

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

Name	B. PURUSHOTHAMA REDDY
Salary	₹ 7000/- PM
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. 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 type="checkbox"/> After 3 months <input checked="" type="checkbox"/> Next April-10
Employee company	Kadakia & Modi Housing
Designation	ASO - Accountant
Site	HQ.
Date of joining	24/06/09
Report to	Mr. RAMSARA NAURATHY
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 type="checkbox"/> Fathers employment details / Copy of ID card. <input checked="" 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>He has to give reference his uncle's reference. His name is Venkatesh Reddy. Vardhi Pipe dealer R.P. Road, who is staying Padmanabapur.</p> <p><i>[Signature]</i></p>

Sign: _____

Date: 24/06/09

[Signature]

APPROVED BY
 24 JUN 2009
 SORAM MODI
 MANAGING DIRECTOR

For final interview. For

Asst. A.S. Rec.

Bio-Data

Note: Attach copy of Resume / Bio-data

16/6/09

Application for post of	Account Assistant	
Date of application	17/06/09	
Application through	<input type="checkbox"/> Advertisement	<input checked="" type="checkbox"/> Referred by: R. Jeethap. Ramana Jeethap.

Personal Details

Name	B. Purushothama Reddy		
Age	24	Date of Birth	10-06-1984
Fathers Name	Ramalinga Reddy		
Address for Correspondence	H.no: 12-1-1325/14/1, Laxminagar, Lalapet Secunderabad -17.		
Phone no. for correspondence	9885563181		
Permanent Address	do ,,		

Rented House

Native place (Kurnool)

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

1) Communication Skills average	good can employ reference required!
2) Subject knowledge average	
3) ok	
AKR	

17/6/09

Education

Degree	M.B.A (Finance & marketing)		reguh come
Name of college	NOVA PIG college		
Location	Hyderabad		
Year	2007	Medium of Instruction	

67-1

Degree	B.Com (Gen)		right time
Name of college	S.V.S.R college		
Location	Kurnool		
Year	2005	Medium of Instruction	

58-1

Name of Inter/ Jr. College	S.V.S.R Junior college		
Location	Kurnool		
Year	2002	Medium of Instruction	

67-1

Name of school	G.B.M school		
Location	Kurnool		
Year	1999	Medium of Instruction	

50-1

Pls check

Other courses or training	Accounting Package, 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:	

Two Wheeler

Make		Year	
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Family Details	Name	Age	Occupation	Company
Father	Ramalingam	55	Former	-
Mother	Rameswari	40	Housewife	-
Wife / Husband	-	-	-	-
Brother / Sister ✓	Laxmi	22	Housewife	-
Brother / Sister				
Brother / Sister				
Son / Daughter				
Son / Daughter				
Son / Daughter				

Salary Details

Last Drawn Salary		
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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Expected Salary		

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

<p>if we keep to work to 7,000/- to 8000/- we can take him.</p> <p>Laxmi</p> <p>References required! Offer 7,000/- salary!</p>

Experience & Employment Details

Years of experience in relevant field	2 years
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Name of Company	Kolan Engineering Contractions				
Duration of employment	Start of	From date:	August	To date:	April
Location	Hyderabad, Jubilee Hills,				
Designation	Account Assistant				
Last drawn salary	8000				
Brief Description of work	verification of wo, p.o and sub contractor's aggim ent, and all vouchers with supporting bills & statutory compliance - vat, est, PAN, TDS & all more records, etc., & R.A bills. also				
Reason for leaving					

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

<u>Audit work.</u>

Name of Company	BVRCL Contractions Vijay (current Dec 20				
Duration of employment	Sept	From date:	Till date	To date:	
Location	Hyderabad, Banjara Hills.				
Designation	Internal Auditor				
Last drawn salary	10,000				
Brief Description of work					
Reason for leaving					

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

<u>Audit work.</u>

Name of Company	Kotlan Engineering & Construction & Retail construction.		
Duration of employment	5/11/07	From date: Aug-08	To date: Sep-11/11 date.
Location	Hyderabad.		
Designation	Account Assistant, Internal Auditor		
Last drawn salary	10,000		
Brief Description of work			
Reason for leaving			

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

Name of Company		From date:		To date:	
Duration of employment					
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.*

Ref: Ramana moorthi

CURRICULAM VITAE

PURUSHOTHAMA REDDY
H.No:12-1-1325/14/1, Lakshminagar,
Lalapet, Secunderabad – 17
Mob.No:+91-9885563181
E-mail: purushotham.bareddy@gmail.com

OBJECTIVE

Seeking a challenging position to promote the growth of the organization where I can utilize my knowledge learned and developed through my education which will in turn help my career growth.

EDUCATIONAL QUALIFICATION:

- MBA (Finance & Marketing) from Osmania University during 2005-07
- B.Com (Gen) from Sri Krishnadevaraya University during 2002-05

SOFTWARE SKILL:

- ERP package – IIS
- Computer Knowledge MS Office
- Accounting package, Tally

STRENGTHS:

- Self motivation
- Able to mingle with team members
- Sincere towards work

ACHIEVEMENTS:

- Achieved state level cricket meet during 2002-05
- Participated in state level Athletics

WORK EXPERIENCE:

Internal Audit Assist: working as an internal Audit Assistant with M/s. T.Vijayakumar Reddy & Co., (IVRCL Construction) from Sep,08 to Till Date.

Job Profile

- Verification of W.O, P.O s and Sub Contract Agreements
- Verification of All vouchers with supporting documents
- Verification of Cash & Bank Books
- Verification of Statutory compliance – VAT returns, CST, PAN, TDS
- Verification of all administration activities
- Verification of all Store Records
- Preparation of Reconciliation statements of Stores Vs Mechanical Division
- Preparation of Reconciliation statement of Stores Vs billing Department

Account Assistant: Worked as Account Assistant with **M/s. Kolan Engineering Constructions (P) Ltd** from Jul,07 to Aug'08.

Job Profile:

- Preparation of All Vouchers (Cash, Bank & JVs)
- Responsible for maintaining cash and Bank Books
- Preparation of Petty cash statement and BRS
- Update day to day all Vouchers in Tally package
- Prepare creditors reconciliation statements

PERSONAL PROFILE:

Father Name : Ramalinga Reddy
Date of Birth : 10th June 1984
Languages : English, Hindi and Telugu
Marital Status : Single

Declaration:

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Date:

Place : Hyderabad

(Purushothama Reddy)

Sl. No. **C304275**

10/2660/C304275



Board of Intermediate Educati

Vidya Bhavan, Nampally, Hyderabad- 500 C



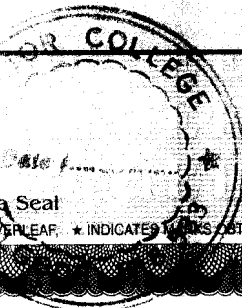
PASS CERTIFICATE CUM MEMORANDUM OF MARKS

This is to certify that **B PURUS HOTHAMA REDDY** son / **DAUGHTER**
of **B RAMA LINGA REDDY** passed the
Intermediate Public Examination held in **MARCH 2002**
with Registered No. : **5218824** in **TELUGU** medium
and is placed in **FIRST DIVISION.**

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

Subject	Paper-I		Paper-II	
	Maximum Marks	Marks Obtained	Maximum Marks	Marks Obtained
Part - 1 : ENGLISH	100	036	100	045
Part - 2 : TELUGU	100	083	100	070
Part - 3 : Optional Subjects				
ECONOMICS	100	056	100	064
COMMERCE	100	085	100	073
CIVICS	100	060	100	075
Total Marks In Figures	647			
In Words	SIX *FOUR* SEVEN*			
Date	10-05-2002			

Principal
PRINCIPAL
JUNIOR COLLEGE
VELLORE DIST



N. J. Seikani
Controller of Examinations

Principal and College Seal
NOTE: ELIGIBILITY RULES ARE OVER LEAF. * INDICATED MARKS OBTAINED AT EARLIER EXAMINATION.

Serial No.: UG/ 024797



SRI KRISHNADEVARAYA UNIVERSITY : ANANTAPUR

Provisional Pass Certificate cum Consolidated Marks Memorandum

Reg. No.: 3235003

This is to certify that Mr. / Ms. B. PURUSHOTHAMA REDDY

has qualified himself / herself for the Degree of Bachelor of COMMERCE

(C.C.S. Yearly Examination Scheme) of this University in TELUGU medium in APRIL 2005

he/she having been declared to have passed the Examination prescribed therefor as follows and that he / she has done all that is necessary for the formal presentation for the Degree. The following are the marks secured by the candidate:

SUBJECTS	Maximum Marks	Pass Marks	Marks Secured	Year of Passing
PART - I				
FIRST YEAR EXAMINATION				
(A) English - I	100	35	35	A03
(B) Another Lang.: TELUGU	100	35	37	A03
(C) Indian Heritage & Culture	50	18	24	A03
SECOND YEAR EXAMINATION				
(A) English - II	100	35	41	A04
(B) Another Lang.: TELUGU	100	35	66	A04
(C) Science & Civilisation	50	18	29	A04

CLASS AWARDED		
	Total Marks Secured	Class & Year of Passing
Part - I	232	THIRD YEAR APR 04
Part - II	785	SECOND YEAR APR 05

SUBJECTS	THEORY				PRACTICALS			
	Max. Marks	Pass Marks	Marks Secured	Year of Passing	Max. Marks	Pass Marks	Marks Secured	Year of Passing
PART - II								
FIRST YEAR :								
BUSINESS ECONOMICS	100	35	35	A03				
FINANCIAL ACCOUNTING - I	100	35	50	A03				
INDUS. ORG. & MANAGEMENT	100	35	60	A03				
QUAN. TECHNIQUES - I	100	35	37	A03				
SECOND YEAR :								
BANKING & FIN. SYSTEMS	100	35	61	A04				
FINANCIAL ACCOUNTING - II	100	35	40	A04				
QUAN. TECHNIQUES - II	100	35	74	A04				
COMPUTER AWARENESS	100	35	52	A04				
THIRD YEAR :								
BUSINESS LAWS	100	35	65	A05				
INCOME TAX & PRA. AUDITING	100	35	54	A05				
COST & MANG. ACCOUNTING	100	35	54	A05				
BUSS. CORR. & REPORT WRITING	100	35	52	A05				
BUS. DATA PROCESS. SYSTEMS	70	25	25	A05				
PRACTICAL	30	11	30	A05				
OPTIONALS :								
CORPORATE ACCOUNTING	100	35	51	A05				
ADV. MANAGEMENT ACCOUNTING	100	35	45	A05				

Dated: **20 JUN 2005**
ANANTAPUR - 515 003, A.P., INDIA

Read by: [Signature] Compared by: [Signature] Supdt. [Signature]

[Signature]
ASSISTANT REGISTRAR
(U.G. EXAMS)

Note: Any discrepancy in the entries or between the results published and the marks noted above must be brought to the notice of the Professor-In-Charge of U.G. Examinations IMMEDIATELY.

PRINCIPAL
NOV 16 2005
Jaffar
[Signature]



OSMANIA UNIVERSITY

CONSOLIDATED MEMORANDUM OF MARKS

20207755

EXAMINATION: MASTER OF BUSINESS ADMINISTRATION

REF NO. 3250

(M. B. A.)

DATE: 01/10/2007

NAME: B PURUSHOTHAMA REDDY

ROLL NO.: 4105120

FATHER'S NAME: B RAMALINGA REDDY

SL. NO.	SUBJECT	MAXIMUM MARKS	MINIMUM PASS MARKS	MARKS SECURED	YEAR OF PASSING
I-SEMESTER					
1	ORGANIZATIONAL THEORY & BEHAVIOR	100	40	47	DEC '05
2	MANAGERIAL ECONOMICS	100	40	66	DEC '05
3	FINANCIAL ACCTG. & ANALYSIS	100	40	56	DEC '05
4	PRINCIPLES OF MARKETING	100	40	62	DEC '05
5	STATISTICS FOR MANAGEMENT	100	40	46	JUN '06
6	INTR. TO INFORMATION TECHNOLOGY	100	40	47	DEC '05
7	BUSINESS LAW AND ETHICS	100	40	56	DEC '05
8	INTR. TO INFORMATION TECH. (LAB)	25	10	21	DEC '05
II-SEMESTER					
1	HUMAN RESOURCE MANAGEMENT	100	40	54	JUN '06
2	ECONOMIC ENVIRONMENT & POLICY	100	40	56	JUN '06
3	FINANCIAL MANAGEMENT	100	40	62	JUN '07
4	MARKETING RESEARCH	100	40	62	JUN '06
5	QUAN. TECH. FOR DECISION MAKING	100	40	43	JUN '06
6	MANAGEMENT INFORMATION SYSTEM	100	40	51	JUN '06
7	BUSINESS COMMUNICATION	100	40	59	JUN '06
8	MANAGEMENT INFO. SYSTEM (LAB)	25	10	16	JUN '06
9	VIVA-VOCE (GRADE)	GRADE		B	JUN '07
III-SEMESTER					
1	MGMT. ACCOUNTING & CONTROL	100	40	49	JAN '07
2	PRODUCTION AND OPERATIONS MGMT	100	40	61	JAN '07
3	TECH. MGMT & ENTREPRENUERSHIP	100	40	49	JAN '07
4	STRATEGIC FINANCIAL DECISIONS	100	40	44	JAN '07
5	PROMOTION & DISTRIBUTION MGMT.	100	40	54	JAN '07
6	FINANCIAL SYSTEM AND SERVICES	100	40	64	JAN '07
IV-SEMESTER					
1	STRATEGIC MANAGEMENT	100	40	58	JUN '07
2	INTERNATIONAL BUSINESS	100	40	52	JUN '07
3	SUPPLY CHAIN MANAGEMENT	100	40	51	JUN '07
4	INTERNATIONAL FINANCE	100	40	62	JUN '07
5	SERVICES MARKETING	100	40	57	JUN '07
6	SEC. ANALYSIS & PORTFOLIO MGMT	100	40	53	JUN '07
7	PROJECT (GRADE)	GRADE		B	JUN '07
8	VIVA-VOCE (GRADE)	GRADE		A	JUN '07

TOTAL MARKS

Secured in words ***ONE*FOUR*FIVE*EIGHT***

TOTAL MARKS

IN FIGURES

2650

1458

RESULT: **SECOND DIVISION IN JUNE, 2007**

MTR

SECTION - INCHARGE

B Purushothama Reddy

CONTROLLER OF EXAMINATIONS