

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

Name	MD. KHADAR HUSSAIN
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 type="checkbox"/> Only after 3 months <input type="checkbox"/> Pay ESI & PF
Probation Period	<input 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	B & C ESTATES
Designation	ENGINEER
Site	MPH / B & C
Date of joining	16-08-2013
Report to	S. SUNIL KUMAR
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>D. Rohit</u> <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	<p>→ classmate of Rohit, Visha (referred by him)</p> <p>→ fresh.</p> <p>→ can take up &amp; work until instructions by MD.</p>

Approved by Manager - HR & Admin.	
Date:	16-8-2013
Sign:	

Approved by Managing Director	
Date:	
Sign:	

**APPROVED BY**  
**16 AUG 2013**  
**SOHAM MODI**  
**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:			

**Bio-Data**

Note: Attach copy of Resume / Bio-data

Friend of  
class mate

Application for post of	Site Engineer		
Date of application	13/08/13		
Application through	<input type="checkbox"/> Advertisement	<input checked="" type="checkbox"/> Referred by: D. Rohit (Site Engineer)	

**Personal Details**

Name	Md. Khadal Hussain		
Age	23	Date of Birth	15/07/1990
Fathers Name	Md. Khaja Hussain		
Address for Correspondence	H.No:- 1-104 ; Nalkhoda (V), Shamshabad (M) Ranga Reddy (Dist), P.No:- 501218		
Phone & Mobile	9912954836		
Permanent Address	H.No:- 1-104 ; Nalkhoda (V), Shamshabad (M) Ranga Reddy (Dist), P.No. 501218		

with house

**Education**

Degree (PG)	M.Tech (pursuing) Distance class on Sunday		
Name of college	Aurora's College of Engineering		
Location			
Course type	<input checked="" type="checkbox"/> Regular Course	<input type="checkbox"/> Correspondence Course	
Year of completion	2012	Medium of Instruction	English
Percentage marks	70.1	Category	SC / ST / BC / Open

Degree	B.Tech		
Name of college	Aurora's Scientific Technical University Academy		
Location			
Course type	<input checked="" type="checkbox"/> Regular course	<input type="checkbox"/> Correspondence Course	
Year of completion	2012	Medium of Instruction	English
Percentage marks	70.1		

Name of Inter/ Jr. College	Board of Intermediate / Chaitanya collage		
Location	Shamshabad		
Year	2008	Medium of Instruction	Telugu

Name of school	Sri shalada Vidya Mandir High School		
Location	Shamshabad		
Year	2006	Medium of Instruction	Telugu

Description of other courses or training	
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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 checked="" type="checkbox"/> Average <input type="checkbox"/> Poor
Other	

### Two Wheeler / Car

Make	UNICORN	Year	2010
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Family Details	Name	Age	Occupation	Company
Father	Md. Khajathullah	48	Daily wage Earner	Centering Work Contract
Mother	Parveen Begum	42	Housewife	
Wife / Husband				
Brother / Sister	Md. Khaled	19	Student	Bcom II year
Brother / Sister	Md. Nazeeb	18	Student	Intu II year
Brother / Sister	Md. Nayyar	17	Student	- - - I -
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	12000/- 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**

Years of experience in relevant field	
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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 candidate BTech completed on 2012</i>	
<i>Candidate OK</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>Fin salary at Rs. 11,000/- Employee in BPC estate.</i>	
<i>To report from 16/8/13. Report to JUNE. Can</i>	

*take up BC work.*

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

MD KHADARHUSSAIN,  
H.NO :- 1-104,  
NARKHODA(village),  
SHAMSHABAD(mandal),  
RANGAREDDY(dist),  
pincode-501218.

MOBILE NO:-+919912954836

Email : khadar.mohd98@yahoo.com.

### CAREER OBJECTIVE :

To work with an organization where, is a scope for self-improvement and Knowledge enhancement which will provide an opportunities to exhibit the best of my ability and contribute towards organizational development.

### EDUCATIONAL QUALIFICATIONS :

QUALIFICATION	SCHOOL/ COLLEGE	YEAR OF PASSING	UNIVERSITY	PERCENTAGE
B.tech(Civil)	Aurora college of engg and tech	2012	JNTU Hyderabad	70%
Intermediate (MPC)	Chaitanya Junior College	2008	Board of Intermediate Education	80.8%
SSC	SriSharada VidyaMandir High School	2006	Board of Secondary Education	75.3%

### SOFTWARE SKILLS:

- 1 Operating Systems : Windows 98/2000/XP, Windows vista, Windows7.
- 2 Computer Skills : Autocad.

### PROJECTS:

- 1 Mini project : Behaviour Of Concrete BeamsWithGlassFibreReinforcedPolymer.
- 2 Major project : Analysis and Design of Multi Storied Building.





**ACHIEVEMENTS:**

- 1 won first prize in kabaddi conducted by ASTRA(PANACHE2K11).
- 2 I Acheived first position in academics in B.TECH 4th Year 1st Semester.

**STRENGTHS:**

- 1 Effective Communication skill and leadership qualities.
- 2 Effective planning & time management.
- 3 Consistent performer and quick learner.
- 4 Positive attitude.

**HOBBIES :**

- 1 Listening music.
- 2 Making friends.
- 3 Playing carroms.

**PERSONAL PROFILE:**

Name : MD KHADARHUSSAIN  
Father's Name : MD KHAJAHUSSAIN  
Date of Birth : 15-07-1990  
Nationality : Indian  
Religion : Muslim  
Marital Status : Single  
Languages Known : English, Urdu, Telugu and Hindi

**DECLARATION :**

I hereby declare that the above mentioned information is correct upto my knowledge and I bear the responsibility for the correctness of the above particulars

**Place: Shamshabad**

**( MD KHADARHUSSAIN)**

**Date:**

