

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

Name	Md. Iqbal.
Salary	4,500/-
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. 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 checked="" type="checkbox"/> After 6 months <input type="checkbox"/> Next April
Employee company	Vista Homes.
Designation	Jr. Engg.
Site	Sy. No. 202-206 Karna Village.
Date of joining	29/1/07.
Report to	Ranj P. Kumar at SoA.
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 checked="" type="checkbox"/> Copy of passport <input checked="" type="checkbox"/> Fathers employment details / Copy of ID card. <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	<p>Minimum commitment to work for 2 years in this organisation.</p> <p>* Discussed with Mr. Potmachander who supervised him at a new construction. His report ok on him.</p> <p>Potmachander - cell no. 9848055080</p>

Sign: Md. Iqbal  
 Date: 29/1/07.

Ref: Mr. Rajesh  
 classmate  
 Mr. S. H. Shetty

**Bio-Data**

Note: Attach copy of Resume / Bio-data

Application for post of	site supervisor.
Date of application	25/1/07

**Personal Details**

Name	Md. Irfan		
Age	20	Date of Birth	14-12-1985
Fathers Name	Md. Javed.		
Address for Correspondence	Hayatnagar		
Phone no. for correspondence	25400711		
Permanent Address	H-No-10-50- Bibipet - (V) Domalconda (M) Nizamabad (D)		

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

→ Communication Skills - Normal
→ Appearance - ok

**Education**

Degree			
Name of college			
Location			
Year		Medium of Instruction	

Degree	DCE		
Name of college			
Location			
Year		Medium of Instruction	

Name of Inter/ Jr. College	Govt Polytechnic (Sri Sangameshwar)		
Location	Raheerabad		
Year	2006	Medium of Instruction	English

Name of school	Govt High School		
Location	Bibipet		
Year	2001	Medium of Instruction	English

Mr. Poorna chander Site Engineer

Other courses or training	Learnt AutoCAD
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Remarks: (For office use only - Do not write in this box)


**Computer Skills**

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

*No Vehicle*

Make		Year	
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Family Details	Name	Age	Occupation	Company
Father	md. Paveed	45	Electronic shop at college	
Mother	Shamshunissa		Home	
Wife / Husband				
Brother / Sister	Imran	18	Study - Intern 2nd year	
Brother / Sister				
Brother / Sister	Nisha	10	Study	
Brother / Sister				

**Salary Details**

Last Drawn Salary	4500/-	
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	4500/-	No.

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→ He agrees to work at least 3 years, both us.

**Experience & Employment Details**

Years of experience in relevant field | site supervysor. (6 months)

Name of Company	Anshu. Construction Company.		
Duration of employment	June	From date:	1/11/2016 To date: 1/1/2017
Location	Jeele matta.		
Designation	site supervysor.		
Last drawn salary	4500/-		
Brief Description of work			
Reason for leaving	Work Completed		

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


Name of Company	specic spatialtech limited.		
Duration of employment	Sept 2011	From date:	1/1/2016 To date: 1/1/2017
Location	A.S. Rao Nagar.		
Designation	Surveyor.		
Last drawn salary			
Brief Description of work			
Reason for leaving			

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


## RESUME

MOHD IRFAN,  
S/O Javeed,  
H.No:10-50,  
Bibipet (V),  
Domakonda(M)  
Nizamabad (D)-503111.

Cell No 9848983687  
9948783733

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### **OBJECTIVE:**

I would like to associate myself with progressive & professional organization, where there is growth & potential realization of persons abilities & skills & ample scope for personal development

### **EDUCATIONAL QUALIFICATIONS:**

- Diploma in Civil Engineering (Construction Tech) 2006.
- Intermediate Vocational (Construction Tech) 2004.
- SSC Board of Secondary Education 2002.

### **TECHNICAL SKILLS:**

- M.S –Office, Ms-Dos,
- Windows 98, 2000, XP,
- AUTO CAD 2D & 3D.

### **EXPERIENCE:**

Working as a **Surveyor** in **SPECK SPATIAL TECH LTD,**  
(2months)  
As a site Engineer in **ANSHU CONSTRUCTION CO**  
(6 MONTHS)

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**PERSONAL INFORMATION:**

Name : MOHD IRFAN  
Father's Name : Javeed  
Date of birth : 14-12-1985,  
Gender : Male,  
Marital Status : Single,  
Nationality : Indian,  
Languages Known : English, Telugu and Hindi.

**DECLARATION:**

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

**Place :**

**Date:** (MOHD IRFAN)

Comments

a.) Less experience in construction line. only  
(5) to 6 marks

b.) little ~~bit~~ experience in surveying. good  
knowledge on using the instrument like Auto level.  
& theodolite

c.) over all good.

Receipts  
25/10/17 9246349568