

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

Name	
Salary	41,500/-
Conveyance	<input checked="" type="checkbox"/> Included in salary <input type="checkbox"/> Extra Rs. _____ per month
Mobile Allowance	<input checked="" type="checkbox"/> Nil <input type="checkbox"/> Rs. _____ 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	?
Designation	Asst. Accountant.
Site	H.O.
Date of joining	27/7/07 30/07/07.
Report to	Hq. 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 of mark sheets of B Com upto date. <input checked="" type="checkbox"/> Copy of drivers license <input type="checkbox"/> Copy of passport <input checked="" type="checkbox"/> Fathers employment details <del>copy of ID card.</del> <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	<p>Selvakumar is his mothers first cousin.</p> <p>Will work for minimum 2 years.</p>

Sign: Mr. Murthy  
 Date: 26/7/07

Relative to Selva Kumar.

26/7/20  
2<sup>nd</sup> copy  
R

**Bio-Data**

Note: Attach copy of Resume / Bio-data

Application for post of	Suitable Post		
Date of application	23-7-2007		
Application through	<input type="checkbox"/> Advertisement	<input checked="" type="checkbox"/> Referred by:	Selva Kumar (purchase Assistant)

**Personal Details**

Name	S. RUPESH KUMAR		
Age	23	Date of Birth	28-9-1984
Fathers Name	R. SURESH		
Address for Correspondence	33-29/1 officers colony R.K pulam Sec-bad. — Own House		
Phone no. for correspondence	9948969744		
Permanent Address	33-29/1 officers colony R.K pulam Sec-bad.		

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

Taller, tanned, speaks tamilian.  
 Cooper for final year results (B.com.)  
 NO Experience.  
 Look for any suitable position.  
 Communication skills are average.  
 SC - ~~cert~~ certificate.

**Education**

Degree	B Com		
Name of college	Wesley degree College		
Location	opposite Anand Theater. McTyre Road		
Year	2007	Medium of Instruction	English.

Course completed baglog  
 marks 70%  
 marks.

Degree			
Name of college			
Location			
Year		Medium of Instruction	

Name of Inter/ Jr. College	J.S.O Junior College Tarnaka.		
Location	Tarnaka		
Year	2003	Medium of Instruction	English.

50%  
 accounts  
 list  
 books  
 all

Name of school	Guru Nanak High School		
Location	R.K pulam Sec-bad.		
Year	2001	Medium of Instruction	English.

Salary Expectation is in between 4000/- to  
 Rs. 4500/-

\* did not attend the one exam as he was not  
 feeling well.

Other courses or training	Accounting Package.
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**Remarks:** (For office use only – Do not write in this box)

Leavitt Tally in college and SSI institute.
in store – 2 months course.

**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**

Make	C.T. 100	Year	2005
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Family Details	Name	Age	Occupation	Company
Father	R. Sudekh	45	Business	Finance Business
Mother	R. Revathi	43	House wife.	
Wife / Husband	-	-	-	
Brother / Sister	S. Rohini	18	studying.	Degree (Bcom)
Brother / Sister	-	-	-	
Brother / Sister	-	-	-	
Son / Daughter				
Son / Daughter				
Son / Daughter				

**Salary Details**

Last Drawn Salary		
Above salary Included	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	5000/-	

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


**Experience & Employment Details**

Years of experience in relevant field	
---------------------------------------	--

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

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


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)


# RESUME

S. RUPESH  
33-29/1  
OFFICER'S COLONY  
R K PURAM  
SECUNDERABAD-56

CELL NO : 9948969744  
E.mail : bcom\_rupesh5@Yahoo.co.in

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## OBJECTIVE:

To accept challenges and become a pioneer in the field of organization.

## EDUCATIONAL PROFILE:-

Pursuing B.Com (Regulars) final year from OSMANIA UNIVERSITY.

## Experience:

Fresher

## STRENGTHS:-

Good in inter-personal skills.  
Capability of executing challenging assignments with right blend of intelligence and patience  
Ability to learn fast and adapt ate situation.  
Self- motivated.

## COMPUTER SKILLS:

Diploma in Office administration  
Accounting Package.

  
S.RUPESH

**HOBBIES:**

Listening to music  
Reading books.  
Plaving & Watching Cricket.  
Travelling.

**PERSONAL PROFILE:**

Father Name : R. SURESH.  
Date of Birth : 28-09-1984  
Martial Status : Un-Married  
Language Known : English, Hindi, Telugu & Tamil.

**DECLARATION**

**I here by declare that the above-furnished information is true to the best of my knowledge.**

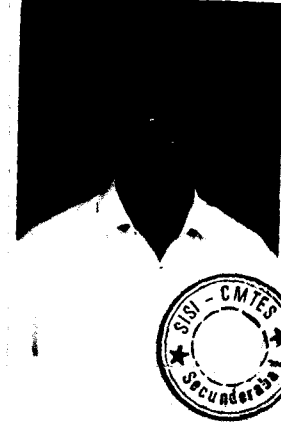
**Place: Hyderabad.  
Date:**

  
**(S. RUPESH)**



GOVERNMENT OF INDIA  
Small Industries Service Institute  
(Ministry of Small Scale Industries)

Sl. No. **B01886**



# Diploma

This Diploma in Accounting Package.

is awarded to Mr/Ms/Mrs. Rupesh Kumar Reg. No. 2885

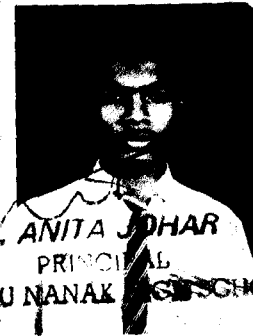
he/she having passed the said examination in First division on the 13<sup>th</sup> day of the  
month March in the year 2004 conducted by SISI in association with CMTES,  
at Secunderabad. centre and in testimony thereof we set the official seal.

Course Co-ordinator  
SISI - CMTES

Authorised Signatory  
CMTES

Director  
SISI

# BOARD OF SECONDARY EDUCATION ANDHRA PRADESH



**Mrs. ANITA JOHAR**  
PRINCIPAL  
GURU NANAK HIGH SCHOOL

**NM 356115**

PRIVATE PC/04/0385701/A

**CERTIFIED THAT** S RUPESH KUMAR

S/O R SURESH

Bearing Roll No 1165200

belongs to GURUNANAK PUB. SCHOOL R. K. PURAM

has appeared and **PASSED** at the SSC EXAMINATION held in MARCH-2001

in **COMPARTMENTAL** Division with **ENGLISH** as the medium of instruction.

DATE OF BIRTH OF THE CANDIDATE	DAY		MONTH	YEAR		
28/09/1984	TWO	EIGHT	SEP	ONE	NINE	EIGHT FOUR

**THE CANDIDATE SECURED THE FOLLOWING PERCENTAGE OF MARKS**

SUBJECT	Marks Secured (in figures)	Marks Secured (in words)
FIRST LANGUAGE : ( HINDI )	52 *	FIVE TWO
THIRD LANGUAGE : ENGLISH	54 *	FIVE FOUR
MATHEMATICS :	36 *	THREE SIX
GENERAL SCIENCE :	59	FIVE NINE
SOCIAL STUDIES :	59 *	FIVE NINE
TOTAL :	260	( TWO SIX ZERO )
SECOND LANGUAGE : ( ENGLISH )	61 *	SIX ONE
GRAND TOTAL :	321	( THREE TWO ONE )

Marks of Identification : 1. A mole near the right cheek bone

2. A mole near the left arm

**Mrs. ANITA JOHAR** B. Ed. B. Ed.  
PRINCIPAL

**GURU NANAK HIGH SCHOOL**

Head of Institution  
with School Stamp

Date of issue : 30/04/2001

**SECRETARY**  
BOARD OF SECONDARY EDUCATION  
A P, HYDERABAD

Any corrections in the certificate will not be entertained after one year from the date of issue.  
Any unauthorised correction in the certificate will result in cancellation of certificate.  
The marks with an asterisk indicates the old marks secured in previous appearances.



**356115**

2001



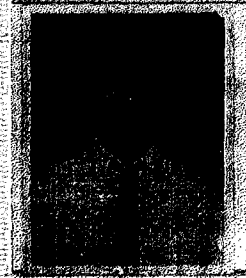
Sl. No. **D596377**

23/5113/D596377



# Board of Intermediate Education A. P.

Vidya Bhavan, Nampally, Hyderabad- 500 001



## INTERMEDIATE

### PASS CERTIFICATE CUM MEMORANDUM OF MARKS

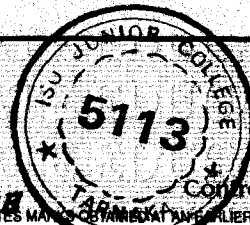
This is to certify that **S RUPESH KUMAR** son/~~daughter~~  
of **R SURESH** bearing  
Registered No. **6519613** has appeared and passed at the Intermediate  
Public Examination held in **JUNE/2003** in **COMPARTMENTALLY**  
with **ENGLISH** as the Medium of Instruction.

The subjects in which he/~~she~~ was examined and the marks awarded are as follows :

Subject	I Year		II Year	
	Maximum Marks	Marks Secured	Maximum Marks	Marks Secured
Part - 1 : <b>ENGLISH</b>	100	040*	100	040*
Part - 2 : <b>HINDI</b>	100	069*	100	075*
Part - 3 : Optional Subjects				
<b>ECONOMICS</b>	100	035*	100	058*
<b>COMMERCE</b>	100	049*	100	047
<b>CIVICS</b>	100	069*	100	048*
<b>Total Marks In Figures</b>	<b>530</b>			
<b>In Words</b>	<b>FIVE *THREE*ZERO**</b>			
<b>Date</b>	<b>14-07-2003</b>			

Signature of the Principal and College Seal

NOTE : ELIGIBILITY FOR THE EXAMINATION INDICATES MARKS OBTAINED AT AN EARLIER EXAMINATION.



Controller of Examinations

MAINTENANCE



DEPARTMENT OF EMPLOYMENT AND TRAINING A.P. ఆంధ్రప్రదేశ్ ప్రభుత్వ ఉపాధి మరియు శిక్షణ శాఖ

EMPLOYMENT EXCHANGE : RANGAREDDY

ఉపాధి కార్యాలయము :

arundhati from apts

X-C10

RT: REGN. NO: R1/2002/00681 REGN. DT. 2002/01/28 LAST APP. DT. 2005/02/18 NEXT RENEWAL DUE IN JAN 2008

NAME : S RUPESH KUMAR  
 ID MARKS : MOLE ON THE LEFT ARM  
 F/H NAME : R SURESH  
 ADDRESS : HNO 33-29  
 OFFICERS COLONY  
 RAMAKRISHNAPURAM RR DIST

SEX : MALE PRT :  
 MARITAL : UN-MARRIED  
 CASTE : SC-C  
 DOB : 1984/09/28  
 RELIGION : HINDU  
 PH :

Exm: SB1 SB2 SB3 SB4 SB5  
 10  
 11 147 088 529  
 AGB % CL YOP MOI STR  
 54.0 C 2001 ENG  
 53.0 C 2003 ENG

NCO/DATE OF SENIORITY  
 X0110 X0120  
 2002/01/28 2005/02/18

Dist. & Mdl of Res : R08  
 Zone 6  
 Urban/Rural : RURAL  
 Res. Mcpl  
 Ht. in Cms : 165  
 E. Status : UN-EMPLOYED  
 IC Marriage : No  
 O.B.C. : No  
 Ex-Serv. Rank : 0  
 Character  
 Service (Mths)  
 Force

Ex-Cen : NO  
 Mobility : ANY WHERE IN INDIA  
 Land Oustee :  
 Repat Country :  
 Drv. Lic. Iss. Dt. :  
 Drv. Lic. Exp. Dt. :  
 Languages known : TEL 5 HIN 5 ENG 5  
 Ex-ITI : No FT Appr : No

NCO NAC Work Experience (In Months) Estab-wise  
 1 2 3 4 5 6 7 8 9

Signature of Candidate  
 Signature of DEO/EO/JEO

వకీలు సంఖ్య Serial No. 3



జిల్లా కోడ్ District Code

15

2. కు. S.C. ✓

3. త. S.T.

4. బి. C.

మండల కోడ్ Mandal Code

10

గ్రామం కోడ్ Village Code

0012

భృతపత్రం నెం : A/3710/2001  
Certificate No :

# కులం, స్వస్థలం, పుట్టిన తేదీ ధృవపత్రం

## COMMUNITY, NATIVITY AND DATE OF BIRTH CERTIFICATE

ఆంధ్రప్రదేశ్ రాష్ట్రంలోని రంగారెడ్డి జిల్లా, మల్కాజ్ గిరి మండలం, బి.నెం. 33-29/1 మల్కాజ్ గిరి

గ్రామం / పట్టణంకు చెందిన శ్రీ కె. రుషేశ్ కుమార్ గారి కుమారుడు / కుమార్తె అయిన శ్రీ / శ్రీమతి /

కె. రుషేశ్ కుమార్ కు దిగువ పేర్లను వాటి క్రింద షెడ్యూలు కులం / షెడ్యూలు తెగ / వెనుకబడిన తరగతిగా గుర్తించబడిన

"ఆర్.వి.ఎం.ఎ." కులానికి చెందినవారని ధృవీకరించడమయినది.  
This is to certify that Sri / Smt. / Kum. S. RUPESH KUMAR S/o. D/o. Sri R. SURESH  
of Village / Town Malkejigiri Mandal Malkejigiri District Ranga Reddy of the State  
of Andhra Pradesh belongs to "ARLIAMMA" Community which is recognised as S.C. / S.T. / B.C. under:

- 1950, రాజ్యాంగ (షెడ్యూలు కులాలు) ఉత్తరువు.
- 1950, రాజ్యాంగ (షెడ్యూలు తెగలు) ఉత్తరువు.
- 1956, షెడ్యూలు కులాలు, షెడ్యూలు తెగల జాబితా (మార్చిడి) ఉత్తరువు.
- 1976, షెడ్యూలు కులాలు, షెడ్యూలు తెగల (సవరణ) చట్టం.
- వెనుకబడిన తరగతుల కోసం అమృతవస్తువు నవరించిన విధంగా, 23-9-1970 తేదీగల విద్యాశాఖ ఎం. ఎస్. నెం. 1793 జి. ఓ.
- The Constitution (Scheduled Castes) Order, 1950
- The Constitution (Scheduled Tribes) Order, 1950
- S.Cs., S.Ts., list (Modification) Order, 1956
- The S.Cs and S.Ts (Amendment) Act, 1976.
- G.O.Ms.No.1793, Education Dept., dated 23.9.1970 as amended from time to time (B.Cs)

2. ✓ శ్రీ / శ్రీమతి / కుమారి కె. రుషేశ్ కుమార్ గారి స్వస్థలం ఆంధ్రప్రదేశ్ లోని రంగారెడ్డి జిల్లా మల్కాజ్ గిరి మండలం, బి.నెం. 33-29/1 మల్కాజ్ గిరి గ్రామం / పట్టణం అని ధృవీకరించడమయినది.

2. It is certified that Sri / Smt. / Kum. S. RUPESH KUMAR is a native of Malkejigiri Village / Town Malkejigiri Mandal Ranga Reddy District of Andhra Pradesh.

3. శ్రీ / శ్రీమతి / కుమారి \_\_\_\_\_ గారి పుట్టిన ప్రదేశం, ఆంధ్రప్రదేశ్ లోని రంగారెడ్డి జిల్లా \_\_\_\_\_ మండలం; \_\_\_\_\_ గ్రామం / పట్టణం అని ధృవీకరించడమయినది.

3. It is certified that the place of birth of Sri / Smt. / Kum. \_\_\_\_\_ is \_\_\_\_\_ Village / Town \_\_\_\_\_ Mandal Ranga Reddy District of Andhra Pradesh.

4. ఆయన / ఆమె తండ్రి / తల్లి / సంతకము చేసిన ధృవీకరణ ప్రకారంగా, ఆయన / ఆమె అభ్యసించిన పాఠశాల రికార్డులలో నమోదు చేసిన విధంగా, శ్రీ / శ్రీమతి / కుమారి కె. రుషేశ్ కుమార్ గారి పుట్టిన తేదీ

తేదీ 28 నెల 09 సంవత్సరం 1984

(అక్షరాలలో) ఇరవై ఎనిమిది సెప్టెంబర్ నైన్టీన్ ఐగ్టి ఫోర్ అని ధృవీకరించడమయినది.

4. It is certified that the Date of Birth of Sri / Smt. / Kum. S. RUPESH KUMAR is

Day 28 Month 09 Year 1984

(in words) Twenty Eighth September Nineteen Eighty Four as per the declaration given by his / her father / mother / guardian and as entered in the School Records where he / she studied.



సంతకం / Signature : \_\_\_\_\_  
తేదీ / Date : 31-12-2001  
పేరు పేజి అక్షరాలలో / Name in Capital Letters : ESHEEN REDDY  
నియోజితుని పేరు / Designation : Revenue Divisional Officer,  
Chevella Division at Hyd.