

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

Salary	3,509-
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. (see after 3 months)
PF & ESI	<input type="checkbox"/> No PF & ESI <input type="checkbox"/> Only after 3 months <input checked="" 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	Modi Ventures.
Designation	Site Supervisor.
Site	G.M.4
Date of joining	20/3/06 - 9:30 am.
Report to	Site - Mr. A. Ramiah.
Documents required	<input checked="" type="checkbox"/> 2 photographs <input type="checkbox"/> Copy of school certificated <input checked="" type="checkbox"/> Copy of degree certificates <input checked="" type="checkbox"/> Copy of drivers license <input type="checkbox"/> Copy of passport <input checked="" type="checkbox"/> Fathers employment details / Copy of ID card. <input checked="" type="checkbox"/> Reference letter from Raja Shree Housing - 15 days. <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Reference letter from _____ <input checked="" type="checkbox"/> Other <sup>Shankar Kedia</sup> Call proprietor of Sri Sri Financial Achit. <input type="checkbox"/> Other Mr. Balm Yadav, Yadav
Remarks	B.Com candidate - must learn computer. Must learn to do data entry at site. Must also learn site work. Referee of Jai Kumar.

Sign: [Signature]

Date: 20/3/06.

Mr. Ranjith also interviewed him and recommended for selection for STS

In the presence of Supervision Ref: G. JAI KUMAR.  
 Ref: Mr. Jai Kumar (classmate)

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	SITE SUPERVISOR.
Date of application	06-03-2006. 15.40

Personal Details

Name	J. RAMBABU.		
Age	26	Date of Birth	08-02-1980.
Fathers Name	J. Mallesh.		
Address for Correspondence	H. NO: 11-3-296A, Srinivasnagar colony, Secunderabad.		
Phone no. for correspondence	040-27508113 (R)		
Permanent Address	-do-		

own home  
 near J. Nagar  
 gundur

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


Mon 20.3.06  
 Hau

Education

Degree	<del>B.A.</del> B. Com.	45.0%
Name of college	Keshav Memorial Degree College.	
Location	Narayanguda.	
Year	200-05	Medium of Instruction English.

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

Name of Inter/ Jr. College	Dr. B.R. Ambedkar's Junior College. - XII		
Location	Bagh Lingampalli, Hyd.		
Year	1996-98	Medium of Instruction	English.

Name of school	Sree Balaji High School. - X		
Location	Secunderabad.		
Year	1996	Medium of Instruction	English.

- Communication Skills - Arn.
- Fluency in Hindi - Ok.
- Appearance - Ok.

*[Signature]*

Other courses or training

① Call centre Management training - 2 months  
 ② Type writing English (lower)

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

Call Centre Training → Egn Synsoft - 3 months 2005  
 Studied Sadhana Inst - '96

**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: Splendor plus. Year: 2004. *Own*

Family Details	Name	Age	Occupation	
Father	J. Mallesh	55	Store keeper	Balaram Group Company IDPL (Retired)
Mother	-		passed away	
Wife / Husband	-			
Brother / Sister	J. Narayana Babu	29	Manager	MG. BAJAJ, K.K. Pally
Brother / Sister	Laxmya	28	Housewife	
Brother / Sister				
Brother / Sister				

**Salary Details**

Last Drawn Salary	3000/-		
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	4000/- (approx.) → Negotiable		

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


**Experience & Employment Details**

Years of experience in relevant field	6 months
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Name of Company	Raja Shree Housing (Pvt) Ltd.		
Duration of employment	6 months	From date: 3/3/05	To date: 6/9/05
Location	Hnd.		
Designation	Marketing Executive.		
Last drawn salary	3000/- + Conveyance. (Rs. 50/-)		
Brief Description of work	To explain details of Land, Rates. and take the customers to site. → After Ramoji Film City.		
Reason for leaving	* Severe Sexual Accident to Right hand. <span style="float: right;">Phase I &amp; II</span>		

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

→ Because of accident he didn't do service for three years

→ Selling plots + ind. houses (built under Govt. Subsidy - 12% basis) only plots

Raja Shree →

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)

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\* accident - with power generator at time of Ganesh festival Aug - Sept '05.

Name of Company	Sri Sai Finance & chits		
Duration of employment	1 yr / month	From date: 2003 mar	To date: 2004 dec
Location	Padma Rao Nagar		
Designation	Collection Executive		
Last drawn salary	31000 - net sal.		
Brief Description of work	collecting the amount which is due from the person. - chit funds.		
Reason for leaving	There is no life in the Job.		

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)


## CURRICULAM VITAE

**J.RAMBABU**

HNO:11-3-296/9,  
Srinivasnagar colony,  
Secunderabad  
Pin 500061

E mail id : rambabujm@yahoo.com  
Phone : 040-27508113

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### OBJECTIVE:

Seeking a quality environment to build a career with a leading corporate environment where my knowledge can be shared and enriched in all spheres.

### EDUCATION:

S.S.C from Sree Balaji High School Boudhanagar Secunderabad.

Intermediate from Dr B.R.Ambedkar Junior College,Baghlingampalli,Hyd.

Graduation from Keshav Memorial Degree College Narayanguda,Hyd.

### COMPUTER EFFICIENCY:

Operating System : Ms-Dos , Windows  
Packages : Ms Word

### SKILLS:

Good written and communication skills,ability to work in a team

### WORK EXPERIENCE:

Worked as Marketing Executive in RAJASHREE HOUSING (Pvt) LTD,  
Dilsukhnagar,Hyd.

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**PERSONAL PROFILE:**

Name : J.Rambabu  
D.O.B : 08-02-1980  
Father's Name : J.Mallesh  
Sex : Male  
Languages Known : Telugu,Hindi,English  
Nationality : Indian  
Hobbies : Listening to music

**REFERENCE:**

Mr. Jai Kumar,  
Purchase Assistant,  
Modi Properties.

**DECLARATION:**

I Consider myself familiar with above specified aspects.I am also confident of my ability to work in a team

I hereby declare that the information furnished above is true to the best of my knowledge.

PLACE: SEC- STD.

DATE: 06/03/2006

  
(J.RAMBABU)

BOARD OF SECONDARY EDUCATION  
ANDHRA PRADESH



HEAD MISTRESS  
SREE BALAJI HIGH SCHOOL  
Boudhanagar, Sec'bad-361

M 0144220196/3424  
21/7/96

SECONDARY SCHOOL CERTIFICATE

PC/03/0014208/8

CERTIFIED THAT J RAM BABU

S/O J MALLAIAH

Bearing

Roll No 0040971 belongs to SREE BALAJI HS BOUDHANAGAR SEC'BAD

has appeared and PASSED at the SSC EXAMINATION held in MARCH, 1996 with

FIRST division and ENGLISH as the medium of instruction

DATE OF BIRTH OF THE CANDIDATE	DAY	MONTH	YEAR			
08/02/1980	ZERO	EIGHT	FEB	ONE	NINE	EIGHT ZERO

THE CANDIDATE SECURED THE FOLLOWING PERCENTAGE OF MARKS

SUBJECT	Marks secured (In Figures)	Marks secured (in Words)
FIRST LANGUAGE ( TELUGU )	51	SIX ONE
THIRD LANGUAGE - ENGLISH	64	SIX FOUR
MATHEMATICS	51	FIVE ONE
GENERAL SCIENCE	66	SIX SIX
SOCIAL STUDIES	48	FOUR EIGHT
TOTAL	290	( TWO NINE ZERO )
SECOND LANGUAGE ( HINDI )	70	SEVEN ZERO
GRAND TOTAL	360	( THREE SIX ZERO )

- Marks of Identification
1. A MOLE ON THE LEFT SIDE OF THE NECK
  2. A MOLE ON THE CHEST

Head of Institution with School Stamp

M. Eelan' den'  
HEAD MISTRESS  
SREE BALAJI HIGH SCHOOL  
Boudhanagar, Sec'bad-361

*(Signature)*

Date of Issue by the Board 23/05/1996.

SECRETARY  
BOARD OF SECONDARY EDUCATION

HYDERABAD

Any corrections in the certificate will not be entertained after 3 years from the date of issue.  
Any unauthorised correction in the certificate will result in cancellation of certificate.  
The marks with the asterisk indicates the marks (old marks) secured in previous Examinations.



Sl. No. 0472281

27/4670/043282



# Board of Intermediate Education A. P.

Vidya Bhavan, Nampally, Hyderabad- 500 001



## PASS CERTIFICATE CUM MEMORANDUM OF MARKS

This is to certify that **J RAM BABU** son **XXXXXXXXX**  
of **J MALLAIAH** passed the  
Intermediate Public Examination held in **JUNE/2000 (INSTANT)**  
with Registered No. : **4187433** in **ENGLISH** medium  
and is placed in **COMPARTMENTALLY**.

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

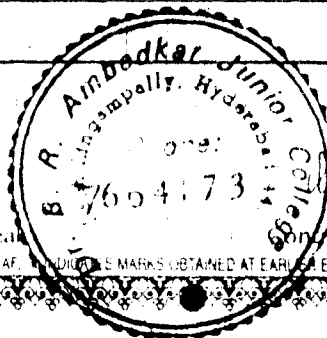
Subject	Paper-I		Paper-II	
	Maximum Marks	Marks Obtained	Maximum Marks	Marks Obtained
Part - 1 : ENGLISH	100	041*	100	035*
Part - 2 : HINDI	100	043*	100	037*
Part - 3 : Optional Subjects				
ECONOMICS	100	040	100	038*
COMMERCE	100	035*	100	050*
CIVICS	100	036*	100	035*
<b>Total Marks In Figures</b>	<b>390</b>			
<b>In Words</b>	<b>THREE *NINE**ZERO**</b>			
<b>Date</b>	<b>05-07-2000</b>			



**PRINCIPAL**

Dr.B.R. Ambedkar Junior College

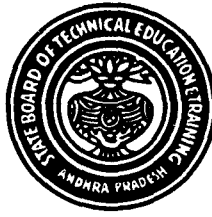
Nampally, HYDERABAD-44



Principal of Examinations

NOTE: ELIGIBILITY RULES ARE OVERLEAF. INDICATE MARKS OBTAINED AT EARLIEST EXAMINATION.

**STATE BOARD OF TECHNICAL EDUCATION AND TRAINING**  
ANDHRA PRADESH



**TECHNICAL EXAMINATION**

**LOWER GRADE**

This is to certify that **J RAMBABU**  
 Son / ~~DAUGHTER~~ of Shri. **J MALLAIAH**  
 With Reg. No. **173215**  
 has passed the **TYPEWRITING ENGLISH LOWER (30 W.P.M.)**  
**EXAMINATION** held in **JAN.1997** AT **SECUNDERABAD**  
 and has been placed in **SECOND DIVISION**

The candidate has secured the following percentage of marks:

PAPER I	PAPER II
84	74

**FIRST CLASS** : 75% and above in each paper

**SECOND CLASS** : 45% and above in each paper

**SPONSORED BY** **NEW SADHANA COMMERCIAL INSTITUTE**  
 H. No: 12-11- , Warasiguda,  
**SECUNDERABAD-500 361.**  
**LAST DATE OF EXAMINATION:** **19/01/97**

79%.

Given under the seal of the Board

Dated: **14-03-97**  
 Hyderabad A.P.

13341

*J. Rambabu*  
**ASSISTANT SECRETARY**  
**EXAMINATIONS**

*A. V. R. S. Rao*  
**SECRETARY**  
**STATE BOARD OF TECHNICAL EDUCATION**  
**AND TRAINING, ANDHRA PRADESH**

INDIAN UNION DRIVING LICENCE  
ANDHRA PRADESH

DRIVING LICENCE  
DLFAP010233392004

RAH BAPU  
J MALLAIAH  
11.01.2004  
SRINIVAS NAGAR  
MYLARGADDA  
SECUNDERABAD



Signature

Issued on: 22/07/2004

*E. Chandra*  
Asst. Licencing Authority  
RTA-SECUNDERABAD

Class Of Vehicle      Validity

Non-Transport      MCWG      27/07/2024  
Transport  
Hazardous Validity  
Badge No.  
Original No.      DLFAP010233382004  
Original LA      RTA SECUNDERABAD  
DOB      08/02/1980  
Blood Gr.  
Date of 1st Issue      22/07/2004



625714/04