

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

Salary	2750/- (2750/-)
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.
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 checked="" type="checkbox"/> After 3 months <input type="checkbox"/> Next April
Employee company	Modi Ventures
Designation	Site Supervisor
Site	GM4
Date of joining	20/6/06
Report to	A Ramiah.
Documents required	<input checked="" type="checkbox"/> 2 photographs <input checked="" type="checkbox"/> Copy of school certificates <input type="checkbox"/> Copy of degree certificates <input 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 <u>Sanjay Government.</u> <input checked="" type="checkbox"/> Reference letter from <u>Venkateshwarra Enterprise.</u> <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	Farmer works for Dilpreet dubai from last 6 years. as electrician.

Sign: J. Ramiah

Date: 17/3/06

Ref: Mr. Chandee Red, Personnel Manager,
 Delpred Publi (Mr. Arundh Hehler)

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	Superviser		
Date of application	16-3-06		
Personal Details	His father - Mohan Rao - electrician in Delpred 6 yrs. Tachis		
Name	K. Shraavan Kumar		
Age	18	Date of Birth	26-8-1987
Fathers Name	K. Mohan Rao		
Address for Correspondence	Housing Board Venkatwara Nagal Phase-I Rented ECIL X Roads 11 no- 5-11-2		
Phone no. for correspondence	9393013816 - airtel		
Permanent Address	Native - Vijayawada		

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

Communication
 OR
 Eng. or
 Hindi - ✓
 Telugu - ✓

Education

Degree			
Name of college			
Location			
Year		Medium of Instruction	

Degree			
Name of college			
Location			
Year		Medium of Instruction	

Name of Inter/ Jr. College	11th grade Pvt. College - O. U.		
Location	Koti		
Year	2005	Medium of Instruction	Eng.

Name of school	VIGAYANA BHARTI High School		
Location	Mallapur ECIL X Roads		
Year	2004	Medium of Instruction	Eng/Medi.

- 10th Passed

→ PTA Communication

Other courses or training	Computer photo grading / grading
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<p>from CD - old marriage to PCs to new computer. Learning from his brother with computer at home</p>

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

EMI - Rs 1100/-

Make	CT 100 - Bajaj	Year	1	2005
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Family Details	Name	Age	Occupation	Direct Company
Father	K. Mohan	39	Electrician	Daily Tubes company
Mother	K. Jaya	37		
Wife / Husband	-			
Brother / Sister	K. Madhava	16	10th	Studying
Brother / Sister				
Brother / Sister				
Brother / Sister				

from
6 weeks

Salary Details

Last Drawn Salary		
Above salary	ESI: <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	PF: <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Included	Conveyance: <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Mobile Allowance: <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Expected Salary	→ 4,000	

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<p>ECI father injured - head - in hospital.</p>

Experience & Employment Details

Years of experience in relevant field 10 years

Name of Company	<u>Sanjay Investments</u>		
Duration of employment	<u>2 1/2 months</u>	From date: <u>2/6/05</u>	To date: <u>10-8-05</u>
Location	<u>Medchal</u>		
Designation	<u>Supervisor</u>		
Last drawn salary	<u>Rs 3000 + Rs 500 = Rs 3500</u>		
Brief Description of work	<u>checking & supervising</u> <u>of drums to be loaded on</u> <u>10-10pm</u> <u>Mon-Sat</u> <u>Lorry weight + qty + chkg of bills for the</u> <u>same.</u>		
Reason for leaving	<u>It is so far from City</u>		

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Co - mfr's Center out - loads & supplies to shops

Name of Company	<u>Venkatashwara</u>		
Duration of employment	<u>5 months</u>	From date: <u>5-9-05</u>	To date: <u>15-2-06</u>
Location	<u>Mallapur</u>		
Designation	<u>Worker</u>		
Last drawn salary	<u>Rs 3,500 (Rs 3,000 + Rs 500)</u>		
Brief Description of work	<u>making paper bundles</u> <u>Counting & then sending</u> <u>books to retail shops.</u> <u>8am - 8pm</u>		
Reason for leaving	<u>I didn't like work of company while day sitting job</u>		

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- mfr & packing of papers and in books, registers.

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)

Name of Company			
Duration of employment	From date:		To date:
Location			
Designation			
Last drawn salary			
Brief Description of work			
Reason for leaving			

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APPLICATION FORM

To, MODI PROPERTIES &
INVESTMENTS PVT. LTD

Sir,

Sub :- Application for the post of SUPERVISER

It is learnt that you are recruiting hands for the post of _____
and as such I submit this application for favour of your kind consideration.

I submit hereunder my detailed biographical particulars for favour of your kind perusal and consideration.

Bio - Data

1. Name in full (in block letters) : K. SRAVAN KUMAR
2. Father's Name : K. MOHAN RAO
3. Age and date of Birth : 26-8-1987
4. Caste and Religion : OC
5. Native Place : Vijayawada
6. Educational Qualifications :
 - a) Academic : TEN CLASS PASS : studying in Inter first year
 - b) Technical : _____
7. Experience : 2 years of Experience
8. Employment Registration No. : _____
9. Address :
 - 1) Permanent : _____
 - 2) Temporary / Correspondence : ECIL X Roads Housing Board Phase-I Venkatapuram.
nagar colony H.No: 5-11-2.
10. Extra curricular activities : _____
11. Languages known : Telugu, HINDI, English
12. Nationality : _____
13. Passport No. If any : _____

In view of the above, I request you to be kind enough to give an opportunity to serve your esteemed organization in the capacity mentioned above for which act of kindness, I shall be very thankful and grateful to you.

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

Thanking you Sir,

Place : Housing Board, ECIL
Date : 16/3/06

Your's faithfully