

DECLARATION

From:

Date: 20-9-2017

R. Roja
(E) Marnedpally,
Secunderabad:

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. Roja

Name: R. Roja

Place: Secunderabad

Date: 20/9/2017

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	Accounts Asst.	
Date of application	20/9/2017	
Application through	<input type="checkbox"/> Advertisement	<input checked="" type="checkbox"/> Referred by: A. Rani, (Cousin Sister)

Personal Details:

Name	R. Roja		
Age	25 years	Date of Birth	27-08-1991
Fathers Name	R. yadagiri		
Address for Correspondence	10-3-109/3/2, Teacher's colony Lohiyaragar, Secunderabad. (East of railway own house)		
Phone & Mobile	8688724840, 9912503585		
Permanent Address	Same as above.		

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	B.com		
Name of college	Osmania University		
Location	Tarnaka		
Course type	<input type="checkbox"/> Regular course	<input checked="" type="checkbox"/> Correspondence Course	
Year of completion	2014	Medium of Instruction	English
Percentage marks	55%		

Name of Inter/ Jr. College	Railway junior college.		
Location	North Lalaguda.		
Year	2011	Medium of Instruction	English

Name of school	Railway girls High school.		
Location	North Lalaguda		
Year	2009	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	Tally ERP 9 (learning)

Two Wheeler / Car:

Make		Year	
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Family Details:	Name	Age	Occupation	Company
Father	R. yadagini	61	Retired	Railways
Mother	R. pushpa	55	Housewife	-
Wife / Husband	-	-	-	-
Brother / Sister	Vijay	32	Business	HP services
Brother / Sister	praveen	29	Electrician	Navy tech.
Brother / Sister	R. Rani	30	Senior Sales	Modi property
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	10,000/-		
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	12,000/-		

Surety:

Can you provide 2 sureties from Govt. employees or employees of reputed companies?				<input 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
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Experience & Employment Details:

Years of experience in relevant field	1 year
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Name of Company	Annupuram Tennis Academy				
Duration of employment	1 yrs	From date:	Aug, 16	To date:	Till date
Location	ECIL				
Designation	Cashier				
Last drawn salary	10,000				
Number of employees in the company / branch?	10 men	Number of employees in your dept. or division?	1		
Brief description of work handled by you.	There is use to work as a cashier & i have maintained Account's books.				
Reason for leaving	its a part time job. ✓				

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

← Part time → 3:pm to 6:30pm.	
← In the morning attending Tally classes	
← 6:30 to 8:00 pm. *	

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 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 checked="" 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	

1) Accounts no exp. - govt.
 2) Communication - ok
 3) Subject knowledge - ok
 see cv employer
 20/9/17

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	Tai kumar to decide

APPROVED BY
 20 SEP 2017
 SOHAM MODI
 MANAGING DIRECTOR

Offer Details	
Salary offered	10,500/- (CF) Date of joining
Remarks:	299/- Medical allowance p.m.

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:	

CURRICULUM VITAE

R.Roja
10-3-109/3/2
Teacher's colony
East marred pally
Secundrabad-26.

Email id: dimple.roja27@gmail.com
Mobile: +91 86887 24840

CAREER OBJECTIVE:

I would like to take up a challenging career with a view handle challenging responsibility, with the right mix of conceptual and practical knowledge to the best of my ability and contribute to works achieving the organization goals.

ACADEMIC QUALIFICATION:

- B.Com from Osmania University.
- Intermediate (M.E.C.) from board of intermediate
- SSC from Board of Secondary Education.

AWARDS AND ACHIEVEMENTS:

- Participated in Scouts and Guides in State, National level & Indian Railways.
- Participated in Cultural Activities in College (Certificates).

Work Experience:

- Worked in H.P.Services as a "Office In charge" For 1 year.
- Working in "Anupuram Tennis Academy" As a Cashier.

TECHNICAL SKILLS:

- Operating System: MS Office and Internet.

LINGUISTIC PROFICIENCY:

- English
- Hindi
- Telugu

STRENGTHS:

- Good Communication Skills
- Hard Work
- Self Confidence
- Creativity

PERSONAL DETAILS:

Name : R.Roja
Father's Name : R.Yadagiri
Date of Birth : 27th August, 1991
Marital Status : UnMarried
Nationality : Indian
Religion : Christian
Permanent Address : 10-3-109/3/2
Teacher's colony
East marred pally
Secundrabad-500026

DECLARATION:

I hereby declare that above that the above information given me is true to the best of my knowledge and belief. I also wish to statue that it selected I will carry out all responsibilities assigned to me to the best of my ability.

Date: 20/9/2017

Place: Secunderabad


Yours Sincerely

R.Roja.



OSMANIA UNIVERSITY

CONSOLIDATED MARKS MEMORANDUM

UE 601028

EXAMINATION: B. Com. (YQB) MARKS/APRIL 2014

REF. NO. : 2

DATE : 16/05/2014

NAME : R RONA

ROLL NO. 694-12-00488

FATHER'S NAME : R YADAGIRI

MEDIUM : ---

PART I SUBJECTS	MAX. MARKS	PASS MARKS	MARKS SECURED	YEAR OF PASSING
FIRST YEAR : ENGLISH 1	100	36	43	A12
TELUGU I (SEC. LANG)	100	36	50	A12
SECOND YEAR : ENGLISH 2	100	36	74	A12
TELUGU II (SEC. LANG)	100	36	56	A12

TOTAL MARKS SECURED IN PART I

IN FIGURES : 223

IN WORDS :

** TWO TWO THREE **

PART I DIV : SECOND

PART II SUBJECTS	THEORY MARKS				PRACTICAL MARKS			
	MAX. MARKS	PASS MARKS	MARKS SECURED	YEAR OF PASSING	MAX. MARKS	PASS MARKS	MARKS SECURED	YEAR OF PASSING
FIRST YEAR :								
BUSINESS ECONOMICS	100	36	54	A12	==	==	==	==
FINA. ACCOUNTING I	100	36	57	A14	==	==	==	==
INDUSTRIAL ORG. MGMT.	100	36	47	A12	==	==	==	==
QUANT. TECHNIQUES I	100	36	48	A12	==	==	==	==
IND. H. CULTURE	50	18	49	A12	==	==	==	==
SECOND YEAR:								
FINAN. ACCOUNTING II	100	36	49	A14	==	==	==	==
BUS. MATHS/G. T-2	100	36	55	A12	==	==	==	==
BANKING&FIN. SYSTEM.	100	36	46	A12	==	==	==	==
ENTERPRENEURSHIP D.	100	36	55	A12	==	==	==	==
ENVY. STUDIES	100	36	92	A12	==	==	==	==
THIRD YEAR :								
BUSINESS LAWS	100	36	49	A14	==	==	==	==
INCOME TAX & F.A.	100	36	54	A14	==	==	==	==
COSTM. ACCOUNTING	100	36	41	A14	==	==	==	==
BUS. COMMUNICATIONS&RW	100	36	56	A14	==	==	==	==
S. E. MANAGEMENT	100	36	45	A12	==	==	==	==
AD. MGMT. ACCOUNTING	100	36	73	A14	==	==	==	==
CORPORATE ACCOUNTING	100	36	36	A14	==	==	==	==
SOCI. AND CIVI.	50	18	49	A14	==	==	==	==

TOTAL MARKS

IN FIGURES : 765

PART II DIV SECOND

SECURED IN PART II

IN WORDS : ** SEVEN SIX FIVE **

* INDIAN HERITAGE & CULTURE AND SCIENCE AND CIVILISATION MARKS ARE NOT INCLUDED IN THE PART II AGGREGATE AND DIVISION.

REGISTRAR

BOARD OF SECONDARY EDUCATION : ANDHRA PRADESH

HH028269

S.S.C. PUBLIC EXAMINATIONS March 2009

Memorandum of Marks for Passed Candidates



R. Roja

ROLL NUMBER : 0903110802 DATE OF BIRTH : 27/08/1991 PC/03/02052/028269/8
 (TWO SEVEN AUGUST ONE NINE NINE ONE)
 CANDIDATE'S NAME : R ROJA
 FATHER'S NAME : D/O R YADAGIRI
 SCHOOL NAME : RLY GIRLS HS NORTH LALAGUDA, SEC'BAD
 (02052)

MEDIUM : ENGLISH

SUBJECT	MAXIMUM MARKS	QUALIFYING MARKS	MARKS SECURED (IN FIGURES)	MARKS SECURED (IN WORDS)
			TOTAL	
FIRST LANGUAGE (TELUGU)	100	35	77	SEVEN SEVEN
SECOND LANGUAGE (HINDI)	100	20	56	FIVE SIX
THIRD LANGUAGE-ENGLISH	100	35	61	SIX ONE
MATHEMATICS	100	35	72	SEVEN TWO
GENERAL SCIENCE	100	35	69	SIX NINE
SOCIAL STUDIES	100	35	70	SEVEN ZERO
GRAND TOTAL	600		405	FOUR ZERO FIVE



Date of Issue by the Board 27/05/2009

RESULT **FIRST CLASS**

K. Janaki
 GAZETTED OFFICER
 Signature of Head of Institution with School Stamp
 North Lalaguda

M. Vijaya Kumar
 ADDL. JOINT SECRETARY



भारत सरकार



आधार

భారత ప్రభుత్వం

Unique Identification Authority of India

Government of India

నమోదు సంఖ్య / Enrollment No.: 2189/64085/51855

To
రోడ్ల రోజా
Rodda Roja
D/O Rodda Yadagiri
10-3-109/3/2 Lohiya Nagar
Near Politechnical College East Marredpally
Secunderabad
Nehrunagar
Secunderabad Hyderabad

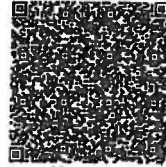
26/02/2011

65279760

Telangana 500026
8688724840



MD652797604FH



మీ ఆధార్ సంఖ్య / Your Aadhaar No. :

9805 5533 5074

నా ఆధార్, నా గుర్తింపు

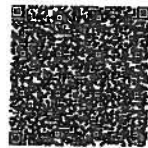


భారత ప్రభుత్వం

Government of India



రోడ్ల రోజా
Rodda Roja
పుట్టిన తేదీ / DOB : 27/08/1991
స్త్రీ / Female



9805 5533 5074

నా ఆధార్, నా గుర్తింపు

आयकर विभाग
INCOME TAX DEPARTMENT

भारत सरकार
GOVT. OF INDIA



स्थायी लेखा संख्या कार्ड
Permanent Account Number Card

DCNPRS487N



नाम / Name
ROCHA ROJA

पिता का नाम / Father's Name
ROCHA YADAV

जन्म की तारीख / Date of Birth
27/08/1991

R. Rocha

हस्ताक्षर / Signature



11188017