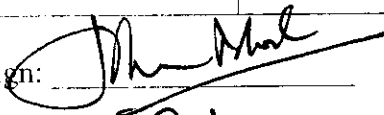


**Details of Appointment :** (For office use only – Do not write on this page)

Name	L. Rama Charyulu.
Salary	11,000/-
Conveyance	<input checked="" type="checkbox"/> Included in salary <input type="checkbox"/> Extra Rs. _____ per month
Mobile Allowance	<input type="checkbox"/> Nil <input type="checkbox"/> Rs. <u>200</u> 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 type="checkbox"/> After 3 months <input checked="" type="checkbox"/> Next April
Employee company	Kadkria 4 Modi Housing.
Designation	Accountant
Site	HO
Date of joining	1/2/08
Report to	Rama at HO.
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 checked="" type="checkbox"/> Copy of passport <input type="checkbox"/> Fathers employment details / Copy of ID card. <input checked="" type="checkbox"/> Reference letter from <u>Talwar</u> <input checked="" type="checkbox"/> Reference letter from <u>MJR real estate</u> <input checked="" type="checkbox"/> Reference letter from <u>Electrolum</u> . <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	<p>Referred to by M. Sriniva Rao of purchase. Has experin in Admin.</p> <p>For now <del>he</del> he will work as an accountant.</p>

Sign: 

Date: 28/1/08

Reference: M. Srinivas Rao  
Purchase Dept.

**Bio-Data**

Note: Attach copy of Resume / Bio-data

Application for post of	ACCOUNTANT
Date of application	31/12/07
Application through	<input type="checkbox"/> Advertisement <input checked="" type="checkbox"/> Referred by: M. Srinivas Rao

**Personal Details**

Name	L. Ramacharyulu		
Age	44 yrs.	Date of Birth	15-08-62
Fathers Name	L. Rajendra Rao		
Address for Correspondence	2-21, Bommarilla Apts, Nr. Gandhi Statue, Secunderabad, Hyderabad 500035		
Phone no. for correspondence	9912122477, 9392362718		
Permanent Address	- Same as above -		

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

Average	
Lawrence	Asst. Secy
3/11/08	2/11/07

**Education**

Degree	B-Com		
Name of college	Gudlavallu Kalasala		
Location	Krishna Dist.		
Year	1986	Medium of Instruction	English

Degree	LLB.		
Name of college	Lalorajon Tike Law College		
Location	Hyderabad		
Year	1999	Medium of Instruction	English

Name of Inter/ Jr. College	ANR College		
Location	Gudlavallu		
Year	1983	Medium of Instruction	English

Name of school	ZDA School, Hrudinipalli		
Location	Krishna Dist.		
Year	1977	Medium of Instruction	Telugu

Candidate is good. Can consider for  
accounts & admin

2/11/08

Other courses or training	PG DCA. Cobol, C, e Unix, Project Report on Accountancy.
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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**

Make	BAJAJ	Year	2003
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Family Details	Name	Age	Occupation	Company
Father	L. Raghobhai	72	Home wife / NRS	
Mother	L. Pansal	62	Home wife	
Wife / Husband				
Brother / Sister				
Brother / Sister				
Brother / Sister				
Son / Daughter	Sudhanshu	8	student	
Son / Daughter	Saikh	6	"	
Son / Daughter				

**Salary Details**

Last Drawn Salary	11,000/-		
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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Expected Salary	Gross - 13000/-		

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


**Experience & Employment Details**

Years of experience in relevant field	13 years,		
Name of Company	Talarus Auto Garages (P) Ltd,		
Duration of employment	From date:	Aug '06	To date: till date
Location	Hyderabad.		
Designation	Asst. Manager Ac.		
Last drawn salary	11000/-		
Brief Description of work	Filing TDS, VAT Returns, Debit Reco, Bank Reco, Finalization of Accounts		
Reason for leaving	Better prospects		

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


Name of Company	M.J.R. Real Estate & Constructions		
Duration of employment	From date:	Aug '05	To date: July '06
Location	Hyderabad.		
Designation	Administration Accounts		
Last drawn salary	10000/-		
Brief Description of work	Debit, credit Recor Suppliers - Payment Calculation		
Reason for leaving	Better prospects		

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


Name of Company	Godrej & Boyce Mfg. Co Ltd,		
Duration of employment	From date:	2003	To date: July'05
Location	Hyderabad		
Designation	Asst Manager - Admin.		
Last drawn salary	10000/-		
Brief Description of work	Debtors Rec - Bank Rec. Supplier Rec - Billing Monitoring the Sales & Service.		
Reason for leaving			

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

Temp. employee	

Name of Company	Electrobus Kelvington Ltd,		
Duration of employment	From date:	Oct'00	To date: Sept'03
Location	Hyderabad, → New Delhi		
Designation	Sr Executive - Logistics		
Last drawn salary	10000/-		
Brief Description of work	Debtors Rec, CRF operation. Bank Rec creditor, Receivable, Payables, Monitoring the Sales & Service.		
Reason for leaving	Better Prospects		

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

Transferred to Delhi.	

\*Ask for additional sheets if required.

**Experience & Employment Details**

Years of experience in relevant field	Electronics		
Name of Company	Electrolux		
Duration of employment	From date:	Jan 00	To date: Oct 00
Location	New Delhi		
Designation	Sr. Executive - Supply chain (Logistics)		
Last drawn salary	10000/-		
Brief Description of work	Monitoring India C&F MDM - stock position Depots Negotiating primary transport & second transport.		
Reason for leaving	Transferred. Work on purchase.		

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


Name of Company	VOLTAS LTD -		
Duration of employment	From date:	Jan 03	To date: Mar 09
Location	Hyderabad		
Designation	Account Supervisor		
Last drawn salary	8000/-		
Brief Description of work	B&A. Debit & credit Reco Bank Reco. Sales Tax & Purchases schemes & other Disburs Procedures etc.		
Reason for leaving	Co. has transferred to other Region.		

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


Name of Company	ALL WIND LTD,		
Duration of employment	From date:	Apr '87	To date: Jan '93
Location	Hyderabad		
Designation	Accounts Asst.		
Last drawn salary	Good		
Brief Description of work	Debtors & Creditors Reo- Banco, Supplier's Crs, PPSI outstand collectn & Reminders. preparation of MIS Reports; cheque & Disburs		
Reason for leaving	Cash Transfer leaving a Performance		

**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)


\*Ask for additional sheets if required.