

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

Name	M. KIRAN KUMAR
Salary	10,000/-
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 type="checkbox"/> No PF & ESI <input 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 A Modi Const.
Designation	Ant. Site Rngg.
Site	MNM
Date of joining	19/6/08
Report to	Site Prabhakar Rao at MNM.
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 type="checkbox"/> Fathers employment details / Copy of ID card. <input checked="" type="checkbox"/> Reference letter from <u>Floni point</u> . <input checked="" type="checkbox"/> Reference letter from <u>SHS</u> <input checked="" type="checkbox"/> Reference letter from <u>COMLAB</u> . <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	Refer to <u>Jai Kumar</u> .

Sign: [Signature]

Date: 11/6/08

Ref: Parkaven, (D. J. & Vyjayanti)

Wed 11/04

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	SITE Engg
Date of application	
Application through	<input type="checkbox"/> Advertisement <input type="checkbox"/> Referred by: G. Jai Kumar

Personal Details

Name	M. KIRAN KUMAR		
Age	31 years	Date of Birth	20-01-1977
Fathers Name	M. Jaya Prakash		
Address for Correspondence	6-3-343/3/B1, Balapura, Ernamangil colony Hyd-82		
Phone no. for correspondence	040-30601540		
Permanent Address	- do -		

over here

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

Send him to Ranjit for his opinion. 5/6/08

Education

Degree	B. E (CIVIL)		
Name of college	Vasavi college of Engg		
Location	Rondowada Hyd		
Year	1998-2002	Medium of Instruction	English

BT

Degree			
Name of college			
Location			
Year		Medium of Instruction	

Name of Inter/ Jr. College	Chankya Jr. College		
Location	Ranjit Hyd		
Year	93-1995	Medium of Instruction	English

55%

Name of school	Vidyodaya High School		
Location	Ameerpet Hyd		
Year	1993	Medium of Instruction	English

72%

He doesn't have any knowledge, only some basic points he knows. We have to teach him from all basic things, drawings, preparations, etc. He can't tell him as a trainee and teach the things. More over salary expectations is high. He can learn learn the things. Over all satisfactory

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	<i>Reliance</i>	Year	1993
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Family Details	Name	Age	Occupation	Company
Father	M. Jayaprakash	53	PAN VENDOR	BUSINESS
Mother	H. Satyawati	47	Home maker	-
Wife / Husband				
Brother / Sister	H. Sunitha	28	CSR	GENPACT
Brother / Sister	H. Sunil	26	Student	
Brother / Sister	H. Supriya	24	Student	
Son / Daughter				
Son / Daughter				
Son / Daughter				

Salary Details

Last Drawn Salary	16,000
Above salary Included	ESI: <input type="checkbox"/> Yes <input type="checkbox"/> No
	Conveyance: <input type="checkbox"/> Yes <input type="checkbox"/> No
Expected Salary	PF: <input type="checkbox"/> Yes <input type="checkbox"/> No
	Mobile Allowance: <input type="checkbox"/> Yes <input type="checkbox"/> No
	15,000 to 20,000

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Experience & Employment Details

Years of experience in relevant field	
Name of Company	Flexi point BPO
Duration of employment	From date: 10 Sep 07 To date: till date
Location	HI-TECH CITY
Designation	TSR
Last drawn salary	16,000/-
Brief Description of work	It is an outbound call center and my role is make call introduce my company products and sell it to customers.
Reason for leaving	

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Name of Company	S H S
Duration of employment	From date: 5th Nov 06 To date: 30th April 07
Location	Mortgage officer Red Bank on Bay
Designation	
Last drawn salary	12,000/-
Brief Description of work	It is an outbound call center and I used to work of First financial corp based New Jersey call customers mortgage their properties
Reason for leaving	

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Name of Company	Commlab - Centre for effective learning		
Duration of employment	From date:		To date:
Location	West Hampstead, See back.		
Designation	Business Development Ex		
Last drawn salary	9,000/-		
Brief Description of work			
Reason for leaving			

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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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**Ask for additional sheets if required.*

CURRICULAM VITAE

M.KIRAN KUMAR

H. No. 6-3-343/3/B/1,
Balapura,
Erramanzil Colony,
Hyderabad.

E-Mail: mkirank2001@yahoo.co.in
Phone: 040-30601540

OBJECTIVE

A Challenging position to contribute and grow in the area concerned, particularly in a competitive environment. The main thrust of my career development is to excel in my field with an emphasis on delivering the best that I have acquired the course and to learn and acquire in the process.

STRENGTHS

- Adaptable and Flexible
- Self motivated
- Leadership Quality

EDUCATION:

ACADEMIC:

- Bachelors Degree in Engineering from Osmania University.
- Intermediate (M.P.C) from Board of Intermediate Education A.P
- Secondary School Certificate from Board of Secondary Education

COMPUTER SKILLS: Ms-Office, Ms-word, Excel.

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WORK EXPERIENCE:

1. Name : Flexi Point BPO
Designation : Tele Sales Representative
Period : 10th September 2007 to till date
2. Name : SHS (Smarter Home Solutions)
Designation : Mortgage Officer
Period : 5th November 2006 to 30th April 2007

3. Name : Commlab-Centre for effective learning
Designation : Business Development Executive
Period : 26thDecember 2005 to 27thJuly 2006

PERSONAL PROFILE

NAME : KIRAN KUMAR MANDALI
FATHERS'S NAME : M.JAYA PRAKASH
DATE OF BIRTH : JANUARY 20th1977
SEX : MALE
MARITAL STATUS : SINGLE
NATIONALITY : INDIAN
LANGUAGES KNOWN : TELUGU, HINDI&, ENGLISH

DATE 05/06/08
PLACE : Hyd.


(M.KIRAN KUMAR)