

DECLARATION

From:

R. BHOJA NAIK

1-1-53/A SREE NAGAR

KAPRA. ECIL

Date: 6/7/2017

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 R. Bhoja Naik

Name: R. BHOJA NAIK

Place: HYDERABAD

Date: 6 JULY 2017

Bio-Data

Note: Attach copy of Resume / Bio-data

Appointment letter
21/11/16

Application for post of	
Date of application	
Application through	<input type="checkbox"/> Advertisement <input checked="" type="checkbox"/> Referred by: M. Nalla Reddy;

Personal Details

Name	R. BHOJA MAIK		
Age	28	Date of Birth	20-08-1988
Fathers Name	R. SAMBU MAIK		
Address for Correspondence	1-1-53/A SREE NAGAR COLONY KAPRA, ECIL, HYDERABAD		
Phone & Mobile	9030909705		
Permanent Address	1-1-53/A SREE NAGAR COLONY KAPRA, ECIL, HYDERABAD		

C/o: B. Nageshwar Rao Naik, Clerk
Immigration department
Brdhara
Bharu**Education**

(P.G) Degree	MBA FINANCE AND MARKETING		
Name of college	ST. ANTHONY'S P.G COLLEGE		
Location	GHARTESARA		
Course type	Regular Course	Correspondence Course	
Year of completion	2012	Medium of Instruction	ENGLISH
Percentage marks	65%	Category	SC/ST/BC/Open

Degree	B.COM (COMPUTERS)		
Name of college	SAI SUDHEER DEGREE COLLEGE		
Location	DR. A.S. RAO NAGAR, ECIL		
Course type	Regular course	Correspondence Course	
Year of completion	2010	Medium of Instruction	ENGLISH
Percentage marks	48		

Name of Inter/ Jr. College	NEW GOVT JONIOR COLLEGE		
Location	SEC' BAD		
Year	2007	Medium of Instruction	ENGLISH

Name of school	LITTLE ANGLES PARADISE HIGH SCHOOL		
Location	KAPRA		
Year	2005	Medium of Instruction	ENGLISH

Description of other courses or training	NO
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Computer Skills:

MS Office	Good	Average	Poor		Good
MS Word	Good	Average	Poor		Good
MS Excel	Good	Average	Poor		Good
Auto CAD	Good	Average	Poor	NA	Good
Email	Good	Average	Poor		POOR
Other					Good

Two Wheeler / Car:

Make	Two Wheeler	Year	2010
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Family Details:	Name	Age	Occupation	Company
Father	R. SABU NAIK	57	B.A	GOVT EMPLOYEE
Mother	R. KANTHI BAI	54	7 th class	HOUSE WIFE
Wife / Husband				
Brother / Sister	R. HANUMA NAIK	29	M. SC - Completed	(Trying for Govt. Job)
Brother / Sister				
Brother / Sister				
Son / daughter				
Son / daughter				
Son / daughter				

RTC Employee
Medicine
Route
Traffic Inspector

Salary Details:

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

Last Drawn Salary	11,000		
Does the above salary include:	ESI: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	PF: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	Conveyance: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Mobile Allowance: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Expected Salary	16,000		

Surety:

Can you provide 2 sureties from Govt. employees or employees of reputed companies?				<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Surety 1:	Name	B. Nageshwar Rao	Company	
	Designation	clerk	Your Relation	Father-in-Law
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		2 yrs 6 Months	
Name of Company	YASHODA HOSPITALS.		
Duration of employment	2 1/2 yrs	From date: 28 Oct, 14	To date: 17 June 2017
Location	SOMAJIGUDA		
Designation	CASH BILLING		
Last drawn salary	11,000 (Net Salary) Gross - 13,500/-		
Number of employees in the company / branch?	25	Number of employees in your dept. or division?	3
Brief description of work handled by you.	Creating Invoice Bills and		
	Data entry in MS-Excel Sheet		
	Handling Cash Day to Day.		
Reason for leaving	Low. Salary		

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)

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	Good	Average	Poor
Background – Work	Good	Average	Poor
Personality	Good	Average	Poor
Appearance	Good	Average	Poor
Communication skills	Good	Average	Poor
Recommendation	Employ	Reject	Short list & decide later
Recommended salary	14,000/-		

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

Relevant experience	Good	Average	Poor
Knowledge of subject	Good	Average	Poor
Recommendation	Employ	Reject	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	Jai kumar to decide

Offer Details

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:	

RESUME

BHOJA NAIK RAMAVATHU

Email: bhojank9@gmail.com

contact no : 9030909705

Personal Data

Father's Name : Mr. R SAMBA
NAIK

Date of Birth : 20-08-88

Sex : Male

Nationality : Indian

Marital Status : Single

Hobbies : Listening to Music,
Watching Cricket

Languages : Telugu, Hindi
and English

Career Objective

I, aspire to work in a professional setup whereby my knowledge and Experience can be shared and enriched upon to acquire top professional Abilities as Accounts Manager.

Education

❖ **Master of Business Administration (M.B.A)**
From ST.ANTHONY'S P.G COLLEGE,
(Osmania University) in 2010- 2012 with 65%.
Major:- Finance Minor:- Marketing

❖ **Bachelor of Commerce(Computers)**
From Sai Sudheer Degree College, ECIL,
Hyderabad in 2007-2010 with 48%.

❖ **Intermediate (O.A)**
From New Govt Junior College, Secunderabad
In 2005-2007, with 64%.

❖ **S.S.C**
From Little Angels Paradise High School ,Kapra,
hyderabad in 2005, With 52%.

Soft Ware skills

Packag : Basics, MS-Office, Internet Applications.

Work Experience

Worked as Cash Billing executive at Yashoda Hospitals
from 28th October 2014 to 17th June 2017.

Key skills

- Easily habituated to the working environment
- Passion of working with people
- Willingness to learn new things and work under Pressure.

Declaration:


I hereby declare that the information given above is true and correct to the best of my knowledge. I will make it my earnest endeavor to discharge competently and carefully the duties you may be pleased to entrust with me.

Place: Hyderabad

Date:

R Bhoja Naik

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

Name:	R- BHARNAIK	Joining Date:	
Designation:	ADMIN- OFFICER	Division:	ADMIN 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	
2.	Desk - Prepare employee work area or arrange Desk	ye
3.	Laptop - Arrange computer access/laptop	ye
4.	SIM - CUG Airtel new connection/portability	—
5.	Smart mobile phone – check / provide	No
6.	Viber - Add in Groups	ye
7.	Create employee email ID	ye
8.	Visiting Cards	ye
9.	Uniform, wherever required	NO
10.	Office Rules : Timings, leave policy, & uniform etc., as per circulars	—

Remarks:

Note

Dt: 7/7/2017

Sirs

Sub:- R. Bhoja Naik, Admin officer.

Mr. R. Bhoja Naik joining from tomorrow at N.E. I request Mr. Mahesh to show all the works and monitor his works.

* CTC Salary may be fixed - ✓ 14,500/- + 15,500/- ✗

Please advise.

Ajith
07/07/17

