

Ref. ~~A. Malla Reddy~~ Malla Reddy
C. H. Reddy

Bio-Data

Note: Attach copy of Resume Bio-data

find interview 24/3/22
spw 22 class.

Application for post of	
Date of application	3/07/07.
Application through	<input type="checkbox"/> Advertisement <input type="checkbox"/> Referred by: A. Malla Reddy Malla Reddy

Personal Details

Name	M. Srilatha.
Age	22
Date of Birth	10 th , December 1985.
Fathers Name	A. Ramulu.
Address for Correspondence	South Lallaguda Secunderabad. - Pottu House
Phone no. for correspondence	9247302961 ✓
Permanent Address	H.No: 12-5-150/3, South Lallaguda, Secunderabad-17.

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

→ ~~Computer~~ Communication Skills - Ok
 → She is ready to do work letter typing & accout.
 BC - candidate.

Education

Degree	
Name of college	
Location	
Year	Medium of Instruction

Degree	B.Com.
Name of college	Arbedkay open University.
Location	
Year	2005
Medium of Instruction	English

607.

Name of Inter/ Jr. College	Sri Sai Vignan Bharthi
Location	Secunderabad.
Year	2002
Medium of Instruction	English

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Name of school	S. J. Albans High School
Location	Secunderabad.
Year	2000
Medium of Instruction	English

757.

Salary fixed at 4,500/-

Other courses or training	Type writing completed Higher & Lower.
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Remarks: (For office use only - Do not write in this box)

→ She knows Typing but she is not good at computer.

Computer Skills

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

Two Wheeler

Make		Year	
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Family Details	Name	Age	Occupation	Company
Father	A. Ramulu		W/W	Railways Secular
Mother	A. Sathyanand			
Wife / Husband	H. Venkatesh	25 yrs	Private Job	STC Hostel & Canteen
Brother / Sister				
Brother / Sister				
Brother / Sister				
Son / Daughter	Aaryan	5 months		
Son / Daughter				
Son / Daughter				

Salary Details

Last Drawn Salary	Rs 5000		
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	7000		

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

Married - Childre 1 child child 5 months old.

→ She agree for between Rs 4000-4500 Salary

Experience & Employment Details

Years of experience in relevant field

Name of Company	S.t. Marks High School		
Duration of employment	From date:	2003	To date: 2005
Location	Neredmet.		
Designation	Teacher		
Last drawn salary	5000/-		
Brief Description of work	English + Social		
Reason for leaving	For getting married.		

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)

Curriculum Vitae

M. SRILATHA,
H.No:12-5-150/3,
South lallaguda,
Secunderabad-17
Mobile:9247302961

Career Objective:

To strive for perfection and to make maximum contribution for the overall growth of the organization and myself by utilizing my communication skills and human related motivational talents.

Educational Qualifications:

COURSE	INSTITUTION	BOARD / UNIVERSITY	YEAR OF PASSING
B.Com	Ambedkar Open University	Osmania University	2005
Intermediate	Sri Sai Vignan Bharthi	Board of Intermediate Education	2002
10 th Class	St.Albans High School	Board of Secondary Education	2000

COMPUTER SKILLS:

- ❖ Technical : Accounting packages
- ❖ Typewriting : Completed Higher & Lower

Experience precise:

Worked as a teacher in St.Marks High School for 2 years.

Strengths:

Hardworking towards achieving the organizational goals, quick adaptive to any type environment towards learning new strategies, work oriented team player with excellent results.

Personal profile:

Name : M.Srilatha
Husband's Name : M.Venkatesh
Date Of Birth : 10th December 1985
Marital Status : Married
Nationality : Indian
Religion : Hindu
Languages Known : English, Hindi and Telugu
Hobbies : Listening to music &
Dancing
Permanent Address : H.No:12-5-150/3,
South Lallaguda,
Secunderabad-17.

I here by declare all the statement made above is true and correct to the best of my knowledge and belief.

Place: Secunderabad

Date : 3/07/07.


(M.SRILATHA)