

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

Name	A. BHARGAVI
Salary	4,500/-
Conveyance	<input checked="" type="checkbox"/> Included in salary <input type="checkbox"/> Extra Rs. <u>NIL</u> 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 type="checkbox"/> Only after 3 months <input type="checkbox"/> Pay ESI & PF
Probation Period	<input type="checkbox"/> 3 months <input type="checkbox"/> Nil
Salary revision	<input type="checkbox"/> After 3 months <input type="checkbox"/> Next April
Employee company	ALPINE ESTATES
Designation	ASST. ACCOUNTANTS
Site	HO
Date of joining	05-06-2009
Report to	A-Sambasiva Rao
Documents required	<input checked="" type="checkbox"/> 4 photographs <input checked="" type="checkbox"/> Copy of school certificates <input checked="" type="checkbox"/> Copy of degree certificates <input type="checkbox"/> Copy of drivers license <input type="checkbox"/> Copy of passport <input checked="" type="checkbox"/> Father/Husband's employment details / Copy of ID card. <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____
Remarks	1. Reference by M. Reepa. (Her Cousin) 2. Must work for 2 years.

Sign: \_\_\_\_\_

Date: \_\_\_\_\_

**APPROVED BY**  
 - 4 JUN 2009  
 SOHAM MODI  
 MANAGING DIRECTOR

*[Handwritten Signature]*

Ref: Ms. Roopa - Her Cousin

**Bio-Data**

Note: Attach copy of Resume / Bio-data

Application for post of	Accountant		
Date of application	4/6/09		
Application through	<input type="checkbox"/> Advertisement	<input checked="" type="checkbox"/> Referred by:	Roopa

**Personal Details**

Name	A. Bhargavi		
Age	20	Date of Birth	25/12/1988
Fathers Name	A. VENU GOPAL		
Address for Correspondence	H No - 12-1-508/15/2, Laxmi Nagar, Lalapet, Sec-Bad-17. <span style="float: right;">own home</span>		
Phone no. for correspondence	040-69577845		
Permanent Address	H No - 12-1-508/15/2, Laxmi Nagar, Lalapet, Sec-Bad-17. ✓		

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

→ Communicator Skill - ok in telugu - poor in English.
→ seems to be obedient and have interest to learn
→ Best candidate ok <sup>APSCO</sup> for

**Education**

Degree	B. Com (computers) <sup>APSCO</sup> for		
Name of college	Kasturba Gandhi Degree college		
Location	Maddurpally, Sec-Bad.		
Year	2009	Medium of Instruction	ENGLISH

Degree			
Name of college			
Location			
Year		Medium of Instruction	

Name of Inter/ Jr. College	Kasturba Gandhi Jr. college		
Location	Maddurpally, Sec-Bad.		
Year	2006	Medium of Instruction	ENGLISH

Name of school	St. Francis De Sales high school		
Location	Bhantinagar, Lalapet, Sec-Bad.		
Year	2004	Medium of Instruction	ENGLISH

Note: 1. communication skills are low, but she is having enthusiasm to learn the work. need min 2 yrs commitment.

2. Then we can take her as AASH.

Roopa  
4/6/09;

Other: courses or training	Typewriting (Lower, higher) Computer - Msoffice, Tally
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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:	Tally

**Two Wheeler**

Make:		Year	
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Family Details	Name	Age	Occupation	Company
Father	A. VENUGOPAL	44	Private Emp	Janata Bank
Mother	A. SUVALNA	42	House wife	
Wife / Husband				
Brother / Sister	A. THARUNA	18	Student	Degree 1st yr
Brother / Sister	A. RAJYA LAXMI	16	"	Intermediate 11 <sup>th</sup>
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		

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Salary 4,500/-	Must work for atleast
2 year.	Join from 5/6/09. Company - MFH
Asst: to Sankarshin Rao.	

4/6/09

# CURRICULUM VITAE

A.BHARGAVI  
H.No. 12-1-508/15/2,  
LAXMINAGAR,  
LALLAPET,  
SEC-BAD - 17.

PH: 040- 69577845

## **CAREER OBJECTIVE:**

To obtain a challenging and responsible position in a professionally managed organization. I am looking forward to an opportunity where I can utilize my expertise and skills in contribution effectively to the organization and also further improve my personal skills.

## **EDUCATIONAL QUALIFICATION**

- Passed S.S.C from Board Of Secondary Education
- Passed Intermediate from Board of Intermediate
- Passed Degree (B.Com computers) from Osmania University(Regular)

## **TECHNICAL QUALIFICATION**

- Passed Type writing (Higher)
- Passed Type writing (Lower)
- Completed Ms-Office, Tally 9, wings, focus.

## **STRENGTHS**

- Quick learner
- Hard working
- Good communication skills

**PERSONAL DETAILS:**

Name : A .BHARGAVI  
Father's Name : A .VENU GOPAL  
Date of Birth : 25-12-1988  
Gender : Female,  
Marital Status : Unmarried  
Nationality : Indian (Hindu)  
Languages known : English, Hindi, Telugu

**Declaration:**

I here by declare that all the above information given by me is true up to my Knowledge and belief.

**Date:**

**Place:**

**(A.BHARGAVI)**