

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

Name	C. Nagaraju
Salary	5,000/-
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 checked="" type="checkbox"/> Only after 3 months <input type="checkbox"/> Pay ESI & PF
Probation Period	<input checked="" type="checkbox"/> 3 months <input type="checkbox"/> Nil
Salary revision	<input checked="" type="checkbox"/> After 3 months <input type="checkbox"/> Next April
Employee company	Mehra & Modi Home Phase III
Designation	Asst Assistant Accountant
Site	H.O.
Date of joining	2/4/07
Report to	Ramna Murthy.
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"/> ^{Mother's} Father's employment details / Copy of ID card. <input checked="" type="checkbox"/> Reference letter from <u>Magnus.</u> <input checked="" type="checkbox"/> Reference letter from <u>Hope Hospital.</u> <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	

Sign: [Signature]

Date: 24/3/07

Ref. No. A Ramesh

Ref: A. Ramesh

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	Accountant
Date of application	20.3.07

Personal Details

Name	C. Nagaraju		
Age	30	Date of Birth	06.05.1977
Fathers Name	C. Yadagiri (late)		
Address for Correspondence	1-9-268, Kalitha nagar Adikmet Near Jamar Osmania		
Phone no. for correspondence	9391196048		
Permanent Address	as. above.		

own house

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

→ Communicative Skills - ok
→ Naga Daxmi knows this person - (friend's wife)
→
BC Candidate

Education

Degree	Master of commerce		
Name of college	Distance Education		
Location	Osmania University		
Year	2002	Medium of Instruction	English

54%

Degree	Bachelor of commerce		
Name of college	Vivek Vardhani Degree college		
Location	Koti Jambagh		
Year	2000	Medium of Instruction	English

54%

Name of Inter/ Jr. College	Pradepthi junior college (CCE)		
Location	Narayana guda		
Year	1994	Medium of Instruction	English

72%

Name of school	Govt High School Nallakunta		
Location	Vidya nagar		
Year	1992	Medium of Instruction	English

58%

Other courses or training	MS office. Accounts package. Rally. wings. Focus. (Typing)
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Remarks: (For office use only - Do not write in this box)

Computer Skills

MS Office: Excellent Good Avg. Learnt but never worked on it Nil
 MS Word: Excellent Good Avg. Learnt but never worked on it Nil
 MS Excel: Excellent Good Avg. Learnt but never worked on it Nil
 Auto CAD: Excellent Good Avg. Learnt but never worked on it Nil
 Other:

Two Wheeler Splendor. (Hero Honda.)

Make	Year	1999
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Family Details	Name	Age	Occupation	Company
Father	C. Yadajiri	(late)	Rawlway employe	Trangman.
Mother	Amrithama	55	House wife	
Wife / Husband				
Brother / Sister				
Brother / Sister				
Brother / Sister				
Brother / Sister				

Salary Details

Last Drawn Salary ~~3000/-~~ = 4,500/- + Incentive for referrals. ^{One year 1500/-}
 Above salary Included
 ESI: Yes No
 PF: Yes No
 Conveyance: Yes No
 Mobile Allowance: Yes No
 Expected Salary

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

→ In memo only son
→ He agreed for salary & job.

Experience & Employment Details

Years of experience in relevant field	1998 - Dec - 2003
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Name of Company	Margam chit fund Pvt Ltd. Boudhanagar
Duration of employment	From dates: 1998 To date: 2003
Location	Boudhanagar
Designation	Asst. Accountant
Last drawn salary	3500 + petrol conveyance.
Brief Description of work	Daily cash & bank books maintenance Ledger making Cash Handling. collecting subscription from subscribers
Reason for leaving	chit fund is Insolvency.

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

1. Main file receipts, OP, DP, with Hope hospital.
2. No idea in TDS, using 7.2 version.
3. only for Book-keeping held OK.
L. Sanyal 30/3/07

Name of Company	Hope childrens Hospital
Duration of employment	From date: 2004 To date: Till now.
Location	Barker Bagh
Designation	Asst. Accountant - let
Last drawn salary	8000/-
Brief Description of work	Cash book maintenance, petty cash book. payment voucher's preparation, Daily cheque's preparation, Bank Voucher's preparation Bank reconciliation weekly and monthly
Reason for leaving	

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

2 accountant + Billing personal.
- worked under senior accountant.
* 2000 - to 2004 was running own share business. Stopped due to high risk.

CURRICULUM VITAE

C. NAGARAJU

1-9-268, Adikmet,
Lalitha nagar
HYDERABAD
PH - 9391196048

Email : Chitarla_nag@yahoo.com

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Career Objective : To work towards the growth related activities on par with the company's growth. Implement creative action plans to achieve maximum in a finite medium.

Educational Qualification

- Master of Commerce

Technical Qualification

- Diploma in Advance Computer Programming.
- Accounting Packages : Focus, Wings & Tally.
- Typing lower grade.

Experience Profile :

01. Hope Children's Hospital
Basheerbagh, Hyderabad.

Asst. Accounts
from Nov 2004-Till Now

Job Profile :

- Cash book maintenance
- Petty cash book
- Payment Voucher's preparation
- Daily cash flow checking
- Daily cheque's preparation
- Bank voucher's preparation
- Cash voucher's preparation
- Bank reconciliation weekly and monthly
- Creditor's list preparation monthly
- Monthly Salaries statement for Staff and Duty Doctor's also.
- Daily sale's & purchase invoice checking and entry

Cont.....

02.Margam chit fund Pvt Ltd
Boudhanagar, Secunderabad.

Asst.Accountant
from May 1998-Dec2003

Job Profile :

- Daily Cash & Bank books maintenance,
- ledgers making through Focus Accounting Package,
- Cash Handling.

Job Profile :

- Daily Invoice Billing,
- Stock maintenance day to day and updation through Wings Accounting Package,
- Cash & Bank books maintenance and ledgers making.

Technical Profile :

Operating Systems : Windows-98, MS-Office-98
Packages : Focus,Wings,Tally&Medihome

Personal Details

Father's Name : C.Yadagiri Goud(late)
Date of Birth : 06th May 1977
Sex : Male
Martial Status : Un Married
Nationality : Indian
Languages Known : English, Hindi & Telugu

Signature of the Candidate

(C.NAGARAJU)