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

Name	M. AJAY
Salary	6,600/-
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 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 -2014
Employee company	VISTA NOMAS.
Designation	ACCOUNTS ASSISTANT
Site	Head office.
Date of joining	01-03-2013
Report to	Jaya prakash (Manager-finance)
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 checked="" type="checkbox"/> Surety from <u>Jagdishwan Reddy.</u> <input type="checkbox"/> Surety from _____ <input type="checkbox"/> 1 yr bank statement _____ <input checked="" type="checkbox"/> Reference letter from <u>Sreedhan Reddy, Bank of America.</u> <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	<p>→ Friend of K Jagdishwan Reddy, Chairman of MBS</p> <p>→ Management contribution Pf and ESI to be added.</p>

Approved by Manager - HR & Admin.		Approved by Managing Director	
Date:	28-02-2013	Date:	
Sign:	<i>[Signature]</i>	Sign:	

APPROVED BY
- 1 MAR 2013
SOHAM MODI
MANAGING DIRECTOR

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 type="checkbox"/> Good <input checked="" type="checkbox"/> Average <input type="checkbox"/> Poor
Personality	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Appearance	<input type="checkbox"/> Good <input checked="" 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 checked="" type="checkbox"/> Average <input type="checkbox"/> Poor
Knowledge of subject	<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	
1) No exp in accounts he is	
Interested to learn.	
etc	

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:			

(12)

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	Junior Accountant		
Date of application	27/12/2013		
Application through	<input type="checkbox"/> Advertisement	<input type="checkbox"/> Referred by:	Jagdishwar Reddy

Personal Details

Name	M. Agay		
Age	27	Date of Birth	11/10/1985
Fathers Name	M. Yelliah		
Address for Correspondence	Maruthi Residency flat no 201, Maruthi Nagar A.S. Raonagar Hyd - 500062		
Phone & Mobile	9052016334		
Permanent Address	Same as the above		

Education

Degree (PG)	Masters of Business Administration		
Name of college	Mother Teresa P.G. college		
Location	Chakresar		
Course type	<input checked="" type="checkbox"/> Regular Course	<input type="checkbox"/> Correspondence Course	
Year of completion	2009	Medium of Instruction	English
Percentage marks	60%	Category	SC / ST / BC / Open

Degree	Bachelor of commerce		
Name of college	Haindawi Degree College		
Location	Kachiguda		
Course type	<input checked="" type="checkbox"/> Regular course	<input type="checkbox"/> Correspondence Course	
Year of completion	2007	Medium of Instruction	English
Percentage marks	57%		

Name of Inter/ Jr. College	Ramakrishna Junior College		
Location	Neredmet		
Year	2004	Medium of Instruction	English

Name of school	Xavier memorial High school		
Location	Gayathri Nagar		
Year	2002	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 type="checkbox"/> Good <input checked="" 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		Year	
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Family Details	Name	Age	Occupation	Company
Father	Yellaha	62	Milk business	(Expired)
Mother	Saroja	47	Housewife	-
Wife / Husband				
Brother / Sister	Paramesh	24	Student	-
Brother / Sister	Mahesh	25	Student	-
Brother / Sister	Anuradha	26	Housewife	-
Son / daughter	Yadagni	28	Student	(Due to Business loss)
Son / daughter				
Son / daughter				

Brother

Salary Details

(Copy of 1 yr bank statement form salary account will have produced at time of employment)

Last Drawn Salary	7000		
Does the above salary include:	ESI: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	PF: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	Conveyance: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Mobile Allowance: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Expected Salary	8000 - 10,000		

Surety

Can you provide 2 sureties from Govt. employees or employees of reputed companies?				<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Surety 1:	Name	Jagdishwar	Company	MPIDL
	Designation	Asst Sales Mgr	Your Relation	Parent
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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Sureties may be provide after selection

Experience & Employment Details

Years of experience in relevant field	8 months
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Name of Company	NANO Fashion Pvt Ltd		
Duration of employment	yrs	From date: 11/2/2012	To date: 11/9/2012
Location	A.S. Rao Nagar		
Designation	Accountant (Manual)		
Last drawn salary	7000		
Number of employees in the company / branch?	3	Number of employees in your dept. or division?	2
Brief description of work handled by you.	Payment to employees and working vouchers, clearing bank transactions, etc.		
Reason for leaving	Not proper salary payment.		

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

Name of Company	RONNIE'S FITNESS CENTER		
Duration of employment	yrs	From date: 11/10/2009	To date: 31/7/2012
Location	A.S. Rao Nagar		
Designation	OWNER		
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.	To look after the gym and maintenance		
Reason for leaving	To become professional.		

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

→ Own Business
→ Handed over to Brother for his professional life

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

Through
Tajishwan Reddy
Sole

MUDDAM AJAY
FLAT NO 201,
Maruthi Nagar,
A.S.Rao Nagar,
Hyderabad -062.

contact no: +091- 9052416334
E-mail : muddam.ajay@gmail.com

CAREER OBJECTIVE:

I am looking forward to associate myself with an organization where there is scope for contributing and molding according to the environment to upgrade my knowledge for the development of the organization and self.

ACAMADIC PROFILE:

- **M.B.A (FINANCE)** from Mother Teresa P.G College O.U Hyderabad. May 09.
- **B.Com (Computers)** from Haindavi Degree and PG College affiliated to Osmania University, Hyderabad, in the year Apr 07.
- **Intermediate in CEC** from Ramakrishna Junior College (Board of Intermediate), Hyderabad, in the year Mar 04.
- **SSC** from Xavier Memorial High School, Hyderabad, in the year Mar 02.

PROJECT WORK:

- ANALYSIS OF CRUDEOIL PRICES IN COMMODITY MARKET AT
ALCADE ENGINEERS PVT.LTD.

TECHNICAL SKILLS:

- I have completed **Lower Grade** in typing.
- Basics (**DOS & MS-Office**)
- Operating Systems (**Windows 98, 2000 & XP**)

STRENGTHS:

- Hard working nature
- Patience
- Punctuality
- Honest.
- Communication skills

PERSONAL PROFILE:

FULL NAME : Muddam Ajay
FATHER'S NAME : M.Yellaiah
D.O.B : 01st October, 1985
GENDER : Male
MARITAL STATUS : Single
LANGUAGES KNOWN : Speak : English, Hindi and Telugu
Write : English and Hindi
HOBBIES : Playing Cricket & Watching Cricket

I here by declare that the details furnished above are true and I will responsible for any incorrect information.

Date :
Place : Hyderabad

(M.AJAY)

