20	35	2	19	23
I	01G1L3E1	TELUGU-I	30	28	58	2	116	I	01G1L2E1	TELUGU-II	22	21	43	2	26	26
II	01COM101	FINANCIAL ACCOUNTING-I	27	18	45	4	180	II	01COM201	FINANCIAL ACCOUNTING-II	17	22	39	4	36	36
II	01COM102	ECONOMIC THEORY-I	25	22	47	4	180	II	01COM202	ECONOMIC THEORY-II	24	18	42	4	38	38
II	01COM103	INDUS. ORGN. & MNGT.-I	24	25	49	4	196	II	01COM203	INDUS. ORGN. & MNGT.-II	22	27	49	4	40	40
II	01COM104	QUANTITATIVE TECHN.-I	36	39	75	4	300	II	01COM204	QUANTITATIVE TECHN.-II	28	37	65	4	39	39
								III	01IHC201	INDIAN HERITAGE & CULTURE	38	18	56	1	30	30
								III	01VAL201	VALUE EDUCATION-I	21	27	48	1	28	28
								III	01FIT201	FUNDAMENTALS OF IT	48	23	71	1	71	71
								IV	01ALE201	ALERT	27	50	57	2	42	42
I	02GEN3E3	ENGLISH-III(C)	11	25	36	2	72	I	02GEN4E3	ENGLISH-IV(C)	18	20	38	2	19	23
I	02G1L4E1	TELUGU-III	27	26	53	2	106	I	02G1L4E1	TELUGU-IV	27	26	53	2	26	26
II	02COM301	FINANCIAL ACCOUNTING-III	15	29	44	4	176	II	02COM401	FINANCIAL ACCOUNTING-IV	19	28	47	4	40	40
II	02COM302	BANKING & FIN. SYSTEM-I	13	27	40	4	160	II	02COM402	BANKING & FIN. SYSTEM-II	15	24	39	4	40	40
II	02COM303	QUANTITATIVE TECHN.-III	30	30	60	4	240	II	02COM403	QUANTITATIVE TECHN.-IV	25	36	61	4	40	40
II	02COM304	E-COMMERCE-I	11	25	36	4	144	II	02COM404	E-COMMERCE-II	38	33	71	4	40	40
III	02SAC301	SCIENCE & CIVILIZATION-I	18	22	40	1	40	III	02ESC401	ENVIRONMENTAL SCIENCE	33	24	57	1	30	30
								III	02VAL401	VALUE EDUCATION-II	16	22	38	1	26	26
								III	02RAC401	GENERAL ELECTIVE-I(RAC)	33	38	71	2	35	35
II	P3COM501	BUSINESS LAWS-I	18	20	38	4	152	II	P3COM601	BUSINESS LAWS-II	17	37	54	4	34	34
II	P3COM502	COST & MNGT. ACCOUNTING-I	34	21	55	3	160	II	P3COM602	COST & MNGT. ACCOUNTING-II	33	27	60	3	39	39
II	P3COM503	PRINCIPLES OF AUDITING-I	21	20	41	3	123	II	P3COM603	BUS. CORR. & REPT. WRITG.-I	20	18	38	3	31	31
II	P3COM504	INCOME TAX LAWS PRACT.-I	36	27	63	3	189	II	P3COM604	INCOME TAX LAWS PRACT.-II	25	24	49	3	37	37
II	P3COM505	MARKETING & SALES MNGT.-I	28	32	60	3	180	II	P3COM605	MARKETING & SALES MNGT.-II	31	33	64	3	31	31
II	P3COM506	HUMAN RESOURCES MNGT.-I	19	34	52	3	156	II	P3COM606	HUMAN RESOURCES MNGT.-II	17	33	50	3	31	31
II	P3COM507	COMPUTERISED FIN. ACC.-I	27	28	55	3	165	II	P3COM607	FINANCIAL MANAGEMENT-I	24	18	42	3	31	31
								II	P3PRJ608	PROJECT WORK	34	34	68	3	23	23
								IV	P3NCC60A	NCC	--	--	--	1	0	0

PART	CREDITS	WEIGHTED MARKS	WEIGHTED AVERAGE	CLASS
I - Languages	16	724	45.25%	THIRD
II - Group Subjects	111	5,695	51.31%	SECOND
III - Foundation Courses	8	452	56.50%	SECOND
IV - Community Services	3	114	57.00%	SECOND

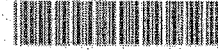
TOTAL NUMBER OF CREDITS ACQUIRED 138 ENTERED BY *caj* VERIFIED BY *gc*

DATE 20/06/2008  
 CONTROLLER OF EXAMINATIONS



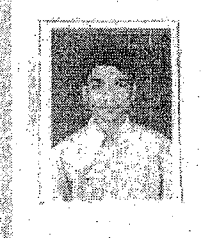
SI. No. **E826917**

05/1291/E826917



# Board of Intermediate Education, A. P.



Vidya Bhavan, Nampally, Hyderabad - 500 001



## INTERMEDIATE PASS CERTIFICATE CUM MEMORANDUM OF MARKS

This is to certify that **MADDALA RAJESH** son  
of **M RAMU** bearing  
Registered No. **050576018** has appeared at the Intermediate Public  
Examination held in **MARCH-2005** and passed **COMPARTMENTALLY**  
with **ENGLISH** as the Medium of Instruction.

The subjects in which **he** was examined and the marks awarded are as follows :

Subject	I Year		II Year	
	Maximum Marks	Marks Secured	Maximum Marks	Marks Secured
Part - 1 : ENGLISH	100	035 *	100	035 *
Part - 2 : TELUGU	100	041 *	100	069 *
Part - 3 : Optional Subjects				
ECONOMICS	100	053 *	100	036
COMMERCE	100	041 *	100	039
CIVICS	100	035 *	100	042 *
Total Marks in Figures	426 → 			
In words	*FOUR* TWO *SIX*			
Date	25-04-2005			

  
Signature of the Principal and College Seal

  
Controller of Examinations

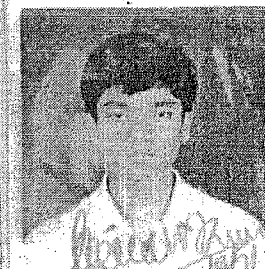
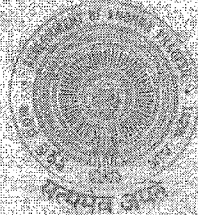
Railway Junior College  
వజ్రవర/విజయవాడ

050576018





# BOARD OF SECONDARY EDUCATION ANDHRA PRADESH



12/03009/24333

**SECONDARY SCHOOL CERTIFICATE**

AA 528369

PRIVATE

GAZETTED HEAD MASTER  
RAILWAY MINED HIGH SCHOOL (E.M.T.M.)  
SATYANARAYANAPURAM,  
VIJAYAWADA - 520 011.

CERTIFIED THAT **MADDALA RAJESH**  
S/O M. RAMU

Bearing Roll No. 0153918

belongs to **RLY M H S (T.M.) S. N. PURAM, VIJAYAWADA**

has appeared and PASSED at the SSC EXAMINATION held in **MAY/JUNE - 2002**

in **COMPARTMENTAL** Division with **TELUGU** as the medium of instruction.

DATE OF BIRTH OF THE CANDIDATE	DAY		MONTH		YEAR		
13/03/1986	ONE	THREE	MAR	ONE	NINE	EIGHT	SIX

THE CANDIDATE SECURED THE FOLLOWING PERCENTAGE OF MARKS

SUBJECT	Marks Secured (in figures)	Marks Secured (in words)
FIRST LANGUAGE : TELUGU	58 *	FIVE SIX
THIRD LANGUAGE : ENGLISH	49	FOUR NINE
MATHEMATICS	42	FOUR TWO
GENERAL SCIENCE	35 *	THREE FIVE
SOCIAL STUDIES	43 *	FOUR THREE
TOTAL	225	(TWO TWO FIVE)
SECOND LANGUAGE : HINDI	22 *	TWO TWO
GRAND TOTAL	247	(TWO FOUR SEVEN)

Marks of Identification : 1. A note on left ring finger  
2. A note on left sleeve

*(Signature)*  
GAZETTED HEAD MASTER  
RAILWAY MINED HIGH SCHOOL (E.M.T.M.)  
with G. SATYANARAYANAPURAM,  
VIJAYAWADA - 520 011.  
Date of issue: 06-07-2002

*(Signature)*  
SECRETARY  
BOARD OF SECONDARY EDUCATION  
A.P. HYDERABAD

Any corrections in this certificate will not be considered after one year from the date of issue.  
Any manipulation or correction in the certificate will result in cancellation of certificate.  
The marks and an asterisk indicates the marks secured in the first appearance.



528369









**MODI**  
PROPERTIES &  
INVESTMENTS PVT. LTD.

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M.G. Road, Secunderabad - 500 003.  
Phone : 040-66335551  
Fax : 040-27544058  
email : [info@modiproperties.com](mailto:info@modiproperties.com)  
Visit us at : [www.modiproperties.com](http://www.modiproperties.com)

## LETTER OF APPOINTMENT

To,

M. Rajesh

Kendriya Vidyalaya, No.1,  
Staff Quarters, Type ½,  
Bhanu Nagar, Railway Colony,  
Satyanarayana Puram,  
Vijayawada - 520011

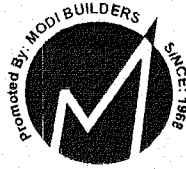
Dear M. Rajesh,

Ref.: Your interview with A. Shanker Reddy. DGM held on 05.01.2011

We are glad to inform you that you have been selected for employment with our Company/ firm and your terms of employment shall be as follows:

1. Remuneration : You shall be paid a consolidated monthly salary of Rs. 5000/- Including Basic, DA, HRA, TA, CCA & EA.
2. Yearly increase in remuneration: As a company policy salaries of all employees are reviewed once a year i.e., in April. No interim or in ermediate request for revision of sa ary shall be entertained.
3. Allowances: You shall be paid allowances for mobile phone, vehicle maintenance, etc., as per company policy. You shall be required to answer all calls on your mobile phone during or after office hours.
4. Date of joining : 06.01.2011. In case you failed to report on the date mentioned herein, for whatsoever reason, this letter of appointment shall stand cancelled and your services shall be deemed to have been terminated.
5. Conveyance : You shall not be paid any conveyance charges for commute to your place of work. However, conveyance shall be paid as per company policy for commute during office hours for office work.





# MODI

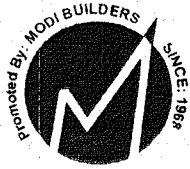
PROPERTIES &  
INVESTMENTS PVT. LTD.

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M.G. Road, Secunderabad - 500 003.  
Phone : 040-66335551  
Fax : 040-27544058  
email : info@modiproperties.com  
Visit us at : www.modiproperties.com

6. Probation period: You shall be on probation for a period of 3 months from the date of joining. After completing the probation period satisfactorily your services shall be confirmed. However, during the probation period we reserve the right to terminate your services without assigning any reasons.
7. Work place: You shall report daily from 10.00 a m to 6.00 pm at Head Office.
8. Designation: You designation shall be Asst. Accountant in Accounts Division of the company.
9. Report to : You shall on a daily basis report to Mr. A. Sambasiva Rao/Mohan Meher Kumar,  
. Manager Accounts /Manager Finance & Accounts Division who shall be. authorized to assign and monitor your work
10. Other terms:
- Only after completion of probation period, you will be entitled to all benefits as per company rules and norms as applicable.
  - You are expected to carry out your responsibilities to the best of your abilities and always try to improve your performance.
  - During the course of employment, you shall not engage in any business or employment outside our organization and you shall devote whole time to the company to faithfully and diligently perform your duties.
  - You shall not divulge any confidential information or documents to person while in service or thereafter. You shall also will be required to work in any location that the company undertakes its activities.
  - You shall undertake any type of work entrusted to you by the company from time to time depending upon the exigencies of work.







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Phone : 040-66335551  
Fax : 040-27544058  
email : info@modiproperties.com  
Visit us at : www.modiproperties.com

11. Termination : This appointment is terminable by one month's prior notice or equivalent salary in lieu of notice from either side. During the period of your employment you shall give at least one months prior notice in case you wish to resign from your services. In case this condition is not fulfilled the company reserves the right to withhold any incentives, bonus or other benefits which have been promised/accrued to you.

Please confirm your acceptance of the above terms and conditions of employed by signing a copy of this letter.

Thank You.,

Yours sincerely,

  
A. Shankar Reddy  
DGM-Admin

Confirmed and accepted:

Signature: M. Rajesh  
Name: M. RAJESH

