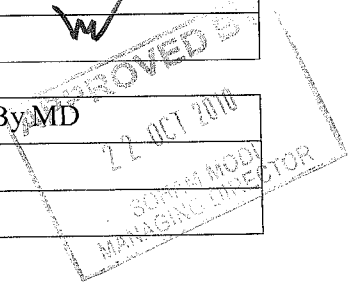




Details of Appointment: (For office use only – Do not write on this page)

Name	P. SREE SWAPNA.
Salary	₹ 5250
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 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 type="checkbox"/> Next April -11
Employee company	MODI VENTURES
Designation	DATA ENTRY.
Site	BMG
Date of joining	10 AUG 2010
Report to	MR. HARAY
Commitment	Committed to work for atleast _____ yrs.
Documents required	<input checked="" type="checkbox"/> 4 photographs <input checked="" type="checkbox"/> Copy of school certificated <input checked="" type="checkbox"/> Copy of degree certificates <input checked="" type="checkbox"/> Copy of drivers license <input checked="" type="checkbox"/> Copy of passport <input type="checkbox"/> Fathers employment details / Copy of ID card. HUSBAND <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	She has come through Mrs. Veneele

Approved by Shankar Reddy	Approved By MD
Date: 10/10	Date: 22 OCT 2010
Sign:	Sign:



~~NOTE~~
~~Adam, I have disease~~

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	Purchase		
Date of application	11/8/2010.		
Application through	<input type="checkbox"/> Advertisement	<input type="checkbox"/> Referred by:	G. Vinodla

Personal Details

Name	P. Sree Swapna		
Age	28 yrs	Date of Birth	02/07/82
Fathers Name	S. Babu Rao		
Address for Correspondence	3-207/A2, Rohit Sadan Apts, N/R. Ramalayam, old Malkajgiri, Sec 24		
Phone & Mobile			
Permanent Address	As above		

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 2 nd yr ✓		
Name of college	Ram Reddy Distance Education (O-U)		
Location	Campus.		
Course type	<input type="checkbox"/> Regular course	<input checked="" type="checkbox"/> Correspondence Course	
Year of completion	Pursuing	Medium of Instruction	English
Percentage marks	—		

Name of Inter/ Jr. College	ST. Ann's . Junior . college		
Location	Malkajgiri		
Year	2000	Medium of Instruction	English

Name of school	ST. Dukes . Public . School		
Location	Mirjalguda		
Year	1998	Medium of Instruction	English

Salary to be finalized by Mr. S. Hanu

em 13/8/10

Description of other courses or training	D.T.P
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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 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	Coreldraw, Power Point

Two Wheeler / Car	
Make	—
Year	

Family Details	Name	Age	Occupation	Company
Father	S. Babu Rao	50	Business	
Mother	S. Naga lakshmi	46	House wife	
Wife / Husband	P. Hanmohan	32	Marketing Executive	Ra labels & stickers Ltd
Brother / Sister	S. Santosh	25	Business	
Brother / Sister	S. Veerender	23	Business	
Brother / Sister	—			
Son / daughter	P. Hari Tej	6	Student	
Son / daughter	P. Ramya	4	Student	
Son / daughter				

Salary Details	
(Copy of 1 yr bank statement form salary account will have produced at time of employment)	
Last Drawn Salary	5500/-
Does the above salary include:	ESI: <input type="checkbox"/> Yes <input type="checkbox"/> No
	PF: <input type="checkbox"/> Yes <input type="checkbox"/> No
Expected Salary	Conveyance: <input type="checkbox"/> Yes <input type="checkbox"/> No
	Mobile Allowance: <input type="checkbox"/> Yes <input type="checkbox"/> No
Expected Salary	6000/-

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	P. Nagesh	Company
	Designation	Store man	Your Relation
Surety 2:	Name	S. Srinivas	Company
	Designation	Mechanic	Your Relation
			Defance
			Father-in-law
			RTC
			Uncle

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

Spm
13/8/10

Experience & Employment Details

Years of experience in relevant field			
Name of Company	Satish Modi		
Duration of employment	yrs	From date:	To date:
Location	M.G. Road.		T/M date
Designation			
Last drawn salary	5500/-		
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	Ravi Informatics		
Duration of employment	yrs	From date:	To date:
Location	Koti, Hyd.		DEC 2006
Designation	Computer operator.		
Last drawn salary	5000/-		
Number of employees in the company / branch?	25	Number of employees in your dept. or division?	500
Brief description of work handled by you.	Issue monthly Bus pass for General and student passes and handling the cash.		
Reason for leaving	Due to maintain the kid.		

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

SM 13/8

Name of Company	Bombay management service				
Duration of employment	yrs	From date:	Aug 2001	To date:	NOV 2004
Location	Nampally.				
Designation	As a Receptionist.				
Last drawn salary	4000/-				
Number of employees in the company / branch?	1	Number of employees in your dept. or division?			
Brief description of work handled by you.					
Reason for leaving	For Delivery. ✓				

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.