

11.80

DECLARATION

OK  
20/08/17  
G

From:

Date: 19/08/17

2-25/303, Badli Apt.

Boduppal, Hyderabad

Email: uplasha2206@gmail.com

Mobile: 8341841310

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 *U. Ashaiya*

Name: U. Ashaiya

Place: Hyderabad

Date: 19/08/17

Through Ad

**Bio-Data**

Note: Attach copy of Resume / Bio-data

Application for post of	Computer Operator		
Date of application			
Application through	<input checked="" type="checkbox"/> Advertisement	<input type="checkbox"/> Referred by:	

**Personal Details:**

Name	U. ASHAIYA		
Age	38	Date of Birth	23-01-1978
Fathers Name	Late U. Ram Kati		
Address for Correspondence	2-25/303 Badai Apartment Boduppall, Hyderabad		
Phone & Mobile	8341-841-310		
Permanent Address	Same as above		

Res - 5007  
p.m.

**Education:**

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

Degree/ Diploma			
Name of college			
Location			
Course type	<input type="checkbox"/> Regular course	<input type="checkbox"/> Correspondence Course	
Year of completion		Medium of Instruction	
Percentage marks			

Name of Inter/ Jr. College	C.B.S.E. (Govt Boys Sr. Sec. School)		
Location	New Delhi		
Year	50% 1998	Medium of Instruction	Hindi

Name of school	C.B.S.E. (D.C. Arya Sr. Sec. School)		
Location	New Delhi		
Year	7 1995	Medium of Instruction	Hindi

Description of other courses or diploma:	One year Diploma in Software Engineering from F-Tec
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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 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 type="checkbox"/> N.A.
Email	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Other	

**Two Wheeler / Car:**

Make	—	Year	—
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Family Details:	Name	Age	Occupation	Company
Father	U. Ram Koti	60	Expired	
Mother	U. Soma	58	Expired	
Wife / Husband	Sueta Kumari	33	H. wife	
Brother / Sister				
Brother / Sister				
Brother / Sister				
Son / daughter	U. Soumya	5 yrs	study	
Son / daughter	U. Ramya	4 yrs	study	
Son / daughter				

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

Last Drawn Salary	16000/-	
Does the above salary include:	ESI: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	PF: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Conveyance: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Mobile Allowance: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Expected Salary	As per Company rules & regulation	

**Surety:**

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

**Experience & Employment Details:**

Years of experience in relevant field	
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Name of Company	Income Tax office <i>contract</i>		
Duration of employment	2 yrs	From date: 01/2004	To date: 01/2006
Location	New Delhi		
Designation	Computer operator cum D.E.O.		
Last drawn salary	5000		
Number of employees in the company / branch?		Number of employees in your dept. or division?	4
Brief description of work handled by you.	Generating the MIS Blue Book Punching the Cases in software.		
Reason for leaving	offer letter to Bombay		

①

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

1999 to 2003 did temporary job as computer opt

Name of Company	PAMAC Finance Pvt Ltd.		
Duration of employment	2 yrs	From date: 03/2006	To date: 02/2008
Location	New Delhi		
Designation	MIS - Executive		
Last drawn salary	6500		
Number of employees in the company / branch?	1001-	Number of employees in your dept. or division?	40
Brief description of work handled by you.	Updating MIS of Barclay Bank (C)		
Reason for leaving	Better Prospect		

②

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


Name of Company	Forester Bhupati Consulting Pvt Ltd.		
Duration of employment	0 yrs	From date: 07/2014	To date: 10/2.016
Location	Secitabad, Hyderabad		
Designation	Data Processor		
Last drawn salary	12000/- P.M.		
Number of employees in the company / branch?	Above 200	Number of employees in your dept. or division?	Above 90
Brief description of work handled by you.	Punching the Record in Software.		
Reason for leaving	Due to daughter's health problem.		

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


Name of Company	Zeks Solution <del>Pvt</del> Pvt. Ltd.		
Duration of employment	yrs	From date: 03/17	To date: 08/17
Location	Naryanguda		
Designation	Data Entry Processor		
Last drawn salary	16000/- P.M.		
Number of employees in the company / branch?	30	Number of employees in your dept. or division?	?
Brief description of work handled by you.	Punching the Records in <del>Software</del> Software.		
Reason for leaving	Company closed		

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


Ask for additional sheets if required.

Name of Company	Astute Corporation			
Duration of employment	02 yrs	From date: 02/2008	To date: 04/2010	
Location	New Delhi -			
Designation	Supervisor (MIS - Executive)			
Last drawn salary	8500/-			
Number of employees in the company / branch?	above 100	Number of employees in your dept. or division?	above 100	(3)
Brief description of work handled by you.	Handling the MIS Barclay C&I Functioning the records in software -			
Reason for leaving	Mother Expired			

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)


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

Background – Personal	<input type="checkbox"/> Good <input checked="" type="checkbox"/> Average <input type="checkbox"/> Poor
Background – Work	<input type="checkbox"/> Good <input checked="" type="checkbox"/> Average <input type="checkbox"/> Poor
Personality	<input type="checkbox"/> Good <input checked="" type="checkbox"/> Average <input type="checkbox"/> Poor
Appearance	<input type="checkbox"/> Good <input checked="" type="checkbox"/> Average <input type="checkbox"/> Poor
Communication skills	<input type="checkbox"/> Good <input checked="" 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	
<p><i>Not fluent in English</i>  <i>No Two wheel</i>  <i>Having 2 + 4 wheel licence of delhi</i>  <i>Typing speed 60 w/pm</i>  <i>Test 46 w/pm</i></p>	

*19/8/17*

**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 checked="" type="checkbox"/> Employ <input type="checkbox"/> Reject <input type="checkbox"/> Short list & decide later
Recommended salary	
<p><i>26/8/17</i>      <i>21/8/17</i></p>	

**Offer Details**

Salary offered		Date of joining	
Remarks:			

## CURRICULUM VITAE

**ASHAIYA**

**2-25/303 Badri Apartment**

**Boduppal, Hyderabad.**

**Mobile No.:- [REDACTED] 8341841310**

**E-Mail: [uplasha2206@gmail.com](mailto:uplasha2206@gmail.com)**

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### PROFESSIONAL PROFILE

- To work in challenging environment in order to enhance my skills and contribute meaningful towards the growth of the organization. Intention to build an extremely career with leading corporate of high-tech environment with committed & dedicated people, which will help me to explore myself
- A dynamic professional with over 3 years of experience in Banking Industry.
- Adept a handling day to day activities in co-ordination with other departments for smooth business operations.
- Demonstrated skills in credit management coupled with expertise in handling other issues, office management, bank support service, customer & Field staff.
- Possess effective communication, interpersonal & problem solving skills with the ability to handle extremely busy and hectic schedules.

### ORGANISATIONAL EXPERIENCE

**Since Jul'2014 with Forester Bhupati Consulting Pvt. Ltd. – Saifabad, Hyderabad as a Data Processor**

**Since Feb'2008 with Astute Corporation – South Ext-I as a Supervisor (MIS-Executive)**

- Handling the MIS of Barclay Bank (CC + LABIALITY) & Bajaj PSBL.
- Verification The Document of (PAN CARD/DRIVING LICENCE /PASSPORT ETC)
- Punching the cases in software of Barclays Bank , Axis Bank, IDBI and Union Bank of India

**Mar'2006 – Feb'2008 with PAMAC Finserve Pvt Ltd – Lajpat Nagar-I, as MIS-Executive**

- MIS updating of Barclays Bank (CC)
- Generating reports/MIS to apprise management of the on going processes and facilitate decision making.
- Liaising with external sources to ensure unhindered progress of the day to day operations.



Sep'2004 – Jan'2006 with ITO central revenue building – Income Tax Office – as a Computer operator cum Data Entry Operator.

- Generating the MIS of Blue Book.
- Punching the cases in Software.
- Processing the PAN card
- Updating the records of customer's documents.

#### EDUCATIONAL QUALIFICATION

- Passed Class X from CBSE Board in 1995.
- Passed Class XII from CBSE Board in 1997.
- Under Graduate B.Com (P) from Delhi University through correspondence course.

#### PROFESSIONAL QUALIFICATION

One year Diploma in Software engineering from F-Tec at Satya Niketan, New Delhi.

#### EXPOSURE OF COMPUTER

- Dos, Windows 98,2000,2003,2007, MS-Excel, MS-Word, MS-PowerPoint, MS-Access, Fox-Pro, Unix & C++.
- Typing Speed in Alpha 85 wpm & Numeric 73 wpm with well accuracy.

#### PERSONAL DETAILS

Father's Name	Late Shri U. Ram Koti
Address	2-25/303 Badri Apartment, Boduppal, Hyderabad
Date of Birth	23 <sup>rd</sup> Jan 1978
Sex	Male
Language Known	Hindi, Telegu & English
Marital Status	Married

I hereby confirm that the information provided above is true of the best of my knowledge.

Place: Hyderabad

Date:.....

  
(Ashaiya)