

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

Name	M. RAMA KRISHNA .
Salary	5,000/-
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. 250/- 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	Modi Ventures.
Designation	Site Supervisor.
Site	GMU
Date of joining	29/9/06
Report to	A Rameesh at GMU.
Documents required	<input checked="" type="checkbox"/> 2 photographs (4) <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 checked="" type="checkbox"/> Fathers employment details / Copy of ID card. <input checked="" type="checkbox"/> Reference letter from PRASNNA BUILDERS ✓ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	Referece of A Rameesh Pragg. - Cousin of A Rameesh's class mate. To Assist A Rameesh for C Block.

Sign: Mr Modi

Date: 28/9/06

Ref: - Mr. Ramesh, Engineer
(Friend's Son)

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	Supervisor
Date of application	22 nd September

Personal Details

Name	M. RAMA KRISHNA.		
Age	24.	Date of Birth	2 nd Dec 1982.
Fathers Name	M. Mohan Reddy.		
Address for Correspondence	P.NO-7/A, M.J.Colony, Gayathri Nagar. Moula Ali. HYD. 40. Own home		
Phone no. for correspondence	040-65900952 ; M-9885594825		
Permanent Address	P.NO-7/A, M.J.Colony, Gayathri Nagar. Moula Ali. HYD. 40		

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

→ Communication Skills. Ok
→ Appearance - Ok.

Education

Degree			
Name of college			
Location			
Year		Medium of Instruction	

Degree	Diploma.	Diploma In Civil Engg.	
Name of college	SRRS. Govt. Polytechnic.		S27
Location	Siricilla. Karimnagar.		
Year	2002-2005.	Medium of Instruction	

Name of Inter/ Jr. College	Goutham, Educational Institution.		
Location	ECIL		
Year	2000-2002.	Medium of Instruction	English. Discontin

Name of school	Shanti Niketan Residential School.		
Location	Gagillapur. AFA.		
Year	2000.	Medium of Instruction	English. S27

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		Year	
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No Vehicle

Family Details	Name	Age	Occupation	Company
Father	M. Mohan Reddy	52	Govt. Employee.	Nuclear Fuel Complex.
Mother	M. Vithaya	46	House Wife.	
Wife / Husband				
Brother / Sister	M. Rajani	20	Student.	
Brother / Sister				
Brother / Sister				
Brother / Sister				

Technician

Salary Details

Last Drawn Salary	four thousand five hundred Rupees.		
Above salary Included	ESI: <input type="checkbox"/> Yes <input type="checkbox"/> No	PF: <input type="checkbox"/> Yes <input 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	five thousand five hundred Rupees.		

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

<i>→ He is very much rigid about Salary</i>			

Experience & Employment Details

Years of experience in relevant field	ONE year.
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Name of Company	Prasanna Builders, Nacharam.		
Duration of employment	1 year.	From date: June 6 th 2005.	To date: June 5 th 2006
Location	Nacharam		
Designation	Site engineer.		
Last drawn salary	4500 + incentives.		
Brief Description of work	Have to execute the work and has to check Daily progress of the work.		
Reason for leaving	The building has been Completed.		

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→ project completed in JUNE-06
→ He learnt Auto CAD from JUNE-06

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)

RESUME

M.RAMA KRISHNA
PLOT NO: 7/A, MJ. COLONY,
GAYATHRI NAGAR, MOULALI,
ECIL (POST),
HYDERABAD - 40

Res: 040-65900952
Mob: 9885594825

CAREER OBJECTIVE:

I would like to work in a professional organization with strong values and growth along with exciting responsibilities and new challenges where my abilities are utilized to full of my potential and contribute for the growth of the organization.

EDUCATIONAL QUALIFICATION:

ACADEMIC

- ✧ Diploma in Civil Engg from S R R.S POLYTECHNIC Sirsilla
- ✧ SSC from Shanthinikethin Residential school.

TECHNICAL

- ✧ MS-office
- ✧ Fundamentals in computer.

WORK EXPERIENCE:

- ✧ Worked as supervisor in Prasanna Builders for 12 months.
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PERSONAL PROFILE

Name : M.RAMA KRISHNA
Father's Name : M.MOHAN REDDY
Date of Birth : 02-12-1982
Nationality : Indian
Religion : Hindu
Native Place : Hyderabad
Languages Known : English, Hindi, Telugu.
Hobbies and Interest : Surfing on Internet, Playing foot ball & Chess.

DECLARATION

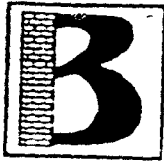
In view of the above, I request you to be kind enough to give an opportunity to serve your esteemed organization in the capacity mentioned above, for which act of kindness, I shall be very thankful and grateful to you.

Date:

Yours faithfully

Place: Secunderabad

(M.RAMA KRISHNA)



Plot No. 106, Gayathri Nagar,
Moula-Ali, Hyderabad - 500 040.
Phone: 040 - 7123494 7135378

PRASANNA
BUILDERS

Ref.:

Date: 10.06.2006

EXPERIENCE CERTIFICATE

This is to certify that Mr.M. Rama Krishna (DCE) has worked in our firm Ms. Prasanna Builders as Site Supervisor from June 6th 2005 to June 5th 2006. He was drawing a salary of 4500/- (+incentives) and his work was satisfactory.

Yours Faithfully.


(N.BHARANI KUMAR)

Mtech (Structures)

B. 9441877779