

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

Name	YINEELA Q.		
Salary	5,000/-		
Conveyance	<input checked="" type="checkbox"/> Included in salary	<input type="checkbox"/> Extra Rs.	per month
Mobile Allowance	<input checked="" type="checkbox"/> Nil	<input type="checkbox"/> Rs.	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	PARAMOUNT BUILDERS.		
Designation	Computer Operator.		
Site	H.O.		
Date of joining	3/3/07.		
Report to	Ho. Manu Reddy		
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 type="checkbox"/> Copy of drivers license <input type="checkbox"/> Copy of passport <input type="checkbox"/> Fathers employment details / Copy of ID card. <input checked="" type="checkbox"/> Reference letter from ADDRESSO/HUTCH <input checked="" type="checkbox"/> Reference letter from AUKORA ——— <u>1hr in/walk.</u> <input type="checkbox"/> Reference letter from <input type="checkbox"/> Other <input type="checkbox"/> Other		
Remarks	Tai Kumar's Anon Sister.		

Sign: [Signature]
Date: 3/3/07.

Ref: - G. Jankumar (can Brother) Ref: G. Jankumar R. Babu Rao

Bio-Data

Note: Attach copy of Resume / Bio-data

godd

Application for post of	Sales co-ordinator
Date of application	26-02-2007

Personal Details

Name	G. Vineela		
Age	23	Date of Birth	07-02-1984
Fathers Name Husband	G. Vinod Kumar		
Address for Correspondence	H.NO: 12-10-590/10/7, Road No-4 Warasiguda, Sec-bad.		
Phone no. for correspondence	9246209123		
Permanent Address	H.NO: 12-10-590/10/7, Road No-4 Warasiguda, Sec-bad.		

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

→ Communication Skills - godd
→ We can consider her AET to Ums.
BC candidate

Education

Degree	B.COM		
Name of college	Andhra Mahila Sabha College for women		
Location	Osmania university		
Year	2004	Medium of Instruction	English

Degree			
Name of college			
Location			
Year		Medium of Instruction	

Name of Inter/ Jr. College	Govt Junior college for girls.		
Location	West mared pally		
Year	2001	Medium of Instruction	English

Name of school -	Sri Balaji High school		
Location	Warasiguda		
Year	1999	Medium of Instruction	English

Other courses or training	Type writing (learn) ✓
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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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Family Details	Name	Age	Occupation	Company
Father	G. Vinod kumar	-	Expired	
Mother	G. Nagalaxmi	44	House wife	
Wife/Husband	P. Vinod Kumar	27	Business	Tiffy Centre
Brother/Sister/Son	P. Tanish	11 months	-	
Brother/Sister				
Brother/Sister				
Brother/Sister				

Salary Details

Last Drawn Salary	4,400/-	
Above salary included	ESI: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	PF: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Conveyance: <input type="checkbox"/> Yes <input type="checkbox"/> No	Mobile Allowance: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Expected Salary	5,000/- plus (Negotiable)	

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→ The debt with male baby
→ Children 1 boy - 11 months.

Experience & Employment Details

Years of experience in relevant field

Name of Company	ADDESSO (HUTCH)		
Duration of employment	From date:	OCT'05	To date: NOV'06
Location	Himayat nagar		
Designation	Tele caller - (Clinton. Johnson)		
Last drawn salary	4,400/-		
Brief Description of work	Attending the Customers Sort out the problems Reg. Bills, Service area, Calls etc.		
Reason for leaving	Pregnant		

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Name of Company	AURORA ENTERPRISES (Gym Equipments)		
Duration of employment	From date:	JUN'04	To date: AUG'05
Location	ABIDS		
Designation	Computer Operator cum Service Incharge		
Last drawn salary	4,000/- including conveyance		
Brief Description of work	<ol style="list-style-type: none"> ① making Bills ② Despatching of Equipments. ③ Services etc. 		
Reason for leaving	Betterment		

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References: G. Jai Keemal
R. Babu Rao

CURRICULAM VITAE

G.VINEELA
H.NO:12-10-590/10/7
ROAD NO:4
WARASIGUDA
SECUNDERABAD.
PH::NO:040-27075063
(9246209123)

Carrier Objective:

A challenging position where I can utilize my skills & knowledge and play an important role I in achieving the targeted goals and develop my self along with organization.

Educational Qualification:

- Degree (B.Com) from Osmania University
- Intermediate from Govt Junior College ,Maredpally .
- SSC from Sri Balaji High School

Technical Skills :-

- Basic of Computer Knowledge (D.C.A)
- Ms-Office .
- Typing Lower

STRENGTH & RESPONSIBILITY

- Good Communication Skill,
- Self Confidence.
- Hard Working

WORK EXPERIENCE :-

- Worked as a Computer Operator & Service in charge in Aurora Enterprises for the period One Year.
- Worked as a Tele Caller in Adesso for HUTCH for the period of One Year.

HOBBIES :-

- Listening Music
- Reading Books

PERSONAL DETAILS :

Name : G.VINEELA
Father's Name : G.VINOD KUMAR
Date of Birth : 07-02-1984
Gender : Female
Marital Status : Married
Nationality : Indian
Language Proficiency : English, Hindi & Telugu

Declaration:

Promise that I can render my services at most satisfaction of my superiors and the management. I request your good self too kindly consider my resume and provide me a chance to serve in your esteemed organization.

Place: Secunderabad

Date: 26-02-2007.

G.vineela.
(G.VINEELA)