

Ref: M Vasudeva Reddy, Amr Nye. Modipudi
15/01/08

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	ACCOUNTS ASSISTANT
Date of application	1-12-07
Application through	<input type="checkbox"/> Advertisement <input checked="" type="checkbox"/> Referred by: G. VASU DEV RAO, Modi Admin. Manager.

Personal Details

Name	GADDIKERTI. SAILAJA		
Age	32 yrs	Date of Birth	01-06-1975
Fathers Name	K. SREENIVASA MURTHY		
Address for Correspondence	10-383/1/6, G-3, Vasanthapuri Colony, Malkajgiri, Sec'bad-47. Referred from		
Phone no. for correspondence	9990900702		
Permanent Address	10-383/1/6, G-3, Vasanthapuri Colony, Malkajgiri, Sec'bad-47		

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

Education

Degree / Pu.	B. Sc.		
Name of college	S.M.L. Degree College		
Location	NEMMIGANUR, KURNOOL (DT)		
Year	1997	Medium of Instruction	Telugu

Degree	B. Sc., MPC		
Name of college	S.M.L. Degree College		
Location	NEMMIGANUR, KURNOOL (DT)		
Year	1997	Medium of Instruction	Telugu

Name of Inter/ Jr. College	Govt Junior College		
Location	NEMMIGANUR		
Year	1992	Medium of Instruction	Telugu

Name of school	Govt. Girls High School		
Location	NEMMIGANUR		
Year	1990	Medium of Instruction	Telugu

Other courses or training	TYPE-writing lower in 1992 D.C.A. — 1997 LAW (MBA)
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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	K.S. Murthy	75	Retired L.T.	A.P.C.B.B.
Mother	K. Laxmi Devi	68	House wife.	
Wife / Husband	S. Venkatesh Rao	36	Admin., Manager	MODI BUILDERS
Brother / Sister	K. Madhu	38	Teacher	
Brother / Sister	K. Subbarao	42	Accounts.	I.T.C. Turgebhadra.
Brother / Sister				
Son / Daughter	G. Chaitra	7	2nd class / study	
Son / Daughter	G. Anshuvarun	4	like	
Son / Daughter				

Salary Details

Last Drawn Salary	Rs 4,500/-		
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 checked="" type="checkbox"/> No	Mobile Allowance: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Expected Salary	Rs 4,500/-		

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

→ She is ready to work even for lesser salary.
→ Salary Offered Rs 3250/- the ^{the} offer ^{offer}
→ Asst. to Mr. Aruna

Experience & Employment Details

Years of experience in relevant field

Name of Company	SHRI RAM CHETS AND PRIVATE LTD.		
Duration of employment	7 Yrs	From date: June, 1997	To date: June 2003
Location	YEMMIGANUR.		
Designation	CASHIER		
Last drawn salary	4,500/-		
Brief Description of work	Cashier.		
Reason for leaving	Personal Problems.		

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

→ 2003 to till date working on a Ho deal

Name of Company		From date:		To date:	
Duration of employment					
Location					
Designation					
Last drawn salary					
Brief Description of work					
Reason for leaving					

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

**BOARD OF SECONDARY EDUCATION
ANDHRA PRADESH**



G 031774

SECONDARY SCHOOL CERTIFICATE

*P. S. V. D. R. K. School for Girls,
Yemmiganur,
Kurnool-Dist.*

Candidate's name		KOSIGI SAILAJA				bearing		
Roll No.		0436613		Mr/Daughter of		K SREENIVASAMURTHY		
School		Z P HIGH SCHOOL (GIRLS), YEMMIGANUR						appeared
Date of Birth		MARCH, 1990.				and PASSED the EXAMINATION in		
Medium of Instruction		FIRST		division with		TELUGU as the medium of instruction.		
Date of Birth of the Candidate is								
DAY		MONTH		YEAR				
06/1975		ZERO ONE		JUN ONE NINE SEVEN FIVE				
The Candidate Secured the following Percentage of marks								
LANG.	MARKS	THIRD LANG.	MARKS	MATHEMATICS	MARKS			
TELUGU	82	ENGLISH	66	MATHEMATICS	65			
NATURAL SCIENCE	68	SOCIAL STUDIES	71	TOTAL (in figures)	352			
* THREE HUNDRED AND FIFTY TWO *								
SECOND LANGUAGE (HINDI)		* FIFTY EIGHT *		58				
Marks of Identification		<ol style="list-style-type: none"> A mole on the left cheek A mole on the left temple 						
Head of Institution		<i>P. S. V. D. R. K. School for Girls Yemmiganur 28/1/90</i>						
Date of Issue		HEAD MISTRESS, P.S.V. D. R. K. School for Girls, Yemmiganur, (KURNOOL-DIST)						
City		HYDERABAD						
Secretary		SECRETARY						
Board		BOARD OF SECONDARY EDUCATION						
Any corrections in the Certificate will not be entertained after three years from the date of issue. Any unauthorised correction in the certificate will result in cancellation of certificate.								

STATE BOARD OF TECHNICAL EDUCATION AND TRAINING ANDHRA PRADESH



TECHNICAL EXAMINATION

LOWER GRADE

This is to certify that K SAILAJA
is the Daughter of Shri. K SREENIVASA MURTHY
With Reg. No. 157027
has passed the TYPE-WRITING ENGLISH (LOWER) 30 W.P.M.
EXAMINATION held in JUN/JUL - 1992 AT YEMNIGANUR
and has been placed in SECOND DIVISION

The candidate has secured the following percentage of marks:

PAPER I	PAPER II
52	57

FIRST CLASS : 75% and above in each paper

SECOND CLASS : 45% and above in each paper.

SPONSORED BY Sree Vasavi Typewriting Institute,
 (Recognised by Govt. of Andhra Pradesh)
 YEMMIGANUR, (Kurnool Dist.)

LAST DATE OF EXAMINATION : 17/07/92

Given under the seal of the Board

Am. Kumar
 ASSISTANT SECRETARY
 EXAMINATIONS

[Signature]
 SECRETARY

STATE BOARD OF TECHNICAL EDUCATION

THAPAR FORMS

20986
92

SERIAL NO: B 161653

Board of Intermediate Education ANDHRA PRADESH, HYDERABAD



PASS CERTIFICATE-CUM-MEMORANDUM OF MARKS

THIS IS TO CERTIFY THAT **KOSIGI SAILAJA**
SON/DAUGHTER OF **K SREENIVASA MURTHY**
WITH REGISTRATION NUMBER **618504** PASSED THE
INTERMEDIATE PUBLIC EXAMINATION HELD IN **SEPTEMBER 1992**
COMPARTMENTALLY

THE SUBJECTS IN WHICH THE CANDIDATE WAS EXAMINED AND THE
MARKS SECURED WERE AS FOLLOWS:

MEDIUM: **TELUGU** 007625

SUBJECTS	PAPER-I		PAPER-II	
	MAXIMUM MARKS	MARKS OBTAINED	MAXIMUM MARKS	MARKS OBTAINED
PART-1 : ENGLISH	100	048*	100	050*
PART-2: TELUGU	100	059*	100	073*
PART-3: OPTIONAL SUBJECTS				
MATHEMATICS	150	052*	150	072*
PHYSICS THEORY	60	028*	60	023*
PHYSICS PRACTICAL			30	025*
CHEMISTRY THEORY	60	021*	60	023
CHEMISTRY PRACTICAL			30	023*
GRAND TOTAL				
IN FIGURES	IN WORDS		DATE	
497	*** FOLR***NINE***SEVEN***		07-11-92	

S. S. Jayaram
PRINCIPAL

Government Junior College
Yemmiganur, (Kurnool Dist.)

M. L.
JOINT/DEPUTY SECRETARY
(EXAMINATIONS)

NOTE: ELIGIBILITY RULES ARE GOVERNED BY THE BOARD

Disposal No SKUL/Exams/1356/197.

Register No. 94341042

KRISHNADEVARAYA UNIVERSITY, ANANTAPUR.



7312

PROVISIONAL CERTIFICATE

This is to certify that Sri / Kumari Koligi Sailaja has qualified himself/herself for the Degree of Bachelor of Science (Common Core Syllabus) (Yearly Examination Scheme) in this University he/she having been declared to have passed the Examination prescribed therefor as follows and that he/she has done all that is necessary for the formal presentation for the Degree of Bachelor of Science ~~English Medium~~ / Telugu Medium.

YEAR	SUBJECT	CLASS
April 1995 Part - I	(a) English (b) Another Language <u>Telugu</u> (c) Indian Heritage & Culture and Science & Civilisation.....	Third
April 1997 Part - II	(Chosen Subjects) : <u>Mathematics</u> <u>Physics</u> <u>Chemistry</u>	

ANANTAPUR

Dated 13 OCT 1997

Written by:

Compared by:

CONTROLLER OF EXAMINATIONS 13/10

Sri Krishnadevaraya University

Register No. 9434/042

Sl. No. 4815



Faculty of Science

This is to certify that

Laxmi Sailaja

has been duly admitted to the

Degree of Bachelor of Science

in this University he/she having been qualified for the same in April 1998 and having been placed

in Third class in Part I English Alugu,

Indian Heritage and Culture and Science and

Civilisation and Third Class in Part II Mathematics

Physics Chemistry

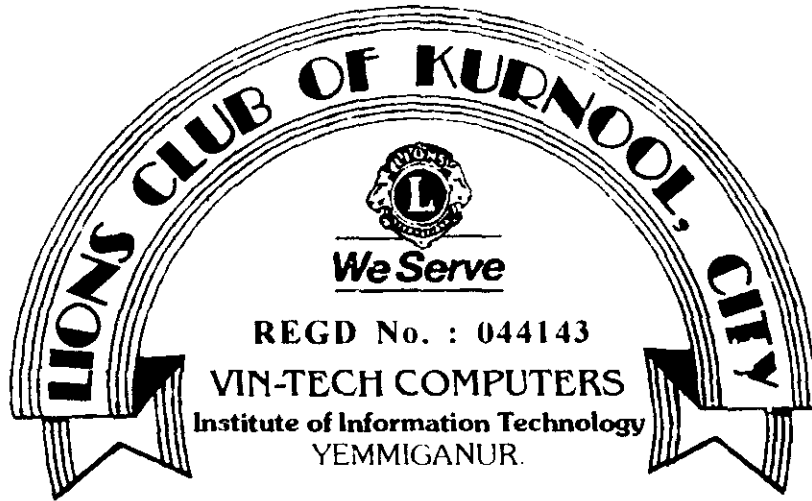
in Telugu medium.

Given under the Seal of the University

Anantapur

Date : 8th MARCH 1998

M. Naidu
Vice-Chancellor



Name of the Candidate : K. Sailaja
 Father's Name : K. Srinivasa Murthy
 Reg. No. : 451030
 Course Studied : Diploma in Computer Applications
 Course Duration : 6 Months
 Branch :

MARKS MEMORANDUM

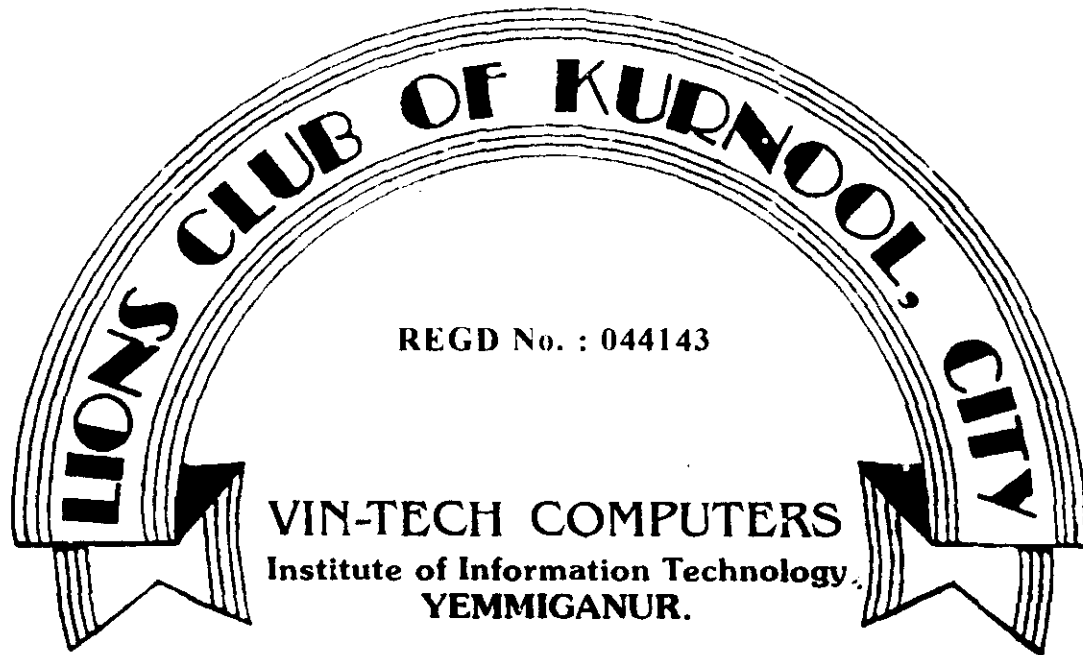
S.No.	Subject Name	Maximum Marks	Marks Obtained
1.	COMPUTER FUND. & CONCEPT	80	55
2.	BASIC	80	63
3.	DBASE III +	80	38
4.	WORD STAR	80	54
5.	LOTUS-123	80	44
6.	PRACTICALS	100	81
7.			
8.			
9.			
10.			
TOTAL MARKS		500	335

President

Lions Club of Kurnool City

Head of the Branch

Managing Director



DIPLOMA



We Serve

*This is to certify that Sri/Smt./Kum. K. Sailaja
S/o. D/o. W/o. K. Srinivasa Murthy bearing Reg. No. 451030
has successfully completed D.C.A., course appeared
at Yemmiganur from 10-1-1997 to 10-7-1997 and
that he / she secured in First division based on the performance
in the examination.*

President

[Signature]
Lions Club of Kurnool City

Head of the Branch

[Signature]
Managing Director

NOTE : PLEASE VERIFY THE MARKS LIST