


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

Name	D. SHIVA KRISHNA REDDY
Salary	11,000/-
Conveyance	<input type="checkbox"/> Included in salary <input checked="" type="checkbox"/> Extra Rs. <u>As per actuals</u> per month
Mobile Allowance	<input type="checkbox"/> Nil <input checked="" type="checkbox"/> Rs. <u>2500/-</u> 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	KADAKIA AND MODI HOUSING / GWE II
Designation	ENGINEER
Site	Bloomdale
Date of joining	16-8-2013
Report to	Khizer Mahmood
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 type="checkbox"/> Surety from _____ <input type="checkbox"/> Surety from _____ <input type="checkbox"/> 1 yr bank statement _____ <input checked="" type="checkbox"/> Reference letter from <u>Ch. Gopal Reddy</u> <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	<p><u>Fresher</u></p> <p>→ referred by Gopal Reddy - mmm</p> <p>→ report to Bloomdale for 3 months, after that transferred to GWE II.</p>

Approved by Manager - HR & Admin.		Approved by Managing Director	
Date:	16-8-2013.	Date:	
Sign:	<u>D. Shiva Krishna Reddy</u>	Sign:	


APPROVED BY
16 AUG 2013
SOHAM MUD
MANAGING DIRECTOR

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

Background – Personal	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Background – Work	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Personality	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Appearance	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Communication skills	<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 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		Date of joining	
Remarks:			

Referred by
Gopal Reddy - sole mnm

①

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	Jv. Engineer		
Date of application	14-8-13		
Application through	<input type="checkbox"/> Advertisement	<input checked="" type="checkbox"/> Referred by:	Gopal Reddy

For Relative
uncle

Personal Details

Name	D. Shiva Krishna Reddy		
Age	21	Date of Birth	15-12-1991
Fathers Name	D. Shanker Reddy		
Address for Correspondence	2-8, Raghavapuram, BiBinagar (Man) Nalgonda, A.P 500128		
Phone & Mobile	7799377958		
Permanent Address	2-8, Raghavapuram, BiBinagar Nalgonda, A.P - 500128		

Presently
staying in
Nalgonda

Education

Degree (PG)			
Name of college			
Location			
Course type	<input checked="" type="checkbox"/> Regular Course	<input type="checkbox"/> Correspondence Course	
Year of completion		Medium of Instruction	
Percentage marks		Category	SC / ST / BC / <input checked="" type="checkbox"/> Open

Degree	SRM University - B.Tech		
Name of college	SRM University		
Location	Chennai - T.N		
Course type	<input checked="" type="checkbox"/> Regular course	<input type="checkbox"/> Correspondence Course	
Year of completion	2009-13	Medium of Instruction	English
Percentage marks	CGPA 6.21% (till 8 th Sem)		

SRM Rank 851

Name of Inter/ Jr. College	Narayana Jr. College		
Location	Tarnaka		
Year	86% 2007-09	Medium of Instruction	English

Name of school	Gowtham Model School		
Location	Habsiguda		
Year	79% 2006-07	Medium of Instruction	English

Description of other courses or training	Auto CAD - 2011
	STAAD PRO

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 checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Other	Basics in C, C++

Two Wheeler / Car

Make		Year	
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Family Details	Name	Age	Occupation	Company
Father	Shan ^{Reddy} ker	51	finance	Lending money + Farmer
Mother	Anasuya	45	House wife	
Wife / Husband				
Brother / Sister				
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 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	Above 10,000 per month Negotiable		

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		Company	
	Designation		Your Relation	
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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Experience & Employment Details

fresh

Years of experience in relevant field			
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)

<i>Fresher completed B.Tech on May-2013</i>

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)

<i>Salary fixed at Rs 11,000/- Employee is KNRA. To report to KNRA from 16/8/13. Transfer to UWB after 3 months.</i>

14/8/13 Page 3 of 6

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.

Referred by
Gopal Reddy

CURRICULUM VITAE

D.SHIVA KRISHNA REDDY

Mobile no: +919043957674
Email:dshivakrishnareddy003@gmail.com

Objective:-

To work as an engineer in your esteemed company.

Educational Qualification:-

Course	Name of the College	Board of Examinations	Year	Result
Bachelor of Technology	SRM University	SRM University examinations	2009-13	CGPA* 6.21(till 7 th sem)
Intermediate	Narayana Junior College	Andhra pradesh State board of examinations	2007-09	89%
10 th Class	Gowtham model high School	Andhra pradesh State board of examinations	2006-07	79%

Area of Interest:-

Reinforced concrete structures design.
Design of structures using Staad Pro.
Management and planning

Honors and Awards:-

Participated as committee member in finance department in aarush 2010

In-plant Training:-

Completed in-plant training in Ezile constructions in the project management for the period of 15 days.

Trained in Excavation Planning, Site Management & Execution at manjeera constructions Pvt., Ltd in Hyderabad AP.

Software Proficiency:-

Areas of Proficiency	Skill Set
Languages	Basics in C, C++.
Analyzing Software	Staad Pro v8i.
Drawing Software	Auto cad 2011

Final Year Academic Projects:-

Title: Design and cost estimation of Box Pushing Structure Near Tambaram.

Objective: To study the design work and estimation cost of Box pushing structures.

Extra-curricular Activities:-

Participated in national level symposium Explosive held in our University.

Strengths:-

Leadership
Imagination
Viewing situation in 360 degrees
Enthusiastic

Personal Details:-

Date of Birth : 15st December 1991
Age : 21
Sex : Male
Father's Name : Mr D.Shanker Reddy
Nationality : Indian
Languages : English, Telugu, Hindi
Address : H.no:-2-8,Raghavapuram
Bibinagar,Nalgonda 508126
Andhra Pradesh.

Hobbies and Interests:- Listening music, reading books,cooking,playing chess and basket ball.

Declaration:-

I hereby declare that the above stated information is true to the best of my knowledge and belief.

Date:- 25/05/2013

(D.Shiva Krishna Reddy.)

Place:- Chennai

