

Ref: Sharada, Madri Builders
 DOB - 12/01/08

Bio-Data

Note: Attach copy of Resume Bio-data

Application or post of	(Accounts) Assistance Office Assistant
Date of application	10/04/08
Application through	<input type="checkbox"/> Advertisement <input type="checkbox"/> Referred by: Sharada Madam.

Personal Details

Name	ABHISHEK T.		
Age	20 yrs	Date of Birth	12-01-1988
Father's Name			
Address for Correspondence	H.No- 5-3-307, Iccra, Indira Nagar, M.G. Road, Secunderabad - 03.		
Phone no. for correspondence	99487-54846 ✓		
Permanent Address	- DO -		

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

⇒ He is BA Please look in to Admn. Area.
 ⇒ vehicle is reserved, He is not having vehicle.

Education

Degree	B.A.		
Name of college	A.V. College of Arts, Science and Commerce		
Location	Hyderabad.		
Year	2004-07	Medium of Instruction	ENGLISH

Degree			
Name of college	- DO -		
Location			
Year		Medium of Instruction	

Name of Inter. Jr. College	Government, Jr. College, Secbad.		
Location	Secbad.		
Year	2002-04	Medium of Instruction	ENGLISH

Name of school	Mahboob College High School		
Location	- DO - Secbad		
Year	2002.	Medium of Instruction	English

Other courses or training

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 ✓
 AutoCAD: Excellent / Good / Avg. / Learnt but never worked on it / Nil ✓
 Other:

Two Wheeler
 Make: Year:

Family Details	Name	Age	Occupation	Company
Father	Prakash Singh T		Retired	
Mother	Lalitha Devi T	60	House wife	
Wife / Husband				
Brother / Sister	Pranav - T	23	Working	TTK Health Care Services Pvt. Ltd.
Brother / Sister				
Brother / Sister				
Son / Daughter				
Son / Daughter				
Son / Daughter				

Salary Details
 Last Drawn Salary: 3,000/-
 Above salary included: ESI: Yes No PF: Yes No
 Conveyance: Yes No Mobile Allowance: Yes No
 Expected Salary: 4,000/-

Remarks: (For office use only - Do not write in this box)
 ⇒ Salary will be 3750 from MA

Name of Company	SHOURI ENGG ENTERPRISES		
Duration of employment	From date:	1-7-07	To date: Till date
Location	Kanjig, Sec-6ad		
Designation	office Assistance cum Typist		
Last drawn salary	3000/-		
Brief Description of work	Reprocessing of invoice cum Bills and monthly 17 returns.		
Reason for leaving	Salary is less		

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

Name of Company			
Duration of employment	From date:		To date:
Location			
Designation	— DO —		
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.

Experience & Employment Details

Years of experience in relevant field 7 months.

Name of Company	Shouvi Fugs Enterprises.		
Duration of employment	From date: <u>1-7-07</u>	To date:	<u>Till date</u>
Location	<u>Raniganj - See-bad</u>		
Designation	<u>Office Assistance cum Typist</u>		
Last drawn salary	<u>3,000/-</u>		
Brief Description of work	<u>Hand Preparing of Invoice cum Bills and monthly IT returns</u>		
Reason for leaving	<u>Salary is less.</u>		

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Name of Company		
Duration of employment	From date:	To date:
Location		
Designation	<u>- DO -</u>	
Last drawn salary		
Brief Description of work		
Reason for leaving		

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