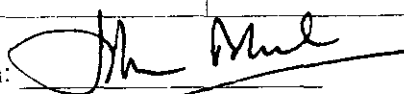


Details of Appointment: : (For office use only – Do not write on this page)

Name	K. Krishna Prasad
Salary	12,000/-
Conveyance	<input checked="" type="checkbox"/> Included in salary <input type="checkbox"/> Extra Rs. _____ per month
Mobile Allowance	<input type="checkbox"/> Nil <input type="checkbox"/> Rs. 200/- 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	MNM – Modi Modi Cant. Nilgiri Homes.
Designation	Asst. Manager Customer relations
Site	H.O.
Date of joining	10/1/08
Report to	H.O.
Documents required	<input checked="" type="checkbox"/> 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 type="checkbox"/> Copy of passport <input checked="" type="checkbox"/> Father's ^{Wife's} employment details / Copy of ID card. <input checked="" type="checkbox"/> Reference letter from <u>SRI SARBATI</u> <input checked="" type="checkbox"/> Reference letter from <u>DELTA HOLIDAYS</u> <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	Relative of Sarath - Purchase. * Referee of Sarath - Purchase - family friend. + Must learn computers - word / excel / windows & email.

Sign: 

Date: 10/1/08

Smith

Ch

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	Ceogram Refd / Working Officer (Mens)
Date of application	03-01-2008
Application through	<input type="checkbox"/> Advertisement <input checked="" type="checkbox"/> Referred by: Mr G.V. KARAN - MARC Benny

Personal Details

Name	K. KRISHNA PRASAD		
Age	44 years	Date of Birth	16-06-1964
Fathers Name	K. Hanumanth Rao		
Address for Correspondence	1-21-54/1/1, Venkateswaram, Sec 15		
Phone no. for correspondence	99896 99536 / 2393-1566 (B)		
Permanent Address	1-21-54/1/1 Venkateswaram, Sec 15		

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

→ Communication Skills - etc.

Education

Degree	B.Sc (MPC)		
Name of college	S.P. College		
Location	Padmanab Nagar Sec 15		
Year	1983-1986	Medium of Instruction	English

Degree			
Name of college			
Location			
Year		Medium of Instruction	

Name of Inter/ Jr. College	Govt Junior College		
Location	Sattampally (Sec 15) - A.P.		
Year	1980-1982	Medium of Instruction	Telugu

Name of school	Govt School		
Location	K.R.P. (Sec 15) - A.P.		
Year	1979	Medium of Instruction	Telugu

↓
 Communication Skills are OK.
 Salary expectation is high, Salary is negotiable.
 Seems to be OK, has knowledge of Customs case.
 as he is only for Delta, can be appointed
 Page 1
 5/1/08

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	Boxer - 5	Year	2000
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Family Details	Name	Age	Occupation	Company
Father	K. Hanumanth	80	Agri. Cultivator	
Mother	Radha Bai	75	Housewife	
Wife / Husband	Srinivas	42	Employed / Adm.	SIFPL, Mysore
Brother / Sister	Agga Rao	52	Prof. II	Private Company
Brother / Sister	Govinda Rao	50	"	"
Brother / Sister	Srinivas	40	Agri. Cultivator	
Son / Daughter	Srinivasa	10	Student	
Son / Daughter				
Son / Daughter				

Salary Details

Last Drawn Salary	18000/-	
Above salary Included	ESI: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	PF: <input type="checkbox"/> Yes <input checked="" 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	Same	

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

→ 18000 Salary seems to be high

Experience & Employment Details

Years of experience in relevant field	7 years		
Name of Company	SRI SARRASI STEEL TUBES Ltd, Chennai		
Duration of employment	From date:	1992	To date: 1997
Location	Maruth Road Chennai.		
Designation	Finance Officer (Accounting)		
Last drawn salary	Rs 8500/-		
Brief Description of work	Relations to Banks - getting loan. Letter of credit, Letter of guarantee preparation & disbursement. (Bank & Export) getting loans from financial institutions.		
Reason for leaving	Because of my marriage.		

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

Name of Company	DELTA HOLIDAY RESORTS (P) Ltd		
Duration of employment	From date:	1992	To date: 2001
Location	Hyderabad		
Designation	C.R. and Marketing Manager		
Last drawn salary	18000/-		
Brief Description of work	Solving of customer problem. Booking (Analyst), Accommodation, problem preparation & arrangements.		
Reason for leaving	Internal problem.		

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