

D.O.P. → 3/12/09. MAM

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

| | |
|--------------------|--|
| Name | P. SRINIVASA RAO |
| Salary | 4500/- |
| 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. 250/- 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 -10 |
| Employee company | MAM |
| Designation | Site Supervisor |
| Site | Modi Road Construction |
| Date of joining | 2/12/09 |
| Report to | Mr. Yarasim |
| Commitment | Committed to work for atleast <u>2</u> yrs. |
| Documents required | <input checked="" type="checkbox"/> 4 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"/> Fathers employment details / Copy of ID card. <input type="checkbox"/> Surety from _____ <input type="checkbox"/> Surety from _____ <input type="checkbox"/> 1 yr Bank statement _____ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____ |
| Remarks | |

| | |
|---------------------------|-----------------------------|
| Approved by Shankar Reddy | Approved By MD - 5 DEC 2009 |
| Date: 2/12/09 | Date: |
| Sign: <i>[Signature]</i> | Sign: |

APPROVED BY
 ✓
 SOHAM MODI
 MANAGING DIRECTOR

Ref

Bio-Data

Note: Attach copy of Resume / Bio-data

| | | |
|-------------------------|---|---------------------------------------|
| Application for post of | Self Suggestion | |
| Date of application | | |
| Application through | <input checked="" type="checkbox"/> Advertisement | <input type="checkbox"/> Referred by: |

Personal Details

| | | | |
|----------------------------|---|---------------|------------|
| Name | TANGI SRINIVASA RAO | | |
| Age | 20 | Date of Birth | 01-07-1989 |
| Fathers Name | Narayana Rao | | |
| Address for Correspondence | TANGI SRINIVASA RAO Clo. N. Narayan Reddy Prasathinagan, Road no. 10, moosapet, Hyderabad. | | |
| Phone & Mobile | 9985641163 | | |
| Permanent Address | T. Srinivasa Rao S/o Narayana Rao. Lingalavalasa (vill) Rana(po), Jalumuru(mnd), Srikakulam (Dist) | | |

Ref

Education

| | | | |
|--------------------|--|--|---------------|
| Degree (PG) | | | |
| Name of college | | | |
| Location | | | |
| Course type | <input type="checkbox"/> Regular Course <input type="checkbox"/> Correspondence Course | | |
| Year of completion | | | |
| Percentage marks | Medium of Instruction | | Category |
| | | | SC/ST/BC/Open |

| | | | |
|--------------------|---|-----------------------|---------|
| Degree | Diploma in Electronics & communication engg. | | |
| Name of college | T.P.P college of Bobbili, Vizianagaram. | | |
| Location | Bobbili | | |
| Course type | <input checked="" type="checkbox"/> Regular course <input type="checkbox"/> Correspondence Course | | |
| Year of completion | oct-2009 | Medium of Instruction | English |
| Percentage marks | 60% | | |

| | | | |
|----------------------------|---|-----------------------|--------|
| Name of Inter/ Jr. College | Govt. Gurukul college, NalasannaPeta | | |
| Location | NalasannaPeta, Srikakulam (Dist) | | |
| Year | 2006 | Medium of Instruction | Telugu |

| | | | |
|----------------|-----------------------------------|-----------------------|--------|
| Name of school | Vizana Dewra high school | | |
| Location | Challavanipeta, Srikakulam (Dist) | | |
| Year | 2004 | Medium of Instruction | Telugu |

| | |
|--|-----------------------|
| Description of other courses or training | Hardware & Networking |
|--|-----------------------|

Computer Skills

| | |
|-----------|---|
| MS Office | <input type="checkbox"/> Good <input checked="" type="checkbox"/> Average <input type="checkbox"/> Poor |
| MS Word | <input type="checkbox"/> Good <input checked="" type="checkbox"/> Average <input type="checkbox"/> Poor |
| MS Excel | <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor |
| Auto CAD | <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor |
| Other | |

Two Wheeler / Car

| | | | |
|------|--|------|--|
| Make | | Year | |
|------|--|------|--|

| Family Details | Name | Age | Occupation | Company |
|------------------|---------------|-----|--------------|--------------|
| Father | Narasimha Rao | 55 | Farmer | Agri - 2 Agr |
| Mother | Rama | 40 | House wife | |
| Wife / Husband | | | | |
| Brother / Sister | Vinod Kumar | 18 | Intermediate | |
| Brother / Sister | | | | |
| Brother / Sister | | | | |
| Son / daughter | | | | |
| Son / daughter | | | | |
| Son / daughter | | | | |

Salary Details

(Copy of 1 yr bank statement form salary account will have produced at time of employment)

| | | |
|--------------------------------|--|--|
| Last Drawn Salary | | |
| Does the above salary include: | 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 | 1,500 to 5000 | |

Surety

Can you provide 2 sureties from Govt. employees or employees of reputed companies? Yes No

| Surety 1: | Name | Designation | Company | Your Relation |
|-----------|------|-------------|---------|---------------|
| | | | | |
| Surety 2: | Name | Designation | Company | Your Relation |
| | | | | |

Commitment

Can you commit to work for a minimum of 2 years? Yes No

Experience & Employment Details

| | |
|---------------------------------------|--|
| Years of experience in relevant field | |
|---------------------------------------|--|

| | | | | |
|--|-----|--|--|----------|
| Name of Company | | | | |
| Duration of employment | yrs | From date: | | To date: |
| Location | | | | |
| Designation | | | | |
| Last drawn salary | | | | |
| Number of employees in the company / branch? | | Number of employees in your dept. or division? | | |
| Brief description of work handled by you. | | | | |
| | | | | |
| | | | | |
| Reason for leaving | | | | |

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

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|--|-----|--|--|----------|
| Name of Company | | | | |
| Duration of employment | yrs | From date: | | To date: |
| Location | | | | |
| Designation | | | | |
| Last drawn salary | | | | |
| Number of employees in the company / branch? | | Number of employees in your dept. or division? | | |
| Brief description of work handled by you. | | | | |
| | | | | |
| | | | | |
| Reason for leaving | | | | |

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

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

| | |
|-----------------------|---|
| Background - Personal | <input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor |
| Background - Work | <input type="checkbox"/> Good <input checked="" type="checkbox"/> Average <input type="checkbox"/> Poor |
| Personality | <input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor |
| Appearance | <input type="checkbox"/> Good <input checked="" type="checkbox"/> Average <input type="checkbox"/> Poor |
| Communication skills | <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor |
| Recommendation | <input checked="" type="checkbox"/> Employ <input type="checkbox"/> Reject <input type="checkbox"/> Short list & decide later |
| Recommended salary | By 4500/- |
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Remarks by Divisional Manager.: (For office use only - Do not write in this box)

| | |
|----------------------|---|
| Relevant experience | <input type="checkbox"/> Good <input checked="" type="checkbox"/> Average <input type="checkbox"/> Poor |
| Knowledge of subject | <input type="checkbox"/> Good <input checked="" type="checkbox"/> Average <input type="checkbox"/> Poor |
| Recommendation | <input checked="" type="checkbox"/> Employ <input type="checkbox"/> Reject <input type="checkbox"/> Short list & decide later |
| Recommended salary | 4000/- For Interview |
| | |
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Remarks by MD (For office use only - Do not write in this box)

| | |
|--------------------|---|
| Recommendation | <input checked="" type="checkbox"/> Employ <input type="checkbox"/> Reject <input type="checkbox"/> Short list & decide later |
| Recommended salary | 6,500/- |
| | |
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APPROVED BY
 - 2 DEC 2009
 SONAM MOLI
 MANAGING DIRECTOR

Offer Details

| | | | |
|----------------|--|-----------------|--|
| Salary offered | | Date of joining | |
| Remarks: | | | |
| | | | |
| | | | |

RESUME

TANGI.SRINIVASARAO

C/O N .Narayayan Reddy,
Pragathinagar,
Road NO 10,
Moosapet,
Hyderabad.

Email:srinu_yda2000@yahoo.com
Mobile: +91-9985641163

Career Objective

Intended to build a carrier with leading Corporate with committed and dedicated people, which will help me to explore myself fully and realize my potential. Willing to work as a key player in challenging and creative environment.

Educational Qualifications

State Board of Technical Education July 2006-March 2009
T.P Polytechnic Collage, Bobbili.

Board of Intermediate education (Bi.P.C) July 2004-March 2006
Govt. Jr. College, Narasannapeta. A.P.

Board of secondary education (SSC) July 2003-March 2004
Vizanandurga high school, Challavanipeta

Software Exposure

Operating Systems - MS-DOS, Windows 98, 2000 and XP Professional.
Packages - Ms-Office and C

Training/ Continuing Education Summary

Hardware and Networking Course Completed from United InfoTech, Viziayanagram

Personal Profile

| | |
|-----------------|--------------------------|
| Date of Birth | 1 st .07.1989 |
| Gender | Male |
| Marital Status | Single |
| Nationality | Indian |
| Languages Known | English and Telugu |

Confidential

- Comprehensive problem solving abilities, excellent verbal with neutral accent, written and communication skills, ability to deal with people diplomatically, willingness to learn
- Team facilitator

Permanent address

: T. Srinivasa Rao
: S/O Narayana Rao
: Lingalavalasa (Village)
: Rana (Post), Jalumuru (M.D)
: Srikakulam (Dist) AP
: **Mobile No: 9866579403 (Res)**

Declaration

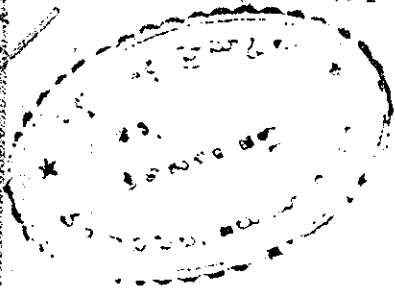
I hereby declare that the information given above is true to the best of knowledge. I will make it my earnest endeavor to discharge competently and carefully the duties you may be pleased to entrust with me.

Place : Hyderabad
Date:

(T. Srinivasa Rao)

Confidential

**BOARD OF SECONDARY EDUCATION
ANDHRA PRADESH**



SECONDARY SCHOOL CERTIFICATE

CC. 167561

PC/05/04285/50870/6

CERTIFIED THAT **TANGI SRINIVASA RAO**
S/O **NARAYANA RAO** Bearing Roll No **0178954**
belongs to **VIGNANA DURGA HIGH SCHOOL CHALLAVANIPETA**

has appeared and PASSED at the SSC EXAMINATION held in **MARCH 2004** in **FIRST**

Division with **TELUGU** as the medium of instruction.

DATE OF BIRTH OF THE CANDIDATE: DAY **ZERO ONE** MONTH **JULY** YEAR **ONE NINE EIGHT NINE**

THE CANDIDATE SECURED THE FOLLOWING PERCENTAGE OF MARKS

| SUBJECT | Marks Secured (in figures) | Marks Secured (in words) |
|---------------------------------|----------------------------|--------------------------|
| FIRST LANGUAGE : TELUGU | 74 | SEVEN FOUR |
| THIRD LANGUAGE : ENGLISH | 63 | SIX THREE |
| MATHEMATICS | 80 | EIGHT ZERO |
| GENERAL SCIENCE | 61 | SIX ONE |
| SOCIAL STUDIES | 86 | EIGHT SIX |
| TOTAL | 364 | (THREE SIX FOUR) |
| SECOND LANGUAGE : HINDI | 59 | FIVE NINE |
| GRAND TOTAL | 423 | (FOUR TWO THREE) |

Life Skills Education : **GRADE SECURED**

Marks of Identification : 1. *A mole on the right eye*
2. *A mole on the right shoulder.*

Head of Institution
with School Stamp

N. C. [Signature]
HEAD MASTER
Vignana Durga High School
Challava Mandal, Srisimhachandrapur Dist.

[Signature]

SECRETARY
BOARD OF SECONDARY EDUCATION
A. P. HYDERABAD

Date of issue : 30-04-2004

1. Life Skills Education : The Grade shall be incorporated by the respective Heads of the Institutions before delivery of the certificates to the candidates.
2. Any corrections in the certificate will not be entertained after one year from the date of issue.
3. Any unauthorised correction in the certificate will result in cancellation of the certificate.
4. The Marks with asterisk indicates the old marks secured in previous year.



2004