

Details of Appointment : (For office use only – Do not write on this page)

Name	G. JAYDISH.
Salary	9,000/-
Conveyance	<input checked="" type="checkbox"/> Included in salary <input type="checkbox"/> Extra Rs. _____ per month
Mobile Allowance	<input type="checkbox"/> Nil <input checked="" type="checkbox"/> Rs. 250/- per month.
PF & ESI	<input type="checkbox"/> No PF & ESI <input type="checkbox"/> Only after 3 months <input checked="" type="checkbox"/> Pay ESI & PF <i>add employee contribution.</i>
Probation Period	<input type="checkbox"/> 3 months <input checked="" type="checkbox"/> Nil
Salary revision	<input type="checkbox"/> After 3 months <input checked="" type="checkbox"/> Next April
Employee company	Modi Ventures.
Designation	Accountant.
Site	H.O.
Date of joining	11/7/06
Report to	Ho. Kanka Rao.
Documents required	<input checked="" type="checkbox"/> 2 photographs <input checked="" type="checkbox"/> Copy of school certificated <input checked="" type="checkbox"/> Copy of degree certificates <input checked="" type="checkbox"/> Copy of drivers license <input type="checkbox"/> Copy of passport <input checked="" type="checkbox"/> Fathers employment details / Copy of ID card. <input checked="" type="checkbox"/> Reference letter from <u>Shivani Kugg.</u> <input checked="" type="checkbox"/> Reference letter from <u>Salguti Plastic</u> <input checked="" type="checkbox"/> Reference letter from <u>St. Peter School.</u> <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	Take over work of Kanka. for GMG.

Sign: [Signature]

Date: 20/6/06

Ref: Mr. Nanna Ram

Ref: Thy Nanna Ram
in the post of
Senior Accountant.

Copy not for ^{forward} ~~copy~~ ^{Bio-Data}

Note: Attach copy of Resume / Bio-data

Application for post of	Accountant
Date of application	19-06-2006

Personal Details

Name	G. JAGDISH		
Age	28 years	Date of Birth	13-07-1976
Fathers Name	G. YELLESHA		
Address for Correspondence	H.No: 6-39/35, Dinakar Nagar, West Venkatapuram, Sec-bad.		own house
Phone no. for correspondence	66963398 (Rel)		
Permanent Address	H.No: 6-39/35, Dinakar Nagar, West Venkatapuram, Sec-bad.		

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→ Communication Skills - OK.

Education

Degree	B. Com & Accounts		
Name of college	K.F.W. O.U.		
Location	Tirumangaluru		
Year	2001-1998	Medium of Instruction	English

Degree	M. Com		
Name of college	Correspondence O.U.		
Location	Osmania		
Year	2001	Medium of Instruction	English

Name of Inter/ Jr. College	C.B.S.F.		
Location	Baharam		
Year	1995	Medium of Instruction	English

Name of school	Fm C.B.S.F.		
Location	Baharam		
Year	1993	Medium of Instruction	English

Other courses or training	A/C Packages Taky 7-2, Fours wings, English High Typewriting. Ex ✓
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→ He knows other Accounts packages

Computer Skills

MS Office:	<input checked="" type="checkbox"/> Excellent	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Avg.	<input type="checkbox"/> Learnt but never worked on it	<input type="checkbox"/> Nil
MS Word:	<input checked="" type="checkbox"/> Excellent	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Avg.	<input type="checkbox"/> Learnt but never worked on it	<input type="checkbox"/> Nil
MS Excel:	<input checked="" type="checkbox"/> Excellent	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Avg.	<input type="checkbox"/> Learnt but never worked on it	<input type="checkbox"/> Nil
Auto CAD:	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Avg.	<input type="checkbox"/> Learnt but never worked on it	<input type="checkbox"/> Nil
Other:	SAP (leaving).				

Two Wheeler **YES** *Boiler* **BAJAJ CALIBER**

Make	<i>Caliber</i>	Year	<i>2004</i>
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Family Details	Name	Age	Occupation	Company
Father	<i>YELLESHA</i>	<i>60</i>	<i>Ex-Servant</i>	<i>Army</i> ✓
Mother	<i>Balanain</i>	<i>55</i>	<i>Housewife</i>	-
Wife / Husband	<i>Sanketa</i>	<i>22</i>	<i>Housewife</i>	-
Brother / Sister	<i>Ouprakash</i>	<i>34</i>	<i>Lawyer</i>	<i>City net</i>
Brother / Sister				
Brother / Sister				
Brother / Sister				

Salary Details

Last Drawn Salary	<i>8000/- pm</i>		
Above salary Included	ESI: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	PF: <input type="checkbox"/> Yes <input checked="" 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	<i>10000/- pm</i> <i>Meghabh</i>		

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Experience & Employment Details

Years of experience in relevant field		7 + year	
Name of Company	Shivani Engineering Industries		
Duration of employment	3 year	From date: 1-9-98	To date: 31-11-01
Location	Uppal X Road.		
Designation	Accountant		
Last drawn salary	2500/- P.M.		
Brief Description of work	<ul style="list-style-type: none"> ① Monthly Voucher updation into System. ② Drafting the letters ③ Calculating the Salaries & issuing the Salaries ④ Going to Bank for Deposits & Drawing. 		
Reason for leaving	Better prospect.		

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Name of Company	Salguti Plastic Pvt. Ltd.		
Duration of employment	2 year	From date: 1-12-01	To date: 31-03-04
Location	Hiranagar		
Designation	Accountant		
Last drawn salary	5000/- P.M.		
Brief Description of work	<ul style="list-style-type: none"> ① Monthly the Voucher & Purchase Register ② Posting into ledgers ③ Going to Bank for Deposits, Opening L.C., Discounts Bills, Drawing. ④ Preparing the Bank Statement. 		
Reason for leaving	Better prospect.		

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7:45 AM. 4/12/09

Name of Company	St. Peter's Schools		
Duration of employment	2+ yrs	From date:	28/3/09
Location	Alhambra Nagar	To date:	-
Designation	Accountant		
Last drawn salary	8000/- PM.		
Brief Description of work	<ul style="list-style-type: none"> ① Working the voucher. ② Taking care of receipts & payment. ③ Going to Bank ④ Finalising self with the help of Auditor ⑤ Filing the return in the department. 		
Reason for leaving	Timing 7:45 to 5:30 timing is not convenient.		

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Name of Company			
Duration of employment		From date:	To date:
Location			
Designation			
Last drawn salary			
Brief Description of work			
Reason for leaving			

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

CURRICULUM VITAE

G. JAGDISH

H.No: 6-39 / 35, Dinakar Nagar,
West Venkatapuram, Alwad.
SECUNDERABAD-500 015.

CAREER OBJECTIVE:

Aiming to be associated with a progressive Organization that gives me scope to update my knowledge and skills in accordance with the latest trends, and be part of a team that dynamically works towards the growth of the Organization and gain satisfaction thereof.

EDUCATIONAL PROFILE:

- Xth & intermediate from C.B.S.E.
- M.Com from OSMANIA UNIVERSITY, Hyderabad, India. *Completed in 2001*

TECHNICAL SKILLS:

- Operating System : MS – DOS.
- RDBMS / DBMS : Oracle, FoxPro
- Packages : TALLY, FOCUS, WINGS, EX,
MS-WORD, MS-EXCEL
- Computer Hardware : P-I, P-II, P-III, P-IV.
- Typing : English Higher Typewriting.

WORK EXPERIENCE:

- Three years in Shivani Engineering Industries Pvt. Ltd. As a Accountant from September 1998 to November 2001.
- Two years in Salguti Plastic Pvt. Ltd. As a Accountant from December 2001 to March 2004.
- Working as Accountant in St.Peter's Schools from March 2004 onwards.

Contd..2..

PERSONAL PROFILE:

- Father's Name : G.Yellesha
- Date of Birth : 13th July, 1976
- Languages Known : English, Hindi & Telugu
- Nationality : Indian

PERSONALITY TRAITS:

- Strengths : Diligent, Striking for Goals & Achievements.
- Values : Sincere, Team membership Patriotic towards My Nation, & believe in the slogan that "Work is Worship".
- HOBBIES/ Extra Curricular Interests : Listening music, Playing Indoor Games.

I hereby declare that the above information given is correct and best of my knowledge.

Place : West Venkatapuram.

Date : 19/06/2006


(G. JAGDISH)