

Ref: Mr. SHIREEN Sengineni

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	DATA ENTRY
Date of application	
Application through	<input type="checkbox"/> Advertisement <input checked="" type="checkbox"/> Referred by: SHIREESH.

Personal Details

Name	VANAM. RAVI		
Age	22	Date of Birth	14-08-1985
Fathers Name	RAMDASU		
Address for Correspondence	250'c' 9th BLOCK, Janapriya Township, Nacharam, mallapur - HYD.		
Phone no. for correspondence	9848403409 - 040 - 27176231.		
Permanent Address	(same as above) H.No, 17-8-15 OYUS - Karimnagar Warangal - AP		

Sister home

Wahin place

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

→ Communication Skills - Ok in Telugu. Ok in Hindi - poor in English	

Education

Degree			
Name of college			
Location			
Year		Medium of Instruction	Telugu ✓

Degree	B.A (distance) II nd year		
Name of college	National Degree college		
Location	Secunderabad.		
Year		Medium of Instruction	Telugu ✓

Name of Inter/ Jr. College	Govt Junior college		
Location	Warangal		
Year	2000 - 2002	Medium of Instruction	Telugu ✓

Name of school	Govt High School.		
Location	Warangal		
Year	1999 - 2000	Medium of Instruction	Telugu ✓

Other courses or training	
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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:	TYPE WRITING.

Two Wheeler

Make		Year	
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Family Details	Name	Age	Occupation	Company
Father	RAMA DASU	60	DRIVER	T.W.D.L.O.U.O (wgl)
Mother	SAROJANA	52	HOUSE WIFE	
Wife / Husband				Brother-in-law
Brother / Sister	SANDHYA	30	Married	} Both Supervisor - Midhyanensis photographer
Brother / Sister	RAMA DEVI	28	Married	
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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Conveyance: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Mobile Allowance: <input type="checkbox"/> Yes <input type="checkbox"/> No
Expected Salary	5000 /-	

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

Experience & Employment Details

Years of experience in relevant field	
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Name of Company	TEXTILE INDUSTRY				
Duration of employment	2 YEARS	From date:	2002	To date:	2004
Location	SURAT , GUJARAT				
Designation	SUPERVISOR				
Last drawn salary	6000/-				
Brief Description of work					
Reason for leaving	OTHER STATE				

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

Name of Company	C.V.S.R ENGINEERING COLLEGE.				
Duration of employment	1 Year	From date:	2005	To date:	2006
Location	GHATKESAR - HYDERABAD.				
Designation	OFFICE ASSISTANT.				
Last drawn salary	3500/-				
Brief Description of work					
Reason for leaving	BELOW SALARY.				

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

Name of Company	KARYY SOFTWARE SHARES LTD.				
Duration of employment	6 MONTHS	From date:	2007	To date:	UP TO DATE
Location	HITECH CITY				
Designation	DATA ENTRY				
Last drawn salary	5000 /-				
Brief Description of work					
Reason for leaving	TRAVELING PROBLEM AND NIGHT SHIFT.				

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.*

CURRICULUM VITAE

RAVI.V

D. No: 250B,
9th Block, II-Floor,
JanapriyaTownship,
Mallapur, Hyderabad-500 076.

Mobile: 9848403409

OBJECTIVE:

To work in a challenging position where I can enrich my knowledge and skills while contributing my best for reaching professional goals of your esteemed organization.

EDUCATIONAL QUALIFICATIONS:

- **DEGREE** : National Degree College.secunderabad.
Nagarjuna University (Distance)
- **INTER** : Govt Junior College,
Warangal.
- **S S C** : Govt High School,
Warangal.

TECHNICAL SKILLS:

- MS-Office,
- Type writing (35 wpm).

WORK EXPERIENCE:

Organization: **Textile Industry.**

Experience: **2 Years.**

Designation: **Supervisor.**

→ Worked as **Office Assistant** at **C.V.S.R Engineering College in Ghatkesar.**

→ Experience: **1 Years.**

→ Presently working in **Karvy software shares Ltd , Hitech city.**

PERSONAL DETAILS:

Name : Vanam. Ravi.

Father name : V.Ramdas.

Date of Birth : 14th Aug 1985.

Age : 22 Years.

Marital status : Un married.

Languages Known : Telugu, Hindi & English.

Thanking you for your kind perusal,

Kind regards.

Date:

Place:

**Your's truly
(V.RAVI)**