

DECLARATION

From: SHAFI HASHMI

Date: 23/10/2017.

H.No. 10-2-3472,

Asit Nagar,

Hyderabad. 500028.,

To,  
HR Manager,  
Modi Properties Pvt. Ltd.,  
M.G. Road, Secunderabad-03.

I have submitted my bio-data/ resume for a suitable post in your company and its associated firms/subsidiaries.

I hereby certify/declare that the details given herein are true to the best of my knowledge.

In case the information given by me is found to be un-true, I will be liable for consequences thereon.

I shall provide proof of last drawn salary as and when requested.

I shall provide letters of good conduct/recommendation from past employers as and when asked for.

I further undertake to work for a minimum period of 2 years, if I am offered employment in your company.

Thank you.

Yours sincerely,

Signature Shafi

Name: MOHAMMAD SHAFI HASHMI

Place: Hyderabad.

Date: 23/10/2017.

Note! Need one week Training for him. he is capable to do.  
I have explained of Admin works & Tasks.

M. Faleh

**Bio-Data**

Note: Attach copy of Resume / Bio-data

Application for post of	Administration Officer.
Date of application	23/10/2014
Application through	<input type="checkbox"/> Advertisement <input checked="" type="checkbox"/> Referred by: Lateef, friend.

**Personal Details:**

Name	MOHD SHAFI HASHMI		
Age	25 yrs.	Date of Birth	24/05/1982
Fathers Name	MOHD SAMEER HASHMI		
Address for Correspondence	10-2-348511 Asit Nagar opp P.S. - Hyderabad. 500028		
Phone & Mobile	8885644559		
Permanent Address			

Rented

**Education:**

(P.G) Degree	M.B.A.		
Name of college	ANWAR - UL - ULOOM. College of Business		
Location	New Madhapally.		
Course type	<input checked="" type="checkbox"/> Regular Course	<input type="checkbox"/> Correspondence Course	
Year of completion	2015	Medium of Instruction	English.
Percentage marks	63%	Category	SC/ST/BC/Open

Degree/ Diploma	B.COM		
Name of college	SHADAN Degree College for boys.		
Location	Khairatabad Hyderabad.		
Course type	<input checked="" type="checkbox"/> Regular course	<input type="checkbox"/> Correspondence Course	
Year of completion	2012	Medium of Instruction	English.
Percentage marks	60%		

Name of Inter/ Jr. College	M.S. Junior College.		
Location	Masab Tank.		
Year	2009	Medium of Instruction	English.

Name of school	Loyola High School.		
Location	Vijay Nagar Colony.		
Year	2007.	Medium of Instruction	English.

Description of other courses or diploma	

**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 <input checked="" type="checkbox"/> N.A.
Email	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Other	Tally. ERP. Pearl Tower.

**Two Wheeler / Car:**

Make		Year	
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Family Details:	Name	Age	Occupation	Company
Father	MR. MOHD SAMEER HASAN			
Mother	Azra Fatima	49	Home Maker	
Wife / Husband	M.A. <del>Rafiq</del>	27	Govt.	
Brother / Sister	M.A. Raheem	29	Logistics	Saudi Ceramic, Riyadh
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	15000/month.	
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	18000/month.	

**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	M.A. Lateef	Company	Modi prapante,
	Designation	legal officer	Your Relation	Partner,
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	4 Years, of work exp.
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Call Center  
B.P.O

Name of Company	Vertex Customer Care Solutions.		
Duration of employment	1 <del>1/2</del> yrs	From date: Nov 2012	To date: Sep 2013
Location	Bangara Hills, Road no 1.		
Designation	Business Associate.		
Last drawn salary	2,00,000 P.a.		
Number of employees in the company / branch?	500	Number of employees in your dept. or division?	30.
Brief description of work handled by you.	Solving the problems of customers by giving immediate resolution through calls and SMS.		
Reason for leaving	For further studies.		

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

— Release profile.
— Can provide support in Hyderabad

Name of Company	HEAL HEALTH CARE Medical Center.		
Duration of employment	2 yrs	From date: Nov 2013	To date: Dec 2015
Location	Mehadipatnam Hyderabad.		
Designation	Administration, Operations Manager.		
Last drawn salary	16000/month.		
Number of employees in the company / branch?	20	Number of employees in your dept. or division?	4.
Brief description of work handled by you.	See that all the employees attend properly their duties, responsibility, and also dealing with customers & patients, and giving the concierge.		
Reason for leaving	I got the opportunity to work in India		

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

— Can provide support in Hyderabad

Name of Company	AL. Taha Medical Center.				
Duration of employment	<del>2</del> yrs	From date:	Feb 2016	To date:	May, 2017
Location	Abu Dhabi				
Designation	Administration.				
Last drawn salary	3000 DHS / Monthly, 45000/-				
Number of employees in the company / branch?	150	Number of employees in your dept. or division?	20.		
Brief description of work handled by you.	The main responsibility was to make sure that daily operations works smoothly and check with the Dr. for their respective patients.				
Reason for leaving	got some technical issue with my visa.				

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

Reporting to <del>MD</del> on daily basis

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.

**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 checked="" 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 checked="" type="checkbox"/> Short list & decide later
Recommended salary	<i>As per to Recommended Salary.</i>
	<i>Send to Mahesh for <del>interview</del> comment. comment.</i>
	<i>Need one week training he is capable to do. I have explained everything. about admin task responsibilities. &amp; duties.</i>
	<i>Filling of &amp; (etc.) -- of. take.</i>

Salary offered		Date of joining	
Remarks:			

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

Name	
CTC Salary	
Conveyance	<input type="checkbox"/> Included in salary <input type="checkbox"/> Extra Rs. _____ per month <input type="checkbox"/> As per actuals
Mobile Allowance	<input type="checkbox"/> Nil <input type="checkbox"/> Rs. _____ per month.
PF & ESI	<input type="checkbox"/> No PF & ESI <input type="checkbox"/> Only after 3 months <input type="checkbox"/> Pay ESI & PF <input type="checkbox"/> PF & ESI included in above salary
Probation Period	<input type="checkbox"/> 3 months <input type="checkbox"/> Nil
Salary revision	<input type="checkbox"/> After 3 months <input type="checkbox"/> Next April - _____
Employee company	
Designation	
Site	
Date of joining	
Report to	
Commitment	Committed to work for at least _____ yrs.
Documents required	<input type="checkbox"/> 4 photographs <input type="checkbox"/> Copy of school certificates <input type="checkbox"/> Copy of degree certificates <input 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 type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Service Certificate from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	

Approved by Manager - HR & Admin.		Approved by Managing Director	
Date:		Date:	
Sign:		Sign:	

**Mohammed Shafi Hashmi**

E-mail ID : m.shafihashmi@gmail.com

CONTACT NO : +91-8885644559 (INDIA)



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## OBJECTIVE

To obtain a position in an organization in which dedication and a high degree of enthusiasm can be fully utilized & derive job satisfaction with a positive attitude.

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## SUMMARY OF SKILLS

- ❖ A competent professional with nearly **5.0 years** of experience in the field of Accountancy, administration & customer satisfaction.
  - ❖ A competent Accounting Professional with exceptional interpersonal skills and strong management Skills, team building, problem solving, organizational abilities and administrative skills.
  - ❖ Good control over accounting software Tally ERP& Peachtree and maintaining managing files and records of the business and cashier experience as well handling all cash collection of the business every day.
  - ❖ Handling Administrative duties and numerous other task and activities as well in the hospital.
  - ❖ Effective in building positive relationships with personnel at all levels within the company and providing the highest level of service to meet the satisfaction of the hospital
  - ❖ Good communication, negotiation skills with a proven track record of excellence in handling customers.
  - ❖ Ability to work in a multitasking environment handling multiple assignments at a time.
  - ❖ Good understanding of business and dealt with a variety of budgets and conducted financial research while handling numerous administrative duties.
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## PROFESSIONAL EXPERIENCE

### HEAL HEALTH CARE

*November 2013 to June 2017*

***Designation of Work: Administrator & Accountant***

#### ***Description of work:***

- Experience in ERP, Specialization in A/R,A/P.
- Pay role of the employer using ERP
- ***Profile-deals patient counseling business development sales Executive providing product information & benefits.***
- ***Outsourcing of resources and business expansion.***
- ***Auditing of financial book of hospital every month.***
- ***Scheduling of duty and working hours of staff.***
- Experience in handling petty cash document controlling such as maintaining extracting.
- Experience in preparing monthly Accounts.
- Sending enquires to the Suppliers and preparing Purchase order of clinic instrument and material.
- System Invoicing using Sun System (ERP software)
- ***Financial records via Tally ERP & Peachtree software.***
- ***Maintaining the records of patients as per their medical requirements and regular visit to respective doctors using Microsoft Excel.***
- ***Preparing the final comparatives cost of medical equipments, medicines and medical material for the hospital***
- Doing CRM Entries and sending weekly & Monthly Report to the Managers.



**Designation of Work:** Business Associate Customer care Representative.

**Description of work:**

- Customer satisfactions, request & compliant handling.
- Handling calls and dealing with customer problem and providing product information using company's portal.
- Handling team of 14 members, helping them.
- Online sale and also product promotions as well.
- Ensuring discipline and acceptable behavior with all the staff.
- Maintaining the records quality calls and making records data base of invoice calls.
- Motivating them in order to get target of every day.

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**EDUCATIONAL CREDENTIALS**

**Master Degree**

**Master in Business Administration (M.B.A)**

Anwar UI - Uloom Institute of Business Management, (MBA-Finance & I.T) Hyderabad, Osmania University, Telangana State 2013-2015 in First Division.

**Graduation**

**Bachelor of commerce (B.COM)**

Shadan Degree, College Hyderabad, Osmania University, Telangana State 2009-2012.

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**TECHNICAL SKILLS**

- Office Packages: Ms-Word, Ms-Excel
- Tally ERP 
- Peach Tree 
- Focus 

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**PERSONAL INFORMATION**

Date of Birth : 24-05-1992  
Gender : Male  
Nationality : Indian  
Passport Number : J2823543  
Marital Status : Single  
Languages Known : English, Hindi, Telugu and Urdu.

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**DECLARATION**

I hereby declare that all the details furnished above are true to the best of my knowledge and belief.

PLACE: Hyderabad.

DATE: 20/10/2017

(Mohammed Shafi Hashmi)

Akmer  
Dt:-24/10/17

Note

Sir,

Mr. MOHD. Shafi Hasmi referred by Mr. Lateef.

Mr. Mahesh, Sr. given a comments that Mr. Shafi Hasmi is capable to perform admin duties at site

→ Moreover he is also interested to work at Home/HS

→ We have sent B Praveen Kumar to Sanjay Jain for interview

→ Mr. Amar shall join Voc from 25/10/17.

For information and advise

Dai  
24/10/17

30-10-17

Note

Sr.

Mr. Shaffi Hashmi, Admin officer has joined today, Explained every aspect and nature of duties to him.

— 15 days training will be provided by at Bnc. to observe company policies and procedures.

— Recommended Salary (CTC) - 16,500/-

— Mobile allowance - 499/-

Please advise

*[Signature]*  
30/10/17

W  
APPROVED BY  
30 OCT 2017  
SUHAM MODI  
MANAGING DIRECTOR

**Subject:** Feedback of Mohd.Shafi ( New Admin Officer) -reg

**From:** BnC estates <bnc@modiproperties.com>

**Date:** 29-10-2017 10:57 AM

**To:** "admin@modiproperties.com" <admin@modiproperties.com>

**CC:** "hr@modiproperties.com" <hr@modiproperties.com>, bnc <bnc@modiproperties.com>

Dear Jai Kumar Sir,

It is confirm you that, Mohd.Shafi upcoming employee yesterday came at BNC, as per discussions had with him he is OK for for the Post of Admin Officer.

Note: Personal appearance, communication skills are good and Training to be provide up to 01 week for construction activity & our company guidelines, so that he can manage.

Thank you,

Regards,

Ravi



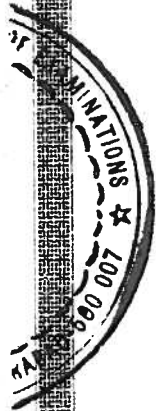
# Osmania University

FACULTY OF MANAGEMENT  
Anwarul Uloom College (Autonomous)  
Provisional Certificate

Ref. No. 77

Roll No. 140313672089

This is to certify that MOHD SHAFI HASHMI son/daughter  
of MOHD SAMEER HASHMI passed the MASTER OF BUSINESS  
ADMINISTRATION (M.B.A.) Examination of this University, held  
in MAY/JUN, 2015 and that he/she was placed in FIRST DIVISION.



Hyderabad, Telangana.

Dated 27-07-2015

Incharge Examinations

*A.V. Rathukrishna*  
Controller of Examinations  
Osmania University

OU631793

# Osmania University



Faculty of Management

Roll No. 140313672089



This is to certify that Mohd Inafi Hashmi

son / daughter of Mohd Pameer Hashmi

has been awarded the degree of

**Master Of Business Administration**  
(M.B.A.)

of this University, he/she passed the qualifying Examination  
held in June-2015, in the First Division.

Given under the seal of the University

MB031600061



Hyderabad  
19 Mar, 2016

Dated



*O Khan*  
Vice-Chancellor

UJ 433308



# Osmania University

FACULTY OF COMMERCE

Ref. No. 502114 Provisional Certificate

Roll No. 1180-09-402012

This is to certify that MOHD SHAFI HASHMI  
son/daughter of MOHD SAMEER HASHMI  
passed the BACHELOR OF COMMERCE(Computers)  
Examination of this University, held  
in OCT./NOV. 2012 and that he/she was placed in

Part I : FIRST DIVISION  
Second Language : ARABIC  
Part II : SECOND DIVISION

Hyderabad A.P.

Dated 31/12/2012

  
Section - incharge

  
for Registrar

# Osmania University



Faculty of Commerce

Roll No. 118009402012



This is to certify that Mohd Shafi Hashmi  
son / daughter of Mohd Jameer Hashmi  
has been admitted to the degree of

## Bachelor Of Commerce

Computers

(Medium: English)

of this University, having been declared to have passed in,

Part - I	Year	Division
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English

Second Language (Arabic)

Apr-2011

First

Part - II (Optionals):

1. Prin. Of Marketing

Nov-2012

Second

2. Rural Marketing

Indian Heritage & Culture

Apr-2012

Environmental Studies

Science & Civilization

Given under the seal of the University



BC051300462

Hyderabad

Dated 01 Jun, 2013



*Sujana*

Wice-Chancellor



Sl. No. **1325124**

22/22034/1325124



**Board of Intermediate Education, A. P.**  
Vidya Bhavan, Nampally, Hyderabad - 500 001



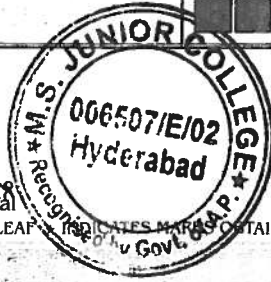
**INTERMEDIATE  
PASS CERTIFICATE CUM MEMORANDUM OF MARKS**

This is to certify that **MOHD SHAFI HASHMI** son of **MOHD SAMEER HASHMI** bearing Registered No. **0922214852** has appeared at the Intermediate Public Examination held in **MARCH-2009** and passed in **C GRADE** with **ENGLISH** as the Medium of Instruction.

The subjects in which he was examined and the marks awarded are as follows :

Subject	I Year		II Year	
	Maximum Marks	Marks Secured	Maximum Marks	Marks Secured
Part - 1 : <b>ENGLISH</b>	<b>100</b>	<b>059</b>	<b>100</b>	<b>062</b>
Part - 2 : <b>ARABIC</b>	<b>100</b>	<b>076</b>	<b>100</b>	<b>084</b>
Part - 3 : Optional Subjects				
<b>ECONOMICS</b>	<b>100</b>	<b>037</b>	<b>100</b>	<b>048</b>
<b>COMMERCE</b>	<b>100</b>	<b>035</b>	<b>100</b>	<b>049</b>
<b>CIVICS</b>	<b>100</b>	<b>041</b>	<b>100</b>	<b>040</b>
<b>ENVIRONMENTAL EDUCATION</b>	<b>Q U A L I F I E D</b>			
Total Marks In Figures	<b>531</b> →			
In words	<b>*FIVE**THREE***ONE*</b>			
Date	<b>24-04-2009</b>			

*[Signature]*  
**PRINCIPAL**  
**M.S. JUNIOR COLLEGE**  
Opp. NMDC, Nampally, Hyderabad-78  
C.CODE: 22034.



*[Signature]*

Controller of Examinations

0922214852

NOTE: ELIGIBILITY RULES ARE OVERLEAF. THESE MARKS OBTAINED AT AN EARLIER EXAMINATION.

**BOARD OF SECONDARY EDUCATION  
ANDHRA PRADESH**

19/9/07  
FF 3005206



PC/02/01151/005206/2  
(PRIVATE)

**SECONDARY SCHOOL CERTIFICATE**

CERTIFIED THAT **MOHD SHAFI HASHMI**  
S/o **MOHD SAMEER HASHMI**

bearing Roll No **0046117**

belongs to **LOYOLA HIGH SCHOOL, V N COLONY HYD**

has appeared and PASSED SSC EXAMINATION held in **JUNE 2007** in **COMPARTMENTAL**

Division with **ENGLISH** as medium of instruction.

DATE OF BIRTH	<b>24/05/1992</b>	DAY	MONTH	YEAR
		<b>TWO FOUR</b>	<b>MAY</b>	<b>ONE NINE NINE TWO</b>

**THE CANDIDATE SECURED THE FOLLOWING PERCENTAGE OF MARKS**

SUBJECT	Marks Secured (in figures)	Marks Secured (in words)
FIRST LANGUAGE : ( <b>HINDI</b> )	<b>43</b>	<b>FOUR THREE</b>
THIRD LANGUAGE : <b>ENGLISH</b>	<b>54*</b>	<b>FIVE FOUR</b>
MATHEMATICS :	<b>54*</b>	<b>FIVE FOUR</b>
GENERAL SCIENCE :	<b>44*</b>	<b>FOUR FOUR</b>
SOCIAL STUDIES :	<b>61*</b>	<b>SIX ONE</b>
TOTAL :	<b>256</b>	<b>TWO FIVE SIX</b>
SECOND LANGUAGE : ( <b>SPL ENGLISH</b> )	<b>46*</b>	<b>FOUR SIX</b>
GRAND TOTAL : <b>302</b>	<b>302</b>	<b>THREE ZERO TWO</b>
Life Skills Education :	<b>GRADE SECURED :</b>	
Marks of Identification :	<i>A mark on the nose A mark on the neck</i>	

Head of Institution  
with School Stamp

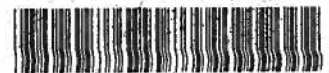
**PRINCIPAL  
LOYOLA SCHOOL  
VJAYANAGAR COLONY, HYD.**

Date of issue : **04/07/2007**

*[Signature]*  
SECRETARY

**BOARD OF SECONDARY EDUCATION  
A.P. HYDERABAD**

1. Life skills Education - The Grade shall be incorporated by the respective Heads of the institutions before delivery of the certificates to the candidates.
2. Any corrections in the certificate will not be entertained after one year from the date of issue.
3. Any unauthorised correction in the certificate will result in cancellation of certificate.
4. The Marks with asterisk indicates the old marks secured in previous appearances. **2007**





**భారత విశిష్ట గుర్తింపు ప్రాధికార సంస్థ**  
**భారత ప్రభుత్వం**  
**Unique Identification Authority of India**  
**Government of India**

నమోదు క్రమనంబ్బ/Enrolment No.: 1171/00185/02588

To: Mohd Shafi Hashmi  
 (ముహ్మద్ షఫీ హాషిమీ)  
 S/O Mohd Sameer Hashmi  
 10-2-348/5/1  
 Asif Nagar  
 Asifnagar  
 Hyderabad  
 Andhra Pradesh - 500028

Date: 29/05/2011



Ref. No : 29052011-05971

మీ ఆధార్ సంఖ్య / Your Aadhaar No. :  
**9753 6736 0136**

**ఆధార్ - సామాన్యని హక్కు**



భారత ప్రభుత్వం  
 GOVERNMENT OF INDIA

ముహ్మద్ షఫీ హాషిమీ  
 Mohd Shafi Hashmi



పుట్టిన సంవత్సరం / Year of Birth  
 పురుషుడు / Male

9753 6736 0136



భారత ప్రభుత్వం  
 GOVERNMENT OF INDIA

Address:

S/O Mohd Sameer Hashmi  
 10-2-348/5/1, Asif Nagar  
 Asif Nagar, Asifnagar  
 Hyderabad, Andhra Pradesh, 500028

చిరునామా:  
 S/O ముహ్మద్ సమీర్ హాషిమీ  
 10-2-348/5/1, అసిఫ్ నగర్  
 అసిఫ్ నగర్, అసిఫ్ నగర్  
 హైదరాబాద్, ఆంధ్ర ప్రదేశ్, 500028



**నిర్దేశములు**

- ఆధార్ గుర్తింపుకు మాత్రమే నిరూపణ. పౌరసత్వానికి కాదు.
- గుర్తింపు నిరూపణకై ఆన్లైన్లో నిర్ధారణ పొందండి.
- ఏదైనా సహాయం అవసరమైతే :  
 ఫోన్ నెం. 1800 180 1947 లో సంప్రదించండి లేదా  
 షాఫీ హాషిమీ నెం. 1947, బెంగళూరు -560001 కి ఉత్తరం రాయుండి లేదా  
[help@uidai.gov.in](mailto:help@uidai.gov.in). కి ఈ-మెయిల్ పంపండి.

**INSTRUCTIONS**

- Aadhaar is proof of identity, not of citizenship.
- To establish identity, authenticate online.
- In case any help is required :-

Call us 1800 180 1947 or;  
 Write to P.O. Box No. 1947, Bengaluru - 560 001 or;  
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