

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

Name	A. R. Vikar kumar .
Salary	3,500/-
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 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	Mehta & Modi Homeel .
Designation	Site supervisor .
Site	SOB II .
Date of joining	8/9/06
Report to	Ramesh Reddy . Figg / Anand Mehta .
Documents required	<input checked="" type="checkbox"/> 2 photographs <input checked="" type="checkbox"/> Copy of school certificated <input type="checkbox"/> Copy of degree certificates <input checked="" type="checkbox"/> Copy of drivers license <input checked="" type="checkbox"/> Copy of passport <input type="checkbox"/> Fathers employment details / Copy of ID card. <input checked="" type="checkbox"/> Reference letter from <u>Chikkilona Infotech.</u> <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	<p>Not completed his studies. Would like to do Blom (computes) conveyance. course.</p> <p>ASSIST RAMESH REDDY IN PAPER WORK, ESTIMATES, VOUCHERS, COMUTAR MAINT, SITE WORK ETC.</p>

Sign: [Signature]

Date: 7/9/06.

Ref: Mr. Kanjit R 35001

Ref: Mr. Kanjit (Brother's son)

Bio-Data

Note: Attach copy of Resume / Bio-data

2/24

Application for post of	Superviser
Date of application	

Personal Details

Name	A.R. Vikas Kumar		
Age	23	Date of Birth	05/11/1982
Fathers Name	A.V. Ramesh Kumar		
Address for Correspondence			
Phone no. for correspondence	9346435128	→ own mobile.	
Permanent Address	Plot No- 62 Narharan x Roads Hyderabad-500076		own house

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

→ communication skill - normal.
→ He does not know typing.

Education

Degree			
Name of college			
Location			
Year		Medium of Instruction	

Degree			
Name of college			
Location			
Year		Medium of Instruction	

Name of Inter/ Jr. College	J.V.S. Jounes College	CCEC Passed	
Location	Barketspura		
Year	2001	Medium of Instruction	English

Name of school	Siddhanta High School		
Location	Dilsunager		
Year	2000	Medium of Instruction	English

Other courses or training	Hardware & Networking - 3 3 years & <u>Impress full time course.</u>
---------------------------	---

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

<u>Tookle Shodip</u>

Computer Skills

MS Office:	<input checked="" type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Avg.	<input checked="" type="checkbox"/> Learnt but never worked on it	<input type="checkbox"/> Nil
MS Word:	<input checked="" type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Avg.	<input checked="" type="checkbox"/> Learnt but never worked on it	<input type="checkbox"/> Nil
MS Excel:	<input checked="" type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Avg.	<input checked="" type="checkbox"/> Learnt but never worked on it	<input type="checkbox"/> Nil
Auto CAD:	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Avg.	<input type="checkbox"/> Learnt but never worked on it	<input type="checkbox"/> Nil
Other:					

Two Wheeler

Make		Year	
------	--	------	--

Family Details	Name	Age	Occupation	Company
Father	<u>A.V. Ramesh</u>	<u>56</u>	<u>Deputy Manager</u>	<u>Stat Bank of Hyderabad - R.P. ROAD</u>
Mother	<u>A.R. Sanyalaxmi</u>	<u>49</u>	<u>Home wife</u>	
Wife / Husband				
Brother / Sister	<u>A.R. Prathima</u>	<u>25</u>	<u>Home wife</u>	
Brother / Sister	<u>A.R. Amit Kumar</u>	<u>23</u>	<u>Clerk</u>	<u>Traning in AP Co-op bank.</u>
Brother / Sister				
Brother / Sister				

Salary Details

Last Drawn Salary			
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	<u>Rs 4000/- PM.</u>		

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

<u>→ Salary is negotiable</u>

Experience & Employment Details

Years of experience in relevant field	
---------------------------------------	--

Name of Company	Chikkla Infotech Pvt. Ltd.		
Duration of employment	From date:	Sept-15	To date: Apr-16
Location	Ameerpet x Road		
Designation			
Last drawn salary	April (RS 3000) - 2,500/-		
Brief Description of work	taking care of computers		
Reason for leaving	No leave; low salary.		

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)
