

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

Name	NARAYANA G.
Salary	8,000/-
Conveyance	<input checked="" type="checkbox"/> Included in salary <input type="checkbox"/> Extra Rs. _____ per month
Mobile Allowance	<input type="checkbox"/> Nil <input checked="" type="checkbox"/> Rs. 200/- per month.
PF & ESI	<input checked="" 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
Employee company	SHRI SILVER JAW BUNATIONS OWNERS ASSOCIATION.
Designation	ADMIN OFFICER
Site	SOB - I
Date of joining	5/11/07 or 7/11/07
Report to	Mr. Bhawan: Prasad / Ranit / Anand at site.
Documents required	<input checked="" type="checkbox"/> 2 photographs <input checked="" 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 type="checkbox"/> Fathers employment details / Copy of ID card. <input checked="" type="checkbox"/> Reference letter from Genies <input checked="" type="checkbox"/> Reference letter from Hyderabad hotels. <input checked="" type="checkbox"/> Reference letter from Arshok keyland. <input type="checkbox"/> Other <input type="checkbox"/> Other
Remarks	Also to look after SOHOA.

Sign: 

Date: 1/11/07

Ref 2

Oh

Thur 22/10/07

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	Administrative Officer
Date of application	23/10/2007
Application through	<input checked="" type="checkbox"/> Advertisement <input type="checkbox"/> Referred by:

Personal Details

Name	NARAYANA GODDELAGALA		
Age	52	Date of Birth	1-6-1953
Fathers Name	Late G. Chennappa		
Address for Correspondence	Flat No. 204, Devi Sreeram Apartments, Sarada Nagar, Ramanthapur, Hyd-500013		
Phone no. for correspondence	65773910/9963113146		
Permanent Address	— As above —		

Revised

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

→ Communication Skills - etc	

Education

Degree	B.A. (English Medium)		
Name of college	Osmania Special		
Location	Hyderabad		
Year	1985	Medium of Instruction	English

Degree	PG Diploma in IRPM (Personnel Management)		
Name of college	APPC, Hyd.	Indl. Relations & Labour Welfare	
Location	Hyderabad		
Year	1988	Medium of Instruction	English

Name of Inter/ Jr. College	Z.P.H. Govt. Junior College		
Location	Rayachoti (Kadapa Dist.)		
Year	1973	Medium of Instruction	Telugu

Name of school	Z.P.H. School		
Location	Lakshmedipalli (Kadapa Dist.)		
Year	1971	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:

Two Wheeler

Make	Bajaj Chetak	Year	1994
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Family Details	Name	Age	Occupation	Company
Father	G. Chinnappa	85	Farmer	Already passed
Mother	G. Chinnamma	89	Housewife	
Wife / Husband	G.V. Lakshmi	46	Housewife	
Brother / Sister	G. Venkappa	70	Dy. Manager	Retired from BDL
Brother / Sister	G. Subbarayudu	65	Farmer	Already passed
Brother / Sister	G. Srinu	62	Farmer	
Son / Daughter	G.V. Kishore	23	Engineer	TCS
Son / Daughter	G.V. Vamshee	21	Engineer	Sathyam Computers (yet to join)
Son / Daughter	G.V. Sneha	19	Studying	B.Com (Computer) final

Salary Details

Last Drawn Salary	Rs. 13000/- plus Conveyance		
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	Negotiable		

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

Experience & Employment Details

Years of experience in relevant field	29 years
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Name of Company	Ashok Leyland (Deo)		
Duration of employment	From date:	1978	To date: 2002
Location	TDA, Uppal, Hyderabad - 500013		
Designation	Asst. Welfare Officer & Superintendent (Admin)		
Last drawn salary	Rs. 18000/- inclusive of all		
Brief Description of work	Supervision of Admin., House keeping, Maintaining of Public Relations, Recruitment & selection & Training Supervision of Security Knowledge of ESI & P.F. of employees Supervision of Convey Admin. etc.		
Reason for leaving	V.R.S.		

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

Name of Company	Arunal Tours & Travels		
Duration of employment	2 yrs.	From date:	2003 To date: 2005
Location	Mahadevpatnam		
Designation	Manager (Admin.)		
Last drawn salary	Rs. 8000/-		
Brief Description of work	Supervision of Vehicles, employees, Public Relations, Licencing works Pay Roles, etc.		
Reason for leaving	For better prospects		

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

For Admn. Officer

RESUME

Name : NARAYANA GODDELAGALA

Father's Name : Late G. Chinnappa

Date of Birth : 01-06-1953

Address for correspondence : Flat No. 204, II Floor,
Devi Sreeram Apartments,
Nehru Nagar, Ramanthapur,
Hyderabad – 500 013.

Educational Qualifications : B.A. (From Osmania External)

P.G. Diploma in Personnel Management
Industrial Relations & Labour Welfare
From A.P. Productivity Council

Knowledge of M.S. Office

Work Experience : I have worked with M/s. Ashok Leyland
(DCU), Uppal, Hyderabad in Admn. &
Paersonnel Department for 25 years and
relieved as Superintendent (Admn.& Per.)
The duties discharged are;

- Supervision of Office Admn., House
Keeping and cleanliness
- Maintaining of public relations with
the guests and other officials
- Recruitment and Selection
- Training & Development of
Employees and other HR activities
- Supervision of Security and Time
Office activities
- Knowledge of ESI & PF of employees
and maintaining of statutory registers
- Maintenance and supervision of
Canteen Administration
- Conducting of medical checkup to all
the employees and supervision of
First-Aid-Room and Ambulance

- Maintenance of Fire Extinguishers and conducting of fire fighting programmes to the employees
- Providing of uniform, shoe and other safety appliances to the employees and insisting them to wear in order to maintain the code of discipline and to reduce the accidents rate in the foundry
- Conducting of Departmental Meetings Quality circle meetings and inhouse training programmes in order to increase the production and to reduce the rejection percentage
- Insisting of employees to follow the safety rules and regulations and conducting for them safety awareness programmes by the internal and external experts

Salary drawn per month : Rs. 18,000/- plus benefits

Reasons for leaving : V.R.S.

Also worked with M/s. Aswal Tours & Travels and M/s. Hyderabad Hotels Pvt. Ltd., Hyderabad for about four years as Manager (Admn.)

Present job : Working with M/s Genius Online.Net a Division of Niranthara Amruthavarshni Marketing Pvt. Ltd., Hyderabad as Manager (Admn.) from October 2006

Salary drawing per month : Rs. 13,000/- plus conveyance

Contact Tel./Mobile Number : 040-65173910 / 9963113146


(G. NARAYANA)



ANDHRA PRADESH PRODUCTIVITY COUNCIL
HYDERABAD

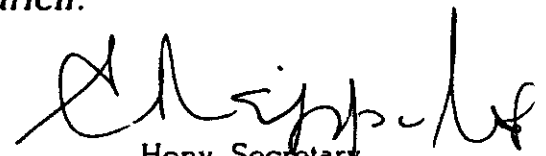
POST GRADUATE DIPLOMA

THIS IS TO CERTIFY THAT

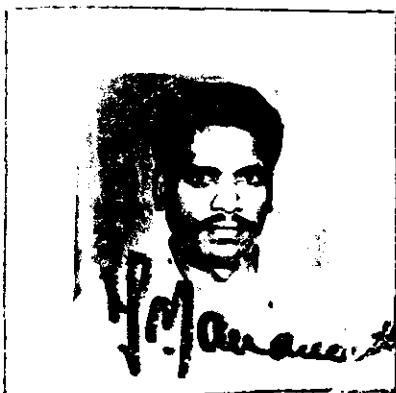
Sri/Smt/Kum G. Narayana has successfully
Completed the one year Post Graduate Diploma Course of Study and
having been declared to have passed the prescribed examination in
Nov'1988 and on the recommendation of the Faculty and the
Board of Studies, is duly awarded this Diploma in

PERSONNEL MANAGEMENT
INDUSTRIAL RELATIONS AND
LABOUR WELFARE

He/She has been placed in First Class
Dated at Hyderabad this 20th day of Nov'1988.
Given under the Seal of the Council.


Hony. Secretary
A.P. Productivity Council

Osmania University



Roll No.

53376

Faculty of Arts

(Medium ENGLISH)

This is to certify that

G. Narayana

(Whose Photograph is affixed above)

son / daughter of

G. Chinnappa

having satisfied the Osmania University External Examinations has been admitted to the Degree of

Bachelor of Arts

of this University, and has been declared to have passed in

Part-I

Part-II (Optionals)

	Year	Division	Year	Division
English	<i>Nov 1980</i>	<i>Pass</i>	<i>Nov 1980</i>	<i>Pass</i>
Second Language	<i>(Telugu) "</i>		<i>Nov 1980</i>	<i>Pass</i>
			<i>Apr 1985</i>	

Issued under the seal of the University.

Hyderabad

Dated POUSH 9, 1988
DECEMBER 30, 1986.

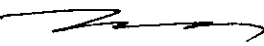
Y. Manappa Reddy

Vice-Chancellor

RELIEVING CUM SERVICE CERTIFICATE

Name of the Employee : Mr. G. Narayana
EC No. : 5055
Designation at the time of Leaving : Superintendent
Department : Administration
Date of Joining : 26-03-1978
Date of Leaving : 28-09-2002
Reasons for leaving : Relieved under VRS
Salary : Rs. 8,358/- P.M plus LTA, Medical Reimbursement, Leave Encashment, Bonus & Incentive etc.,
Conduct : Satisfactory

ASHOK LEYLAND LTD
(Ductron Castings Unit)


(V. M. CHARY) 28-9-2002
Manager (Per. & Adms.)

