

**DECLARATION**

From:

Date: 28/07/17

M. Keerthi

Flat no. 811,

Block C2, Janapriya Apt,

Sainikpuri, Secunderabad-500094.

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

*Certificates pending*

knowledge.

In case the information given by me is incorrect, I shall be liable for the consequences thereon.

consequences

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 *Keerthi*

Name: M. Keerthi

Place: Malkajgiri

Date: 28/07/17

**Bio-Data**

Note: Attach copy of Resume / Bio-data

Application for post of	Senior Accountant	
Date of application	28/07/17	
Application through	<input type="checkbox"/> Advertisement	<input type="checkbox"/> Referred by:

**Personal Details:**

Name	M. Keertli		
Age	30 years	Date of Birth	09/05/1986
Fathers Name	M. Ashok Kumar		
Address for Correspondence	Flat no. C2 811, Janapriya Apartment, Sainikpuri, Secunderabad - 500094		
Phone & Mobile	9059380009		
Permanent Address			

**Education:**

(P.G) Degree	Kasturba Gandhi College		
Name of college	B.Com Tanation		
Location	Secunderabad		
Course type	Regular Course	Correspondence Course	
Year of completion	2006	Medium of Instruction	English
Percentage marks	64%	Category	SC/ST/BC/Open

Degree/ Diploma	Kasturba Gandhi College		
Name of college	B.Com		
Location	Secunderabad		
Course type	Regular course	Correspondence Course	
Year of completion	2006	Medium of Instruction	English
Percentage marks	64%		

Name of Inter/ Jr. College	Kasturba Gandhi College		
Location	Secunderabad (West Masodpally)		
Year	2003	Medium of Instruction	English

Name of school	SSC		
Location	Malkajgiri		
Year	2001	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 type="checkbox"/> N.A.
Email	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Other	

**Two Wheeler / Car:**

Make		Year	
------	--	------	--

Family Details:	Name	Age	Occupation	Company
Father				
Mother	M. Laxmi	52	House wife	
Wife / Husband	M. Naveen	33	Architect	WDS, (W Design Studio) J'hills
Brother / Sister				
Brother / Sister				
Brother / Sister				
Son / daughter	M. Udit	2.5		
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	18500/-		
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	As per the Company Norms		

**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
--------------------------------------------------	---------------------------------------------------------------------

**Experience & Employment Details:**

Years of experience in relevant field		7.3 years			
Name of Company	Modi properties & investments pvt ltd				
Duration of employment	7.3 yrs	From date:	05/06	To date:	07/13
Location	Secunderabad				
Designation	Sr. Accountant				
Last drawn salary	18500/-				
Number of employees in the company / branch?	140	Number of employees in your dept. or division?	14		
Brief description of work handled by you.	Handled Modi ventures & Vista Homes				
Reason for leaving	Moved to Bangalore				

**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	<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	22 000/- CTC	Date of joining	
Remarks:	29/1 - Mobile allowance		
	Ani		

**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:	

Adhina  
DT: 28/7/17

Note

Sir,

Subj: Salary Recommendation  
of Keerthi - Reg.

Mrs. Keerthi, is ready to join from tomorrow.

→ She is expecting 23,000/- CTC. (at least)

→ Mobile allowance - 299/-

→ Recommended - 23,000/- CTC.

Di  
1/17

- Nagamani - 25,326
- Rajyalaxmi - 24,712/-
- Amal - 21,500/-
- Lavanya - 21,500/-

22,000/-  
CTC

✓

**APPROVED BY**  
29 JUL 2017  
SOHAM MUDI  
MANAGING DIRECTOR