

DECLARATION

From: K. Naga Lakshmi

7-1-32/110

keelamagan

Amee spol - Hyd.

Date: 21/6/2017

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 K. Nagalakshmi

Name: K. Nagalakshmi

Place: Hyderabad

Date: 21/6/2017

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	Accounting. (Asst. Accountant)
Date of application	21/6/2017
Application through	<input type="checkbox"/> Advertisement <input checked="" type="checkbox"/> Referred by: V. Ramesh Sir. Hyundai (EX-Employee-MPPL-Adminoffice-Audit)

Personal Details

Name	K. Nagalakshmi		
Age	24	Date of Birth	05/01/1992
Fathers Name	K. Venkatesh		
Address for Correspondence	7-1-32/10 heela nagar Ameeepet - Hyd.		
Phone & Mobile	9966685649.		
Permanent Address	2-489 Sai Nagar Hafeezpet -		

Rent -
4000/-
Stays with
mother, father
husband -
4 member

Education

(P.G) Degree	MBA [Finance]		
Name of college	Bhawal - P.G. college.		
Location	Kachiguda.		
Course type	Regular Course	Correspondence Course	
Year of completion	2016	Medium of Instruction	English
Percentage marks	65%	Category	SC/ST/BC/Open

Degree	Govt - Degree college for women B.com		
Name of college	Govt - Degree college.		
Location	Begumpet -		
Course type	Regular course	Correspondence Course	
Year of completion	2014	Medium of Instruction	English
Percentage marks	64%		

Name of Inter/ Jr. College	Deepdikai jr college.		
Location	Ameeepet -		
Year	2012	Medium of Instruction	English

Name of school	Kanyasa courtal high school.		
Location	Ameeepet -		
Year	2009	Medium of Instruction	Telugu.

Description of other courses or training	Tally - ERP - 0.9. version (learned in college)
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Computer Skills:

MS Office	Good	Average	Poor
MS Word	Good	Average	Poor
MS Excel	Good	Average	Poor
Auto CAD	Good	Average	Poor <input type="checkbox"/> NA
Email	Good	Average	Poor
Other	web programming. [html]		

Two Wheeler / Car:

Make		Year	
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Family Details:	Name	Age	Occupation	Company
Father	K. Venkatesh	65	labour. (No particular jobs)	(Handicap - Leg)
Mother	K. Sunitri	50	Home wife	Marrried
Wife / Husband	K. Prasad	30	employee.	Welcormi Hyundai
Brother / Sister	K. Shalini	23	employee (S.S.C)	(small mechanic shop) Mar
Brother / Sister	K. Narasimha	20	study	(Mechanical Engineering)
Brother / Sister				
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	12,000/- (bank transfer)		
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 type="checkbox"/> No	Mobile Allowance: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Expected Salary	15,000/- (Negotiable)		

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	Prasad	Company	Welcormi Hyundai
	Designation	employee	Your Relation	husband
Surety 2:	Name		Company	
	Designation		Your Relation	

Service advisor
(approx) 15K
sal
+ 9% bonus

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	8 months		
Name of Company	Gem motors — M.D (Mr. Dashrath)		
Duration of employment	8 months yrs	From date: Sep 2016	To date: 2017 May
Location	Hyder nagar		
Designation	Data entry operator		
Last drawn salary	Rs 12 000/-		
Number of employees in the company / branch?	150	Number of employees in your dept. or division?	4
Brief description of work handled by you.	Data entry of calling list & feedback forms. Entry of check payments in tally. filling of invoices and crosschecking		
Reason for leaving	Interested in fulltime Accounts		

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

— Gem - Motors — Vehicle Service Company for four wheelers	

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	Good	<input checked="" 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	Good	<input checked="" type="checkbox"/> Average	<input type="checkbox"/> Poor
Recommendation	<input checked="" type="checkbox"/> Employ	<input type="checkbox"/> Reject	Short list & decide later
Recommended salary	12,000/-		
(Can Consider for Asst. Accountant)			
Having knowledge (theory) in Bank Bank reconciliation, TDS, Service tax etc.			

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

Relevant experience	Good	<input checked="" type="checkbox"/> Average	<input type="checkbox"/> Poor
Knowledge of subject	Good	<input checked="" type="checkbox"/> Average	<input type="checkbox"/> Poor
Recommendation	<input checked="" type="checkbox"/> Employ	<input type="checkbox"/> Reject	Short list & decide later
Recommended salary			
Eligible for Asst. Accountant level use 15 days observation w.			

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	Toi kuno 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:	

Modi Properties & Inv. 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)		
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		
3.	Laptop - Arrange computer access/laptop		
4.	SIM - CUG Airtel new connection/portability		
5.	Mobile phone – check / provide		
6.	Add in Groups		
7.	Employee email ID		
8.	Access Cards		
9.	Uniform, wherever required		
10.	Office Rules : Timings, leave policy, & uniform etc., as per circulars		

Remarks:

RESUME

K.NAGALAKSHMI

Ameerpet
Hybad500016

Mobile : + 91-9966685649
E_mail:kadelenaga123@gmail.com

CAREER OBJECTIVE:

I am looking forward to an opportunity where I can utilize my skill in contributing effectively to the success of the organization and to improve my personal skills.

ACADEMIC PROFILE:

- MBA from Bharat P.G College for Women (2014-2016)
- B.com (computer) from Govt. Degree College for Women (2011-2014)
- C S E from Deepshika Junior College (2009-2011)
- S.S.C. from Board of Secondary Education in (2009)

TECHNICAL:

- C Language
- Web Programming
- SQL Server
- Tally

OPERATING SYSTEMS:

- MSDOS
- Windows

STRENGTHS:

- Leadership
- Hardworking
- Confident
- Dedicative at work and good communication skills.

HOBBIES

- Playing Game
- Listening Music

PERSONAL PROFILE:

Name : K. Naga Lakshmi
Father's Name : K. Venkataiah.
Date of Birth : 05- 01-1992
Gender : Female
Nationality : Indian
Languages Known : English ,Hindi and Telugu

DECLARATION:

I hereby declare that the above mentioned information is correct up to My knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Place : Hyderabad

Date:

(NAGALAKSHMI)



భారత ప్రభుత్వం
GOVERNMENT OF INDIA



కె నాగ అక్షి
K Naga Lakshmi

పుట్టిన వివరాలు Year of Birth 1992
స్త్రీ Female



8034 7071 8003

ఆధార్ - సామాన్య విహక్కు



భారత ప్రభుత్వ ప్రాథమిక సంస్థ
UNIQUE IDENTIFICATION AUTHORITY OF INDIA

చిరునామా D/O కె వెంకటాయ్య, 7-1-32/15
లీలానగర్, అమీర్ పేట్, హైదరాబాద్
హైదరాబాద్, ఆంధ్ర ప్రదేశ్, 500016

Address: D/O K Venkataiah,
7-1-32/15, Leelanagar,
Ameerpet, Hyderabad,
Andhra Pradesh, 500016



1947
1800 180 1947



help@uidai.gov.in



www.uidai.gov.in



పి.సి. బాక్స్ నెం. 1947,
బెంగళూరు-560001

Date 04.06.2017

TO WHOM SO EVER IT MAY CONCERN

This is to Certify That Mrs. Naga Laxmi was appointed in M/S Gem Motors (I) Pvt Ltd., as a EDP (Data Entry) on 01.09.2016 and that she worked here up to 31.05.2017.

During the above period her performance was found to be Satisfactory

We Wish Mrs. Naga Laxmi all the best in his future Endeavors.

Authorized Signatory,

Mr.Dasharath

AGM-Service

M/S Gem Motors (I) Pvt Ltd.,

Hyderabad-500085



OSMANIA UNIVERSITY

CONSOLIDATED MEMORANDUM OF MARKS

PE 293263

EXAMINATION: BACHELOR OF BUSINESS ADMINISTRATION

REF. NO. 2015/2016
 NAME: NARAYAN MALA LAXMI
 PARENT(S) NAME: NARAYAN VENKATRAM
 B. B. S. B. S.

DATE: 09/09/2016
 ROLL NO.: 120714472017

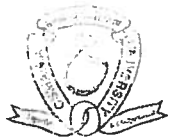
SL. NO.	SUBJECT	U.E.		I.A.		UE+IA MARKS SECURED	YEAR OF PASSING
		MAX. MARKS	MARKS SECURED	MAX. MARKS	MARKS SECURED		
I SEMESTER							
1	MANAGEMENT ORGANIZATIONAL BEHAVIOR	80	38	20	18	56	FEB '15
2	MANAGERIAL ECONOMICS	80	51	20	18	69	FEB '15
3	FINANCIAL ACCOUNTS & ANALYSIS	80	43	20	20	63	FEB '15
4	MARKETING MANAGEMENT	80	49	20	15	64	FEB '15
5	STATISTICS FOR MANAGEMENT	80	49	20	16	65	FEB '15
6	BUSINESS LAW & ENVIRONMENT	80	43	20	18	61	FEB '15
7	I.T. APPLICATIONS FOR BUSINESS	60	34	20	17	51	FEB '15
8	INTR. TO INFORMATION TECH. (LAB)	20	15	==	==	15	FEB '15
II SEMESTER							
1	CUSTOMER RELATIONSHIP MANAGEMENT	80	43	20	20	63	JUL '15
2	BUSINESS PROCESS REENGINEERING	80	42	20	20	62	JUL '15
3	FINANCIAL MANAGEMENT	80	52	20	19	71	JUL '15
4	RESEARCH FOR BETTER DECISIONS	80	50	20	18	68	JUL '15
5	OPERATIONAL RESEARCH	80	43	20	20	63	MAY '16
6	HUMAN RESOURCE MANAGEMENT	80	43	20	20	63	JUL '15
7	INTEGRATED SUPPORT SYSTEMS	80	36	20	20	56	JUL '15
III SEMESTER							
1	TOTAL QUALITY MANAGEMENT	80	43	20	17	60	DEC '15
2	INTERNATIONAL BUSINESS	80	51	20	16	67	DEC '15
3	MANAGERIAL COMMUNICATION	80	40	20	15	55	DEC '15
4	INVENTORY MANAGEMENT	80	54	20	14	68	DEC '15
5	STRATEGIC MANAGEMENT ACCOUNTING	80	50	20	19	69	DEC '15
6	ORGANIZATIONAL DEVELOPMENT	80	43	20	16	59	DEC '15
IV SEMESTER							
1	OPERATIONAL MANAGEMENT	80	54	20	15	69	MAY '16
2	SUPPLY CHAIN MANAGEMENT	80	44	20	15	59	MAY '16
3	ENTREPRENEURIAL DEVELOPMENT	80	40	20	17	57	MAY '16
4	FINANCIAL MANAGEMENT	80	41	20	20	61	MAY '16
5	LABOR UNION & EMPLOYEE RELA.	80	50	20	18	68	MAY '16
6	FINANCIAL SERVICES & SYSTEMS	80	32	20	15	47	MAY '16
7	PRODUCTION OPERATIONS	GRD	A	==	==	==	MAY '16
8	QUALITY MANAGEMENT	GRD	A	==	==	==	MAY '16

TOTAL MARKS	TOTAL MARKS	2400	1622
Secured in words	IN FIGURES		

RESULT: FIRST DIVISION IN MAY/JUN, 2016

(Signature)
SECTION INCHARGE

(Signature)
CONTROLLER OF EXAMINATIONS



OSMANIA UNIVERSITY UE 620123

CONSOLIDATED MARKS MEMORANDUM

EXAMINATION: B.Com. (Comp.Appl.) (YWS) MARCH/APRIL 2014

REF. NO. : 2984

DATE : 16/06/2014

NAME : KADELE NAGALAKSHMI
FATHER'S NAME : KADELE VENKATAIAH

ROLL NO. : 1085-11-405012

MEDIUM : ENGLISH

PART I SUBJECTS	MAX. MARKS	PASS MARKS	MARKS SECURED	YEAR OF PASSING
FIRST YEAR : ENGLISH 1	100	36	61	A12
(SEC. LANG) TELUGU I	100	36	51	A12
SECOND YEAR : ENGLISH 2	100	36	49	A13
(SEC. LANG) TELUGU II	100	36	72	A13

TOTAL MARKS SECURED IN PART I
IN FIGURES : 233
IN WORDS :

**** TWO THREE 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 :								
BUS. ORG. AND MGMT.	70	25	31	A12	30	11	29	A12
FIN. ACCOUNTING	70	25	30	A12	30	11	29	A12
FUNDAMENTAL OF I.T.	70	25	42	A12	30	11	25	A12
BUS. INF. SYSTEMS	70	25	34	A12	30	11	30	A12
FUNDAMENTALS OF C	70	25	55	A12	30	11	27	A12
*IND. H. CULTURE	50	18	30	A12	==	==	==	==
SECOND YEAR:								
ADVANCED ACCOUNTING	70	25	46	S13	30	11	28	A13
BUSINESS STATISTICS	70	25	29	A13	30	11	29	A13
FIN. SERVICES-B&INSUR.	70	25	31	A13	30	11	29	A13
TAXATION	70	25	30	A13	30	11	30	A13
R.D.B.M. SYSTEMS	70	25	34	A13	30	11	22	A13
*ENVI. STUDIES	100	36	57	A13	==	==	==	==
THIRD YEAR :								
WEB PROGRAMMING	70	25	25	A14	30	11	30	A14
E. COMMERCE	70	25	41	A14	30	11	23	A14
CORPORATE ACCT.	70	25	39	A14	30	11	29	A14
BUSINESS LAW	70	25	25	A14	30	11	28	A14
AUDITING	70	25	39	A14	30	11	28	A14
COST ACCOUNTING	70	25	32	A14	30	11	30	A14
MAN. ACCT. & CONTROL	70	25	47	A14	30	11	27	A14
*SCI. AND CIVI.	50	18	36	A14	==	==	==	==

TOTAL MARKS SECURED IN PART II } IN FIGURES : 1083
IN WORDS : ** ONE ZERO EIGHT THREE

PART II DIV

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

HYDERABAD, A.P.

REGISTRAR

Board of Intermediate Education A. P.

Vidya Bhavan, Nampally, HYDERABAD - 500 001

Sl. No. **K537682**INTERMEDIATE
PASS CERTIFICATE WITH MEMORANDUM OF MARKS

This is to certify that **KADELE NAGALAXMI**
 Daughter of **KADELE VENKATAIAH** bearing Registered No. **1122511422**
 has appeared for **COMPUTER SCIENCE & ENGINEERING (C.S.E)**
 vocational course and passed at the Intermediate Public Examinations held in **MARCH-2011**
 in **B GRADE** with **ENGLISH** as the medium of instruction.

The subjects in which **she** was examined and the marks awarded are as follows :

Subject		Maximum Marks	Marks Secured
<u>FIRST YEAR</u>			
PC	PART A	075	29
01	ENGLISH PAPER - I	075	37
02	GENERAL FOUNDATION COURSE		
<u>THEORY</u>			
	PART B	080	21
11	COMPUTER FUNDAMENTALS AND PROGRAMMING IN 'C'	080	18
12	P C SOFTWARE TOOLS	080	31
13	FUNDAMENTALS OF ACCOUNTANCY & BOOK KEEPING		
<u>PRACTICALS</u>			
21	ENGINEERING DRAWING	080	45
22	PROGRAMMING IN 'C'	080	45
23	INTRODUCTION TO WINDOWS & M S OFFICE	080	48
	PART C	080	48
31	ON THE JOB TRAINING		
<u>SECOND YEAR</u>			
	PART A	075	42
51	ENGLISH PAPER - II	075	27
52	GENERAL FOUNDATION COURSE		
<u>THEORY</u>			
	PART B	080	26
61	DATA STRUCTURES USING 'C'	080	37
62	RELATIONAL DATA BASE MANAGEMENT SYSTEMS(RDBMS)	080	32
63	DATA COMMUNICATION & COMPUTER NETWORKS		
<u>PRACTICALS</u>			
71	DATA STRUCTURE WITH 'C'	080	44
72	SQL & DTP	080	43
73	INTERNET & E.MAIL	080	43
	PART C	080	47
81	ON THE JOB TRAINING		
ENVIRONMENTAL EDUCATION		QUALIFIED	
Total Marks In Figures	673 →	Date 28-04-2011	
In words	*SIX*SEVEN*THREE*		

Signature of the Student and College Seal



Signature of the Controller of Examinations

BOARD OF SECONDARY EDUCATION ANDHRA PRADESH

HH 0131179



REGULAR FC/03/02102/031179/2

SECONDARY SCHOOL CERTIFICATE

CERTIFIED THAT **KADELE NAGA LAXMI** bearing Roll No **0903126643**
D/O KADELE VENKATAIAH
 belongs to **KANYA GURUKUL HIGH SCHOOL, AMEERPET, HYDERABAD**

has appeared and PASSED SSC EXAMINATION held in MARCH 2009 in **SECOND**

Division with **TELUGU** as medium of instruction.

DATE OF BIRTH	05/01/1992	DAY	MONTH	YEAR
		ZERO FIVE	JANUARY	ONE NINE NINE TWO

THE CANDIDATE SECURED THE FOLLOWING PERCENTAGE OF MARKS

SUBJECT	Marks Secured (in figures)	Marks Secured (in words)
FIRST LANGUAGE : (TELUGU)	76	SEVEN SIX
THIRD LANGUAGE : ENGLISH	44	FOUR FOUR
MATHEMATICS :	41	FOUR ONE
GENERAL SCIENCE :	67	SIX SEVEN
SOCIAL STUDIES :	53	FIVE THREE
TOTAL :	281	TWO EIGHT ONE
SECOND LANGUAGE : (HINDI)	64	SIX FOUR
GRAND TOTAL :	345	THREE FOUR FIVE
Life Skills Education : GRADE SECURED : B		
Marks of Identification :	A MOLE ON RIGHT LITTLE FINGER A MOLE ON NECK	

K. S. Lakshmi
HEAD MISTRESS
Kanya Gurukul High School
 AMEERPET, HYDERABAD 500 010

M. G. Krishna
SECRETARY
BOARD OF SECONDARY EDUCATION
 A.P., HYDERABAD

1. Life skills Education The Grade shall be incorporated by the respective Head of the Institution before delivery of the certificates to the candidates.
 2. Any corrections to any information on the certificate will result in cancellation of certificate.



Note.

Heman
24/6/17

Sir,

Recommendation for Q. Nagalakshmi Salary.

ETC - Salary - maybe fixed 10,800/- to 11,500/-

- ① For freshers we are paying 10,000/- to Varshi, Pavani
 - ② Nagalakshmi has knowledge in all accounts etc.
- expectation Rs. 12,000/- last drawn salary.

Dai
24/6/17

m
APPROVED BY
24 JUN 2017
SUDHAM MULI
MANAGING DIRECTOR

Sr,

Note

Admin
21/6/17

Sub: K. Nagalakshmi - For ~~A~~ Assistant Accountant Post

- She came for final interview with M.D., Jayaprakash also taken interview and candidate is ready to join (They need replacement of Mohan Krishna)
- Referred by T.V. Ramesh, Our Ex-employee - (Admin Manager - who is working in Lakshmi Hyundai since so many years. (Audit))

Please advise

- Vamsi - 100.
- Parvati - 100.

Admin
21/6/17