

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

Name	K. MURALI MOHAN
Salary	26,000/-
Conveyance	<input type="checkbox"/> Included in salary <input type="checkbox"/> Extra Rs. _____ per month
Mobile Allowance	<input type="checkbox"/> Nil <input checked="" 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 - 2014
Employee company	PARAMOUNT ESTATES
Designation	Manager - Purchase
Site	HEAD OFFICE
Date of joining	30-08-2013
Report to	Gaurang Mody,
Commitment	Committed to work for atleast 02 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 checked="" type="checkbox"/> Copy of passport <input type="checkbox"/> Fathers employment details/ Copy of ID card. <input checked="" type="checkbox"/> Surety from C.V. Raghupati Rao <input checked="" type="checkbox"/> Surety from Mr. Jitender <input type="checkbox"/> 1 yr bank statement <input checked="" type="checkbox"/> Reference letter from Tejaswi Motors <input checked="" type="checkbox"/> Reference letter from Fire pro systems <input checked="" type="checkbox"/> Other Service Certificate - Velocity Automotives - Mahindra. <input type="checkbox"/> Other
Remarks	→ Referred by D. Rajkumar

Approved by Manager - HR & Admin.		Approved by Managing Director	
Date:	20-08-2013	Date:	
Sign:	<i>Jai</i>	Sign:	

APPROVED BY
23 AUG 2013
SOFIYANI MOUDI
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 checked="" 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 checked="" type="checkbox"/> Good <input 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	26,000/-
→ Commerce in P.c. (Background). → Experience in handling the Vendors/Suppliers P.O's, Vat, ST, Payments, Expenditure planning etc. → Skilled	

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 checked="" type="checkbox"/> Employ <input type="checkbox"/> Reject <input type="checkbox"/> Short list & decide later
Recommended salary	26,000/-

APPROVED BY
 17 AUG 2013
 SOHAM MODI
 MANAGING DIRECTOR

Offer Details

Salary offered	26,000/-	Date of joining	30-8-2013
Remarks:			

Call for interview

Refered by
D. Raj Kumar
Asst Spon

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	PURCHASE / ACCOUNTS MANAGER	
Date of application	14/08/13	
Application through	<input type="checkbox"/> Advertisement	<input checked="" type="checkbox"/> Referred by: D. Raj Kumar

Friend

Personal Details

Name	K. MURALI MOHAN		
Age	35 yrs	Date of Birth	13-03-1978
Fathers Name	K. SHAM BABU		
Address for Correspondence	12-11-131/A NAMALAGUNDU, SEC-BAD.		
Phone & Mobile	9912929535		
Permanent Address	12-11-131/A NAMALAGUNDU, SITHAPHALMANDU SEC-BAD.		

own house

Education

Degree (PG)	M. COM ✓		
Name of college	Prof. G. RAMIREDDY COLLEGE OF ARTS & SCIENCE		
Location	OSMANIA CAMPUS		
Course type	<input checked="" type="checkbox"/> Regular Course <input type="checkbox"/> Correspondence Course		
Year of completion	2003	Medium of Instruction	ENGLISH.
Percentage marks	55	Category	SC / ST / BC / Open ✓

Degree	B.COM. ✓		
Name of college	RAMACHANDRA ARTS & SCIENCE DEGREE COLLEGE		
Location	OSMANIA CAMPUS		
Course type	<input checked="" type="checkbox"/> Regular course <input type="checkbox"/> Correspondence Course		
Year of completion	2000	Medium of Instruction	
Percentage marks	59		

Name of Inter/ Jr. College	WESLEY BOYS Jr COLLEGE ✓		
Location	PARADISE, PG ROAD.		
Year	1996	Medium of Instruction	ENGLISH.

Name of school	JYOTHI BALA MANDIR HIGH SCHOOL		
Location	RAMNAGAR		
Year	1993	Medium of Instruction	ENGLISH.

DL
Somy
19/8/13

Per. Profile:

- call for quotes
- interact with vendors -
- product knowledge
- negotiations - issuing P.O.'s + The

up a certain limit
The procuring bills + copies
with

Description of other courses or training	LEGAL PROMOTIONS
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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 type="checkbox"/> Poor
Other	Networking


Two Wheeler / Car

Make	AE TVS ACESS	Year	2012
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Family Details	Name	Age	Occupation	Company
Father	K. SHAM BABU	63	Rtd. GZTD.	APSEB
Mother	K. SREE DEVI	61	Rtd. JAO	APSEB
Wife / Husband	K. RANI MOHAN	34	HOUSE MAKER	
Brother / Sister	K. R. MOHAN	37	SELF EMPLOYD	
Brother / Sister				
Brother / Sister				
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 checked="" type="checkbox"/> No
	PF: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Conveyance: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Mobile Allowance: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Expected Salary	Negotiable - & Better.

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: 9948930003	Name	C. V. RAGHUPATI RAO	Company
	Designation	G. M. FINANCE	Your Relation
Surety 2: 9849550161	Name	MR. JITENDER	Company
	Designation	C. S.	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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separate medical policy by Co-1 on Co-2's cost
 Page 2 of 6
 1 son - LKG - Bike - own - not paid from Co-2

Experience & Employment Details

Years of experience in relevant field			
Name of Company	TALWAR AUTO GARAGES - EICHER		
Duration of employment	4 yrs	From date: SEP-2004	To date: April-2008
Location	BALANAGAR & MEHDIPATNAM		
Designation	ASST. ACCOUNTS MANAGER /		
Last drawn salary	15 K P.M.		
Number of employees in the company / branch?	70 +	Number of employees in your dept. or division?	7 /
Brief description of work handled by you.	Daily Cash Closing		
	MIS, BRS, MONTH END CLOSING, D/N, C/N		
	Day End Veh / Cash status to CMD		
Reason for leaving	Better opportunity Tuesday week off		

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

Having very good knowledge ^{experience} in Accounts	
Communication skill good	
No Experience in construction line	
Interested to work in Purchase,	

Name of Company	VARIETY AUTOMOTIVES - MAHINDRA		
Duration of employment	1.3 yrs	From date: MAY-2008	To date: JULY-2009
Location	UPPAL - NAGOLE		
Designation	ACCOUNTS MANAGER - INTERNAL AUDIT.		
Last drawn salary	20 K P.M.		
Number of employees in the company / branch?	200 +	Number of employees in your dept. or division?	15
Brief description of work handled by you.	Internal Audits at 12-locations/branches		
	Branches Consolidation at MO		
	Month End Closings		
Reason for leaving	Interaction with Contractors / Vendors. Out of City for 12 + Days. Hence Resigned		

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

Knows Eng., Hindi, Telugu.	

Name of Company	✓ FIRE-PRO SYSTEMS PVT LTD- PANASONIC				
Duration of employment	2 yrs	From date:	AUG-2010	To date:	JUNE-2012
Location	MADHAPUR- HITECH CITY.				
Designation	Sr. FINANCE EXECUTIVE				
Last drawn salary	₹ 25K P.M.				
Number of employees in the company / branch?	30	Number of employees in your dept. or division?	4		
Brief description of work handled by you.	Project Wise BILLINGS, ✓ ESTIMATIONS, TENDERS, QUOTATIONS - Negotiating for Competitive Prices Branch Revenue Report				
Reason for leaving	Seller opening Cash Flow, AR'S & AP'S				

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

Name of Company	TEJASWI MOTORS PVT LTD- BUTTA GROUP				
Duration of employment	1.2 yrs	From date:	JULY-2012	To date:	✓ TILL DATE
Location	HITECH CITY- MADHAPUR ✓				
Designation	ACCOUNTS MANAGER				
Last drawn salary	30 K P.M. ✓				
Number of employees in the company / branch?	126+	Number of employees in your dept. or division?	8		
Brief description of work handled by you.	- Monitoring Madhapur, Tadband & Jubilee Mills branch ✓ - MIS & MRM DATA BANKER ✓ - AR'S & AP'S, BRS ✓ ✓ - Call for QUOTATIONS, TENDERS				
Reason for leaving	- Issuing Estimations, Assessment with Surveyor				

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

Ask for additional sheets if required.

CURRICULUM VITAE



K. MURALI MOHAN

H.No. 12-11-131/Aa,
Namalagundu,
Seetaphalmandi,
Secunderabad.
Cell No. 9912929535 / 8499959323
E mail – muralimohan2678@gmail.com
Corp.Mail – muralimohan.k@buttgroup.com

CAREER OBJECTIVE:

To be a part of Optimum Extracting organization, allowing me the opportunity to implement and improve atmosphere with the autonomy to produce creative and quality ideas; work as a highly knowledgeable and motivated leader in a team environment, and be assigned challenging tasks and project

SYNOPSIS

Accounts Manager with 9yrs Experience in Automobile & Manufacturing Industry & zeal to accept long term career challenging opportunity. (4 yrs Experience with NO-1 **EICHER** Dealer HCV,MAV & LCV, 1 yr with NO-2 **MAHINDRA** Dealer 3 WLR & LCV) & 2 Yrs with FirePro Systems Pvt Ltd(Sister Concern of Panasonic) A leading Stay Safe Infrastructures & short term with Tobacco Manufacturing unit .

ACADEMIC QUALIFICATIONS :

- Post Graduation in M.Com from Osmania University, Hyderabad. 2003 ✓
- Bachelor Degree in Commerce from “RAMCHANDRA” Arts & Science Degree College, Hyderabad.2000 O.U ✓
- Intermediate in C.E.C from “WESLEY BOYS JR COLLEGE”, Secunderabad.1997
- S.S.C from “JYOTHI BALA MANDIR” High School, Ramnagar, Hyderabad.1995

COMPUTER SKILLS:

PGDCA : Post Graduate Diploma in Computers Application from Avanthi Computers (SETWIN)

Accounting Package: TALLY ERP, WINGS. & WINGS E- Biz

E R P Online Package: **JTI(India)PvtLtd** : SQL Online Server Geneva Based
HQ@JTI.COM

MAHINDRA : Priorly worked on WINGS Offline
: Later full fledge involvement in installing
ERP E-Biz WINGS Online within Branches
& HO

**EICHER TALWAR: DMS (Dealer Management System)
designed by WIPRO**

Workouts : Efficient with **EXCEL & MS-WORD**

WORK EXPERIENCE:

- Working as **Accounts Manager**(Service) for **Tejaswi Motors Pvt Ltd** from July'2012 Dealer of Tata / Fiat Motors. Tejaswi Motors Pvt Ltd is a Vertical of BUTTA Group of Companies.
- Worked as **Asst. Manager (Accounts)** for "**TALWAR AUTO GARAGES PVT LTD** **NO-1 dealer for EICHER & sister concern of TALWAR HYUNDAI** From Sep 2004 to April 2008.
- Worked as **Accounts Manager cum Internal Auditor** for "**MAHINDRA Variety Automotives Pvt Ltd**" Uppal-Nagole road,Hyd from May 2008 to July 2009.
- Worked as **Accounts Executive** for **JTI(India) Pvt Ltd(Japan Tobacco International (India) Pvt Ltd)**, World's Third Largest TOBACCO Manufacturer's (Camel / More / Winston) till Sep 2010
- Worked as **Sr.Finance Executive** in **FIREPRO SYSTEMS Pvt Ltd,Vertical of Panasonic Pvt Ltd, Hitech City,Hyd. From August 2010 to June 2012.** Project Base Infrastructure with Supply,Commissioning & Installation of Fire Fighting and Stay Safe Security Systems with more than Thirteen Branches in India & Overseas.

Existing Profile

- To Monitor all Workshop Activities of Madhapur & Tadbund Branches
- Interaction with Vendors & Contractors in tendering Competitive Quotations
- Daily MIS to Top Management & Revenue reports
- Inventory Checking on Random Basis ✓
- Vehicle Inflow & Bay Productivity Analysis
- Warranty Claims raised against & Receivable Reconciliation
- Handling a team of 16 Accounting Executives /Cashiers
- JOB CARD/ INVOICE Reconciliation ✓
- Generating of Monthly Review Reports on Outstandings
- All Supplier/Vendors Account Reconciliation ✓
- Pending Job Card Details- Reconciliation ✓
- Calculation of VAT , Service Tax, TDS Payable – Workshop ✓
- AR's Reconciliation & Monitoring Ageing of Workshop Receivables
- Raising of Debit Notes & Issue of Credit Notes to concern
- Preparation of Outside Job Works & Contractors Payables ✓
- Organizing Periodic Motivational & Stress relief Programmer for Staff

PROFILE @ Firepro Systems

- **AR's & AP's Reconciliation.**
- **MIS, BRS & Variation Analysis.**
- **Project wise Billing of Supply & Installation of Indigenous & Regular Material**
- **Procuring LOC's & Balance Confirmation with Clients.**
- **Processing of Debit / Credit Notes as per Accounting.**

- **Material Reconciliation & Audit of Inventory in due course of concluding Projects.**
- **Periodic Visits to Site for Scrap Accounting & Disposals at Site**
- **Month End Closings in Liaisoning with Corporate (HO).**
- **Generating Reports to Management (Ageing / Cash InFlow / Retention's etc.)**

JOB PROFILE @ JTI(India)Pvt.Ltd.

- Machine wise Daily Production Report to CFO Head Quarter
- Inventory Analysis & Review on Pipeline Stocks
- Reimbursements of Monthly Fixed & Variance Expenses ✓
- Audit on FY 0809 till Oct 09 in due process of merging data to SAP
- Workouts for future requirement of Raw Materials (Tobacco/Cig.Pap etc.)
- Approved Requirements to be raised Purchase Orders with Due Dates ✓
- Gathering Sales Team no's(Inter state) & requirement to Production end for future harmony within Production & Market
- Control on minimum Inventory(Finished/Raw Material)
- Processing Documents to ICD(Indian Customs Department)
- Concluding the Shipment in liase with Seagull Shipping, Logistics & ICD
- RTGS to Subsequent Vendor's within the Credit Period
- E-Filing of Service Tax / Vat / & dealing with TDS / C- Forms
- Monthly Review on Spares & Closing Stocks with Spot Audits on Stores.

JOB PROFILE @ MAHINDRA VARIETY Automotives Pvt Ltd

- Preparing MIS of Head Office by analyzing data from branches & Sub-lets
- Providing data to group auditor for finalization of balance sheet.
- Periodic visits to branches for Spot Audits. ✓
- Organizing payments of Vendors/Suppliers. ✓
- Control on Cash & Credit Flows.
- Processing bills to the finance (Telephone, Electrical Bills & Fixed Exp) of HO
- Transfer of Funds from Branches as requirement.
- Organizing prompt feedback for Bills Receivables from Corporate Customers.
- Preparing BRS & dealing with Cheque Return Cases.
- Control, Cross-check & approval of Expenditure.
- Monthly Closing of Accounts.
- Interaction with Sub Contractors & relevant TDS process

STRENGTHS :

- Confident in Corporate accountings with legal knowledge.
- Excellent analytical, conceptual, Communicational, Interpersonal and Man – Management Skills.
- Strong leadership and team player skills.
- Confident to relate to senior levels to management and tenacity to beat the odds.
- A good administrator with creative & strategic thinking.

FORMER PROFILE @ EICHER TALWAR AUTO GARAGES Pvt Ltd :

- Month end Closing of GL a/c's
- Preparing M I S & B R S
- Inter Branch Transfers from District Branches & Sister Concern TALWAR HYUNDAI
- Reimbursement of Debit Notes & Issuing Credit Notes ✓
- Claims & Credits on SAP & updating the same in GL a/c's
- Expenditure approval of branch & Inventory valuation ✓
- Maintenance of Credit and Cash sales & feedback for B/R's within the credit limit/period
- Interaction with Corporate customers & Bank Manager's
- Control on Petty Cash & Main CASH CHEST ✓
- Simultaneous Administration (Stationery, Facility Management)
- Calling Quotations from Vendors for supply of spares by ABC Analysis
- Organizing Periodic Stress relief events to staff as PARIVARTAN DRIVE
- Discount Structure for Privileged & Corporate Customers ✓
- Monthly Maintenance feedback of Software & Hardware ✓
- Renewals & extensions of AMC , Services etc.
- Reporting the whole Data to HO & Presenting on Monthly basis.

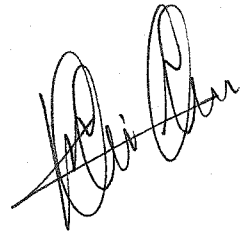
MAJOR ACHIEVEMENTS :

- Played a major role in Setting up **EXPRESS SERVICE IN WORKSHOP.**
- Individually taken care of FULL Installation of **PUNCHING SYSTEM.**
- Successfully trained as supervising other members of Workshop with Soft Skills & Customer interaction.
- Successfully completed training on Personality Development conducted by HYUNDAI.
- Organizing Motivational sessions to staff periodically.

PERSONAL PROFILE :

Father Name : K. SHAM BABU.
Date of Birth : 13th March, 1978.
Gender : Male
Language Known : English, Hindi & Telugu.
Marital Status : Married

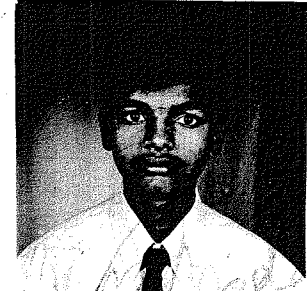
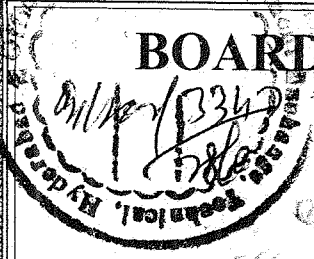
Place : Hyderabad.



(K. MURALI MOHAN)



BOARD OF SECONDARY EDUCATION ANDHRA PRADESH



SECONDARY SCHOOL CERTIFICATE
PRIVATE PC/03/0287743/3

VK015292

HEAD MASTER
SRI DURGA HIGH SCHOOL
E.M. Govt. Recognized
Lalapel, Sec'bad-17

CERTIFIED THAT **B RAJU**
S/O **B DHASHARATH** Bearing Roll No **1029921**
belongs to **SRI DURGA H S LALAPET SECUNDERABAD**
has appeared and **PASSED** at the **SSC EXAMINATION** held in **MARCH-2000**
in **SECOND** Division with **ENGLISH** as the medium of instruction.

DATE OF BIRTH OF THE CANDIDATE	DAY	MONTH	YEAR			
21/09/1983	TWO	ONE	SEP	ONE	NINE	EIGHT THREE

THE CANDIDATE SECURED THE FOLLOWING PERCENTAGE OF MARKS

SUBJECT	Marks Secured (in figures)	Marks Secured (in words)
FIRST LANGUAGE : (TELUGU)	73	SEVEN THREE
THIRD LANGUAGE : ENGLISH	43	FOUR THREE
MATHEMATICS :	51	FIVE ONE
GENERAL SCIENCE :	36	THREE SIX
SOCIAL STUDIES :	57	FIVE SEVEN
TOTAL :	260	(TWO SIX ZERO)
SECOND LANGUAGE : (HINDI)	45	FOUR FIVE
GRAND TOTAL :	305	(THREE ZERO FIVE)

Marks of Identification : 1. *A mole on the left palm.*
2. *A mole on the right foot*

Head of Institution with School Stamp
HEAD MASTER
SRI DURGA HIGH SCHOOL
E.M. Govt. Recognized
Lalapel, Sec'bad-17.
Date of issue : **08/05/2000**

SECRETARY
BOARD OF SECONDARY EDUCATION
A P, HYDERABAD

Any corrections in the certificate will not be entertained after one year from the date of issue.
Any unauthorised correction in the certificate will result in cancellation of certificate.
The marks with an asterisk indicates the old marks secured in previous appearances.



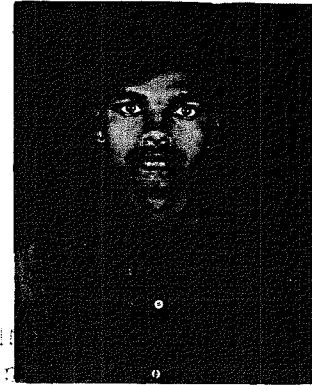
Si. No. **CA02732**

27/4540/C402732



Board of Intermediate Education A. P.

Vidya Bhavan, Nampally, Hyderabad- 500 001



PASS CERTIFICATE CUM MEMORANDUM OF

PR

This is to certify that **B RAJU**

SIR

of **B DASHRATH**Ramnagar, Hyderabad - 500 021,
passed theIntermediate Public Examination held in **MARCH 2002**with Registered No. : **5541683** in **ENGLISH** mediumand is placed in **THIRD DIVISION.**

The subjects in which he/she is examined and the marks awarded are as follows :

Subject	Paper-I		Paper-II	
	Maximum Marks	Marks Obtained	Maximum Marks	Marks Obtained
Part - 1 : ENGLISH	100	051	100	044
Part - 2 : TELUGU	100	044	100	053
Part - 3 : Optional Subjects ECONOMICS	100	030	100	046
COMMERCE	100	042	100	051
CIVICS	100	043	100	040
Total Marks In Figures	444			
In Words	FOUR *FOUR**FOUR**			
Date	10-05-2002			

VOID



Shobha Baramanikar

PRINCIPAL - IN - CHARGE

Sri Ramnagar College


Signature of the Principal and College Seal

N.S. Seikani

Controller of Examinations

NOTE: ELIGIBILITY RULES ARE OVERLEAF. * INDICATES MARKS OBTAINED AT EARLIER EXAMINATION.

INDIA UNION DRIVING LICENCE
ANDHRA PRADESH
DRIVING LICENCE
DLFAP010448542008
B RAJU
B DAS
12.10.54
WARANGAL
SECUNDERABAD



Licencing Authority
RTA-SECUNDERABAD

03-12-2008

	<u>Class Of Vehicle</u>	<u>Validity</u>
<u>Non-Transport</u>	MCWG	02-12-2028
<u>Transport</u>		
<u>Hazardous Validity</u>		
<u>Badge No.</u>		
<u>Reference No.</u>	DLFAP010448542008	
<u>Original LA</u>	RTA SECUNDRABAD	
<u>DOB</u>	21-09-1983	
<u>Blood Gr.</u>		
<u>Date of 1st Issue</u>	03-12-2008	

