

DECLARATION

From:

Date: 20-5-17

K. Venikata Nagireddy
H: No: 344, APHb Colony.
Moussaji

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 K.V. Nagireddy

Name: K. Venikata Nagireddy

Place: Secunderabad

Date: 20-5-17

Certified Genuine

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	
Date of application	20/5/2017
Application through	<input type="checkbox"/> Advertisement <input type="checkbox"/> Referred by:

Personal Details

Name	K. Venkata Nagireddy.		
Age	36	Date of Birth	18/03/1981
Fathers Name	K. Hanumantha Reddy.		
Address for Correspondence	H: no: 344, APBb colony, MasKadu, Hyderabad - 500040		
Phone & Mobile	99595-66505		
Permanent Address	H: no: 2-22, MASKADU (Post) GOSLADINUR (M.D) ANANTAPUR.		

Education

(P.G) Degree	M.B.A (Marketing & Systems)		
Name of college	S.K.U (Sri Krishna devaraya UNIVSR - ANANTAPUR)		
Location	ANANTAPUR.		
Course type	<input checked="" type="checkbox"/> Regular Course	<input type="checkbox"/> Correspondence Course	
Year of completion	2005	Medium of Instruction	English.
Percentage marks	68%	Category	SC / ST / BC / Open

Degree	B.A		
Name of college	S.S.B.N collage		
Location	ANANTAPUR.		
Course type	<input checked="" type="checkbox"/> Regular course	<input type="checkbox"/> Correspondence Course	
Year of completion	2007	Medium of Instruction	Telugu.
Percentage marks	72%		

Name of Inter/ Jr. College	Govt boys JUNIORS collage.		
Location	ANANTAPUR.		
Year	1999	Medium of Instruction	Telugu.

Name of school	Z.P.H.School MasKadu.		
Location	MasKadu.		
Year	1995	Medium of Instruction	Telugu.

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 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 type="checkbox"/> Average <input checked="" type="checkbox"/> Poor
Email	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Other	

Two Wheeler / Car:

Make	HONDA	Year	2007
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Family Details:	Name	Age	Occupation	Company
Father	K. Hanumatha Reddy	68	Farmer	
Mother	K. Chennamma	62	Housewife	
Wife / Husband	M. Malleshwari	31	Housewife	
Brother / Sister	Kavika	39	Teacher	
Brother / Sister	Mamatha	38	IT	Wipro
Brother / Sister				
Son / daughter	Prathik	6		
Son / daughter	Megha	3		
Son / daughter				

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

Last Drawn Salary	13,000	
Does the above salary include:	ESI: <input type="checkbox"/> Yes <input type="checkbox"/> No	PF: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Conveyance: <input type="checkbox"/> Yes <input type="checkbox"/> No	Mobile Allowance: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Expected Salary	17,000/-	

Surety:

Can you provide 2 sureties from Govt. employees or employees of reputed companies? Yes No

Surety 1:	Name	Madhav Reddy	Company	BANL
	Designation	Bank Officer	Your Relation	Brother
Surety 2:	Name	Vasudeva Reddy	Company	Police
	Designation	C.I.	Your Relation	Brother-in-law

Commitment

Can you commit to work for a minimum of 2 years? Yes No

Experience & Employment Details:

Years of experience in relevant field	9 years.
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Name of Company	M&E infra.				
Duration of employment	2 yrs	From date:	2006	To date:	2007
Location	Maddur.				
Designation	Sr. Sd. executive.				
Last drawn salary	11,000/-				
Number of employees in the company / branch?	25	Number of employees in your dept. or division?	6		
Brief description of work handled by you.	To sell Villas, and flats.				
	Marketing				
Reason for leaving	(Project closed)				

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

Name of Company	Modi Properties Pvt Ltd.				
Duration of employment	2 8 yrs	From date:	2008	To date:	2015
Location					
Designation	Asst Manager Sales.				
Last drawn salary	13,500				
Number of employees in the company / branch?	150	Number of employees in your dept. or division?	30		
Brief description of work handled by you.	Flats and Villas Sales.				
	Promotional Activities.				
Reason for leaving	Personal work with native place.				

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)

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 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	16,000/- cr	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:	

Modi Properties & Inv. Pvt. Ltd – New Employee Joining – Check list

Name:	K.V. NAGI REDDY	Joining Date:	
Designation:	Asst. Sales Manager	Division:	SALES DIVISION
Company:		Prepared by:	Hemendra
Site/Project:		Sign:	
Sl. No.	Description	Status	Yes / No/ NA/ Done
1.	SSC Marksheet collected?		
2.	HSC/Inter /Diploma Marksheet collected?		
3.	Graduation Mark sheet//certificate collected?		
4.	P.G. Marksheet/certificate collected?		
5.	Experience Certificate collected?		
6.	Proof of salary of previous companies collected? (Salary Slip/certificate/ Form 16A)		
7.	Relieving Letter collected?		
8.	4 Passport Size Photographs collected?		
9.	2 Postcard Size Family Photographs collected?		
10.	Residence Proof collected?		
11.	Photo ID Proof collected?		
12.	PAN Card collected?		
13.	2 Reference Letters collected?		
14.	Blood group certificate collected?		
15.	Employee ID Card form filled?		
16.	Bank Account form filled?		
17.	P.F. Declaration form filled?		
18.	E.S.I. Declaration form filled?		
Task to be explained?			
1.	Send introduction email/inform through viber to staff		Yes
2.	Desk - Prepare employee work area or arrange Desk		Yes
3.	Laptop - Arrange computer access/laptop		No
4.	SIM - CUG Airtel new connection/portability		No
5.	Smart mobile phone – check / provide		Yes
6.	Viber - Add in Groups		Yes
7.	Create employee email ID		Yes
8.	Visiting Cards		Yes
9.	Uniform, wherever required		Not Recd
10.	Office Rules : Timings, leave policy, & uniform etc., as per circulars		Yes

Remarks:

Modi Properties Pvt. Ltd – New Employee Joining – Check list

Name:		Joining Date:	
Designation:		Division:	
Company:		Prepared by:	
Site/Project:		Sign:	
Sl. No.	Description	Status Yes / No/ NA/ Done	
1.	SSC Marksheet collected?		
2.	HSC/Inter /Diploma Marksheet collected?		
3.	Graduation Mark sheet//certificate collected?		
4.	P.G. Marksheet/certificate collected?		
5.	Experience Certificate collected?		
6.	Proof of salary of previous companies collected? (Salary Slip/certificate/ Form 16A)		
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Task to be explained?			
1.	Send introduction email/inform through viber to staff		
2.	Desk - Prepare employee work area or arrange Desk		
3.	Laptop - Arrange computer access/laptop		
4.	SIM - CUG Airtel new connection/portability		
5.	Smart mobile phone – check / provide		
6.	Viber - Add in Groups		
7.	Create employee email ID		
8.	Visiting Cards		
9.	Uniform, wherever required		
10.	Office Rules : Timings, leave policy, & uniform etc., as per circulars		

Remarks:

Sum
20/5/17

Note

Sit,

Sub: Regarding Naga Reddy - Asst Sales Manager

I have discussed with praveen, Rajkumar, Suresh, Anand, & Arbin - They have sufficient staff in their team - Mr. Saijeth is in meeting now. I will call back him, there is

No Possibility to take him in Hyderabad team except any new projects only. and/or out of station projects.

please advise

Last drawn Salary - CTC - 13,997/-
Expecting - 17,000/-

Praveen

Pay from Service.
To join team of Fin
Suresh & Neerajam

161,000/-
APPROVED BY
20 MAY 2017
SOPHAM MOJJI
MANAGING DIRECTOR