

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

Name	D. ASHWINI
Salary	Rs. 4750/-
Conveyance	<input checked="" type="checkbox"/> Included in salary <input type="checkbox"/> Extra Rs. <del>NA</del> per month
Mobile Allowance	<input type="checkbox"/> Nil <input type="checkbox"/> Rs. 250/- per month.
PF & ESI	<input type="checkbox"/> No PF & ESI <input checked="" 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 -11
Employee company	MEHTA + MODI HOMES
Designation	PERSONAL ASSISTANT TO DIRECTOR
Site	H.O.
Date of joining	2.08.010
Report to	M. GAURANG MODY / MR. RAGHUNATH
Commitment	Committed to work for atleast 2 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 type="checkbox"/> Copy of drivers license <input type="checkbox"/> Copy of passport <input checked="" type="checkbox"/> Fathers employment details / Copy of ID card. <input type="checkbox"/> Surety from _____ <input checked="" type="checkbox"/> Surety from _____ <input type="checkbox"/> 1 yr bank statement _____ <input checked="" type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	SHE HAS COME THROUGH MR. RINKY DAE.

Approved by Shankar Reddy	Approved By MD <i>m</i>
Date: 13/08/10	Date:
Sign: <i>[Signature]</i>	Sign:

APPROVED BY  
11 AUG 2010  
SOHAM MODI  
MANAGING DIRECTOR

Ref by: Rinky das (S&S)

**Bio-Data**

Note: Attach copy of Resume / Bio-data

Application for post of	P.A		
Date of application	31-7-10		
Application through	<input type="checkbox"/> Advertisement	<input checked="" type="checkbox"/> Referred by: Rinky Das.	

**Personal Details**

Name	P. Aswini ✓		
Age	21	Date of Birth	4/10/1988
Fathers Name	P. Bala Krishan		
Address for Correspondence	Indira nehru nagar, Malkajgiri, H.No-17-756		
Phone & Mobile	9701934360 ✓	Prepaid.	
Permanent Address			

← own house.

is she studying BCom or discontinued?  
9/12/10

**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	Pursuing ✓		
Name of college	Purchasing O.V. degree (C.B Com 1 years) Dr. BRAOU, KOTI		
Location			
Course type	<input type="checkbox"/> Regular course	<input checked="" type="checkbox"/> Correspondence Course	
Year of completion		Medium of Instruction	English
Percentage marks			

Name of Inter/ Jr. College	Indira Gathi women College ✓ C.C. 50%		
Location	Maddipally		
Year	2009 ✓	Medium of Instruction	English

Name of school	City high School		
Location	R.K. Nagar Malkajgiri		
Year	2006 ✓	Medium of Instruction	English

← 3 grade.

SMY  
31/7/10  
Communicative appearance - ok  
average  
9/12/10

Description of other courses or training	
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Computer Knowledge

**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	DAP Diploma in Access / etc

**Two Wheeler / Car**

Make	None	Year	By Bus
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Family Details	Name	Age	Occupation	Company
Father	P. Balakrishna	50	Mechanic	BHEL - presently working
Mother	P. Saraswathi	45		House wife
Brother / Sister	P. Sai Kumar	26	Deccan Chival	Executive Sales man - Paripattin 21/05/2000
Brother / Sister	P. Arunkumar	24	Mobile store	Office works - Kharkhan
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	- NA -		
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	5000/- (Negotiable). (4750 + 250)		

**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	P. Mashewar	Company	Marfred
	Designation		Your Relation	uncle
Surety 2:	Name	Samson	Company	Railway
	Designation		Your Relation	Brother

**Commitment**

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

Typing speed - slow.

Amey

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

P.AS~~W~~WINI,  
H.NO.17-756,  
Indira Nehru Nagar,  
Malkajgiri, Hyd-47.

Mobile: 9701934360

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### CAREER OBJECTIVE:

Looking forward to join in an organization which orders challenging assignment and career growth.

### EDUCATIONAL QUALIFICATION:

- Intermediate from INDIRA GANDHI Junior College. *Malavada*
- SSC from City High School. *Malkajgiri*

### COMPUTER SKILLS

- D.A.P
- M.S OFFICE

### STRENGTHS:

- Hardworking
- Good Communication Skills
- Flexibility

*smv*  
*31/2/10*



**PERSONAL PROFILE:**

Name : P. Ashwini  
Father's Name : P. Balakrishna  
Date of Birth : 04-SEP-1988  
Gender : female  
Nationality : Indian  
Languages known : English, Hindi & Telugu  
Marital Status : Unmarried  
Hobbies : Reading Books, listening music

**DECLARATION:**

In view of the above, I request you to be kind enough to give an opportunity to sever your esteemed organization in the capacity mentioned above for which act of kindness, I shall be very thankful and grateful to you.

Place: Hyderabad

Date:

(P. Ashwini)

*Handwritten signature and date: 31/09/10*

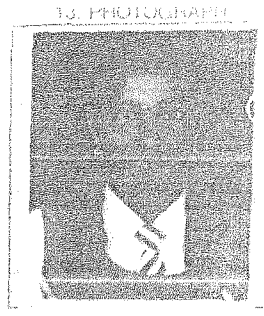
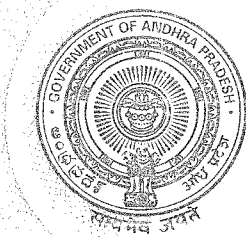
J. M. 8.  
→ H. ASP. D.F. - meche  
→ call for he.  
→ letter card -

D.M.  
Germany



# BOARD OF SECONDARY EDUCATION ANDHRA PRADESH

EE 112017



## SECONDARY SCHOOL CERTIFICATE

PRIVATE

PC/36/35082/112017/4

**CERTIFIED THAT** **PEETALA ASWINI**  
**D/O PEETALA BALAKISHAN** bearing Roll No **1522542**  
 belongs to **CITY HS, RK NAGAR, MALKAJGIRI, SECBAD**  
 has appeared and **PASSED** at the **SSC EXAMINATION** held in **MARCH 2006** in **COMPARTMENTAL**  
 Division with **ENGLISH** as the medium of instruction.

DATE OF BIRTH	04/10/1988	DAY	MONTH	YEAR
		ZERO FOUR	OCTOBER	ONE NINE EIGHT EIGHT

**THE CANDIDATE SECURED THE FOLLOWING PERCENTAGE OF MARKS**

SUBJECT	Marks Secured (in figures)	Marks Secured (in words)
FIRST LANGUAGE : ( HINDI )	54 *	FIVE FOUR
THIRD LANGUAGE : ENGLISH	50 *	FIVE ZERO
MATHEMATICS :	39 *	THREE NINE
GENERAL SCIENCE :	35	THREE FIVE
SOCIAL STUDIES :	45 *	FOUR FIVE
TOTAL :	223	TWO TWO THREE
SECOND LANGUAGE : ( TELUGU )	65 *	SIX FIVE
GRAND TOTAL :	288	TWO EIGHT EIGHT

Life Skills Education : GRADE SECURED :

Marks of Identification :

1. A mole on right leg  
2.

*M. K. Reddy*  
 Head of Institution  
 with School Stamp

Date of issue : 04-05-2006

*G. N. Reddy*  
 SECRETARY

BOARD OF SECONDARY EDUCATION  
 A. P., HYDERABAD

1. Life skills Education : The Grade shall be incorporated by the respective Head of the Institution before delivery of the certificate to the candidates.
2. Any corrections in the certificate will not be entertained after one year from the date of issue.
3. Any unauthorised correction in the certificate will result in cancellation of certificate.
4. The Marks with asterisk indicate the old marks secured in previous appearances.

2006






OFFICE OF THE PRINCIPAL  
**INDIRA GANDHI COLLEGE FOR WOMEN**  
7. S.R.K. Colony, West Marredpally, Secunderabad - 500 026.

Date: 11/6/07

BONAFIDE & CONDUCT CERTIFICATE

This is to certify that Kumari P. Ashwini  
D/o. Sri. P. Bala Krishna is / was  
a student of this College in Class CEC 1<sup>st</sup> yr  
(Admn No. 3411) during the year 2007-08

  
CLERK

  
PRINCIPAL  
Indira Gandhi College for Women  
West Marredpally, Secunderabad.

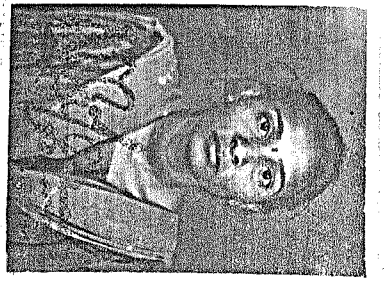


41491



# Computer Education

(A Govt. of AP Registered Society & Sponsored by Ministry of HRD - Govt. of India)  
**(Under the Management of GEEINI Educational Society)**  
Admn. Office : Plot No. 01, Road No 01, Andhraikesari Nagar, Vanasthalipuram, Hyderabad - 500 070, INDIA.  
[www.geeinicomputereducation.com](http://www.geeinicomputereducation.com)



GLT Computer Education  
Hyderabad, INDIA.

*This is to certify that*

Registration No. 009-3338/MKG/HYD.

## CERTIFICATE

Sri / Smt / Kumari ..... P. ASHWINI

Son / Wife / Daughter of ..... F. BALA KISHAN

has successfully completed ..... THREE MS-OFFICE

[..... DIPLOMA IN MS-OFFICE

from ..... FEBRUARY 2007 to ..... APRIL 2007

from ..... MALKAJGIRI, HYDERABAD. "A" Grade.

..... centre and has obtained .....

*VSI-008*  
GEEINI Computer Education  
MALKAJGIRI BRANCH  
Branch Director

*Vot*  
Course Co-ordinator

*[Signature]*  
Managing Director  
GEEINI Computer Education  
Head of the Institutions

C-Grade(40%-60%) B-Grade(61%-75%) A-Grade(76%-95%) E-Grade(96%-99%) 26 JUL 2007



# GEENI

## Computer Education

56329

[A Govt. of Andhra Pradesh Registered Society & Sponsored by Ministry of HRD-Govt. of India]  
(Under the Management of GEENI Educational Society)  
Admn. Office : Plot No. 01, Street No. 01 Andhrakesari Nagar, Vanasthalipuram, Hyderabad, INDIA.  
www.geenicomputereducation.com

### MEMORANDUM OF MARKS

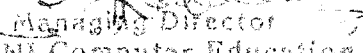
Name of the Candidate : P. ASHWINI  
Son / Daughter /Wife of : P. BALA KISHAN  
Registration No. : 009-3338/MKG/HYD.  
Branch : MALKAJGIRI, HYDERABAD.  
Course : MS-OFFICE (DIPLOMA IN MS-OFFICE)  
Semester No. : -  
Semester/Course Duration : THREE MONTHS  
Semester/Course Period : FEBRUARY 2007 TO APRIL 2007

Subjects	Theory			Practical		
	Maximum Marks	Marks Secured	Secured Marks in figures	Maximum Marks	Marks Secured	Secured Marks in figures
FUNDAMENTALS MS-DOS MS-WINDOWS	50	31	THREE ONE	50	45	FOUR FIVE
MS-WORD P MS-EXCEL MS-ACCESS MS-POWERPOINT	50	29	TWO NINE	50	47	FOUR SEVEN
Maximum Marks Total	Total Marks Secured in Words			Total Marks Secured		
200	ONE * FIVE * TWO			152		
Percentage of Marks	Result	Grade		Memo Issued on		
76%	PASSED	"A"		26-07-2007		

  
GEENI Computer Education  
MALKAJGIRI BRANCH  
Branch Director  
with Seal

  
Course  
Co-ordinator

  
Admn. Office  
Seal

  
Managing Director  
GEENI Computer Education  
Andhra Pradesh.  
Head of the  
Institution

E - Grade (96%-99%)

A - Grade (76%-95%)

B - Grade (61%-75%)

C - Grade (40%-60%)





# GEENI

## Computer Education

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www.geenicomputereducation.com



Registrar  
GEENI Computer Education  
Hyderabad. (A.P.) INDIA.

### CERTIFICATE

*This is to certify that* Registration No. 009-3639/MKG/HYD.

Sri / Smt / Kumari ..... P. ASWINI

Son / Wife / Daughter of ..... P. BALA KISHAN

has successfully completed ..... THREE ..... months Course in ..... DAP

[..... DIPLOMA IN ACCOUNTING PACKAGES .....]

from ..... AUGUST 2007 ..... to ..... OCTOBER 2007

at ..... MALKAJGIRI, HYDERABAD ..... centre and has obtained ..... "A" ..... Grade.

*[Signature]*  
Branch Director

GEENI Computer Education  
MALKAJGIRI BRANCH

*[Signature]*  
Course Co-ordinator

Office Seal

*[Signature]*  
MANAGING DIRECTOR  
GEENI Computer Education  
Hyderabad (A.P.) INDIA.

C-Grade(40%-60%) B-Grade(61%-75%) A-Grade(76%-95%) E-Grade(96%-99%) 3 DEC 2007.

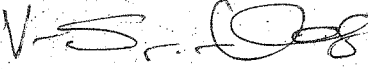


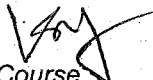
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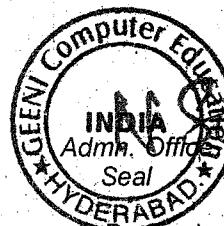
### MEMORANDUM OF MARKS


Name of the Candidate : P. ASWINI  
Son / Daughter /Wife of : P. BALA KISHAN  
Registration No. : 009-3639/MKG/HYD.  
Branch : MALKAJGIRI , HYDERABAD.  
Course : DAP (DIPLOMA IN ACCOUNTING PACKAGES)  
Semester No. : -  
Semester/Course Duration : THREE MONTHS  
Semester/Course Period : AUGUST 2007 TO OCTOBER 2007

Subjects	Theory			Practical		
	Maximum Marks	Marks Secured	Secured Marks in figures	Maximum Marks	Marks Secured	Secured Marks in figures
FUNDAMENTALS MS-DOS MS-WINDOWS	50	38	THREE EIGHT	50	45	FOUR FIVE
TALLY WINGS	50	39	THREE NINE	50	46	FOUR SIX
Maximum Marks Total	Total Marks Secured in Words			Total Marks Secured		
200	ONE * SIX * EIGHT			168		
Percentage of Marks	Result	Grade		Memo Issued on		
84%	PASSED	"A"		03-12-2007		

  
GEENI Computer Education  
MALKAJGIRI BRANCH  
Branch Director  
with Seal

  
Course  
Co-ordinator



  
MANAGING DIRECTOR  
GEENI Computer Education  
Hyderabad (A.P.) INDIA.  
Institution

E - Grade (96%-99%)

A - Grade (76%-95%)

B - Grade (61%-75%)

C - Grade (40%-60%)





Name \_\_\_\_\_  
 Designation & Staff No. \_\_\_\_\_  
 Place of work (1) \_\_\_\_\_  
 (2) \_\_\_\_\_ (3) \_\_\_\_\_  
 Identification Marks (1) \_\_\_\_\_  
 (2) \_\_\_\_\_  
 Signature of the holder \_\_\_\_\_  
 Signature of Issuing Officer \_\_\_\_\_  
 Date \_\_\_\_\_ Designation \_\_\_\_\_

Transferable  
 No. 61122

Place of Residence \_\_\_\_\_  
 Valid on Routes \_\_\_\_\_ Stage \_\_\_\_\_  
 1] 31-12-07] From \_\_\_\_\_ To \_\_\_\_\_  
 2] \_\_\_\_\_ 2] \_\_\_\_\_  
 3] \_\_\_\_\_ 3] \_\_\_\_\_  
 4] \_\_\_\_\_ 4] \_\_\_\_\_  
 Signature of Issuing Officer \_\_\_\_\_  
 Valid upto \_\_\_\_\_  
 Designation \_\_\_\_\_  
 Office of Issue \_\_\_\_\_  
 Renewed Up to \_\_\_\_\_  
 1] 31-12-07 For Managing Director  
 2] 31-12-07 For Managing Director  
 3] \_\_\_\_\_ For Managing Director  
 4] \_\_\_\_\_ For Managing Director

Admn. No. 3411  
**INDIRA GANDHI**  
**JUNIOR COLLEGE FOR GIRLS**  
 West Marredpally, Secunderabad-26.  
 Phones : 27800291, 5533 8979



Indira Gandhi College for Women  
 West Marredpally, Secunderabad  
 Signature of Student \_\_\_\_\_

Name Ashwini P  
 Father's Name P. Bala kishan  
 Date of Birth \_\_\_\_\_  
 Roll No. 103 Medium English

Year	Class	Office Staff Initial	Principal Initial
2006-7	CEC I	SM	R
2007-8	CEC II	S	R

Residential Address & Phone No.  
Patilra Nohru Nagar  
Nalkogudi. HYD-47.  
H. NO. 17-756

