

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

Name	VALLAN NAVRENA YADAV.
Salary	4,500/-
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. 300/- 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 type="checkbox"/> 3 months <input checked="" type="checkbox"/> Nil
Salary revision	<input type="checkbox"/> After 3 months <input checked="" type="checkbox"/> Next April
Employee company	Paramount Builders.
Designation	Marketing Co-ordinator.
Site	Nagaravani.
Date of joining	27/9/08.
Report to	GM4 for 15 days - Report to Subshani & Jagdin.
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 checked="" type="checkbox"/> Father's ^{Husband's} employment details / ^{Details of shop.} Copy of ID card. <input checked="" type="checkbox"/> Reference letter from CITI - DSA <input checked="" type="checkbox"/> Reference letter from Shantiniketan Public School. <input checked="" type="checkbox"/> Reference letter from Mylari Model School. <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	To Train under Jagdin & Subshani

Sign: J. M. M.
Date: 27/9/08.

Ref:- Mr. Srinivas Yadav, Collective Teacher
 (Sesta-entari) Cousin sister's Husband

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	
Date of application	14/09/06

Personal Details

Name	Vallam. Navaneer Yadav		
Age	35	Date of Birth	17-6-1971
Fathers Name	C. Lakshminarayana Yadav		
Address for Correspondence	H.No:- 38-15/52, Vinobha Nagar, Sainikpuri, Secunderabad-94. Mrs. [Signature]		
Phone no. for correspondence	27119140, 9948198484, 9290215922 → [Signature]		
Permanent Address	. Same as above Presently stay at Secunderabad		

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

→ Communication Skills - Ok.
 → We can recruit marketing co-ordinator for Paramount Builders.

Education

Degree			
Name of college			
Location			
Year		Medium of Instruction	
Degree	Dr. B. R. Ambedkar open university (B.A.)		
Name of college	→		
Location	Sec-abad.		
Year		Medium of Instruction	English
Name of Inter/ Jr. College	Gurukulam Jr. college, (B.P.C.) Regular		
Location	Tadnaka		
Year		Medium of Instruction	English
Name of school	Rly. girls high school,		
Location	North Lalaguda.		
Year	1988	Medium of Instruction	English

Other courses or training	Type writing lower and higher (English) D.T.P (English)
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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:

She knows
DTP

Two Wheeler

Make	—	Year	—
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Family Details	Name	Age	Occupation	Company
Father	C. Lakshminarayana	60	Rty Employee	(Retired)
Mother	C. Kalarathi	50	Teacher	primary school.
Wife / Husband	V. Mahesh	41	Pvt. Job	Milk business
Brother / Sister	L. Sarvesh	23	Self employee	C.D. shop
Brother / Sister	L. Sai	18	student	Rty Jr. college
Brother / Sister	L. Jyothi	27	Cashier	G.E. Country wide
Brother / Sister	L. Sridevi	20	Teacher	Primary school.

Salary Details

Last Drawn Salary	6,000/-	
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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Expected Salary	8,000/- (Negotiable)	

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→ Salary seems to be high.
→ She has no experience in relevant area.

Children - No.

Experience & Employment Details

Years of experience in relevant field

Name of Company	Nagendra Public school. Jmer		
Duration of employment	5 years	From date:	To date:
Location	Nesedmet, R.A. dist.		
Designation	Teacher - cum Typist.		
Last drawn salary	1500/-		
Brief Description of work	Teaching English & science social subjects Typist.		
Reason for leaving	Got married.		

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Name of Company	Mythi Model school.		
Duration of employment	2 years	From date:	To date:
Location	Golnaka, Ankerpat.		
Designation	Teacher		
Last drawn salary	2,200/-		
Brief Description of work	Same subjects as above and office work.		
Reason for leaving	School was in loss.		

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Name of Company	Shantivanakata Public school		
Duration of employment	3 years.	From date:	To date:
Location	Golnaka, Suberpeta.		
Designation	Teacher		
Last drawn salary	2,500/-		
Brief Description of work	Same subjects.		
Reason for leaving	We have shifted to Raintipudi.		

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Name of Company	Citi Bank			Not in Presently here.
Duration of employment	6 months	From date:	April-07	
Location	S.R. Nagar			
Designation	Tele-caller			
Last drawn salary	4,500/- + incentives around 6,000/-			
Brief Description of work	Telecaller. - make 30 to 40 calls and finish 2 to 4 leads a day.			
Reason for leaving	Less Salary and Transport problem			

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Work for BSA - Blue chip Corp. - SR Nagar.
Start at 8am and reach home at 6pm.
Incentive - Target 30 apphs per month.
above 30 th apphs company pay 700 per app
40 to 50 - 700/-
Avg. apphs made per month is 45-50.

Happy with current Job.

CURRICULUM VITAE

V. NAVEENA

H.No. 38-15/52,

Vinobha Nagar, Sainikpuri,

Secunderabad - 94.

Ph : 27119140

Cell : 99481 98484

CAREER OBJECTIVE

To seek a challenging career with tremendous growth and development for the benefit of self-attainment of the organization objectives were I could utilize my knowledge and communication skills

ACADEMIC QUALIFICATIONS

- B.A. from Dr. B.R. Ambedkar Open University, Hyderabad.
- Intermediate (BIPC) from Guruswamy Jr. College, Tarnaka, Hyderabad.
- S.S.C from Railway Girls High School, Lalaguda, Secunderabad

TECHNICAL SKILLS

- Type Writing Lower and Higher (English)
- D.T.P. (English)

WORK EXPERIENCE

- Worked as Teacher at Nagendra Public School, Neredmet, R.R. Dist for five years
- Mythri Model School, Golnaka, Amberpet, Hyderabad for Two years.
- Shantineketan Public School, Golnaka, Amberpet, Hyderabad for Three years.

*Citi bank - S.R. Nagar, Tele-caller for 6 months.
Amberpet.*

HOBBILES : Reading Books, Listening to music, travelling.

PERSONAL DETAILS :

Name : Vallam Naveena
Husband Name : Vallam Mahesh
Date of Birth : 17th June 1971
Religion : Hindu
Sex : Female
Nationality : Indian
Languages Known : English, Telugu & Hindi
Marital Status : Married
Strengths : Hardworking, Self confidence and Honesty.

Place :

Date :

(V. NAVEENA)

- ① Correct info about ~~ass~~ permanent
of rented house required.
- ② DA discontinued after marriage.
- ③ Husband sells heritage milk packets.
Has his own business.
- ④ Married in 1995.
- ⑤ ~~Can~~ Can join only on ~~25~~ 26 or 27th
of Sep. 2006.

✓

14/9/06.

NOTE

20/09/06

Sir,

Naveena has been visited the
Amg & chellapally sites it seems,
she told that she is going to
join from 26/09/06 or 27/09/06,
But she is not willing to sign
the three year's agreement!

Kindly Advise!

OK
m
20/9/06.

[Signature]