

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

Name	Mr MASOOD SHARAF
Salary	8750/-
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. 2000/- per month.
PF & ESI	<input type="checkbox"/> No PF & ESI <input 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 type="checkbox"/> Next April <input checked="" type="checkbox"/>
Employee company	GREENWOOD ESTATE
Designation	SITE SUPERVISOR
Site	GWB
Date of joining	31/12/09
Report to	Mr. Rajnik Prasad
Commitment	Committed to work for atleast 2 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	He has come through Mr Kunal

Approved by Shankar Reddy		Approved By MD	
Date:	31/12/09	Date:	
Sign:	<i>[Signature]</i>	Sign:	

✓

APPROVED BY
- 5 DEC 2009
SOHAM N/DI
MANAGING DIRECTOR

Bio-Data

Note: Attach copy of Resume / Bio-data

NA
DOT 3/12/09

Application for post of	ASSISTANT ENGINEER	
Date of application	01/12/09.	
Application through	<input type="checkbox"/> Advertisement	<input checked="" type="checkbox"/> Referred by: U.KUNAL (ASST. ENGINEER)

Personal Details

Name	MD. MASOOD SHAREEF	
Age	20 Yrs.	Date of Birth
Fathers Name	MD. SHAREEF	
Address for Correspondence	# 1-11-60/18/2, NEAR RAILWAY STATION, BEGUMPET, HYD-16.	
Phone & Mobile	9700225627 / 9666420898	
Permanent Address	# 1-11-60/18/2, NEAR RAILWAY STATION BEGUMPET, HYD-16.	

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 CIVIL ENGINEERING.	
Name of college	GOVT. POLYTECHNIC, MASAB TANK.	
Location	HYDERABAD.	
Course type	<input checked="" type="checkbox"/> Regular course	<input type="checkbox"/> Correspondence Course
Year of completion	2009	Medium of Instruction
Percentage marks	63.5%	ENGLISH

Name of Inter/ Jr. College		
Location		
Year		
	Medium of Instruction	

Name of school	ST. MARY'S HIGH SCHOOL	
Location	SECUNDERABAD.	
Year	2006	Medium of Instruction
		ENGLISH

Description of other courses or training	

Computer Skills

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

Two Wheeler / Car

Make		Year	
------	--	------	--

Family Details	Name	Age	Occupation	Company
Father	MD. SHAREEF	44	JOURNALIST	ETEMAD URDU DAILY
Mother	NAJMA SHAREEF	38	HOUSE WIFE	-
Wife / Husband	-	-	-	-
Brother / Sister	MD. MASOOD	18	STUDENT	M.S. JUNIOR COLLEGE
Brother / Sister	MEHERUNNISA	14	STUDENT	KEYES HIGH SCHOOL
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	5,500/-		
Does the above salary include:	ESI: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	PF: <input checked="" type="checkbox"/> Yes <input 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	7,500/-		

Surety

Can you provide 2 sureties from Govt. employees or employees of reputed companies?				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Surety 1:	Name	U. KUNAL	Company	MODI BUILDERS
	Designation	ASST. ENGINEER	Your Relation	FRIEND
Surety 2:	Name		Company	
	Designation		Your Relation	

Commitment

Can you commit to work for a minimum of 2 years?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
--	---

Experience & Employment Details

Years of experience in relevant field	1/2 Yrs (6 MONTHS)
---------------------------------------	--------------------

Name of Company	MA INFRA TECH PVT. LTD.		
Duration of employment	1/2 yrs	From date: 01/06/09	To date: TILL DATE
Location	ATTAPUR		
Designation	A SITE ENGINEER.		
Last drawn salary	5,500/-		
Number of employees in the company / branch?	35 Nos.	Number of employees in your dept. or division?	3 Nos
Brief description of work handled by you.	QUANTITIES CALCULATION, WEEKLY		
	MEASUREMENTS, PREPARATION OF		
	PAYMENT BILLS TO THE CONTRACTORS, BRICK WORK & COLUMN MARKING ETC.		
Reason for leaving	INTERESTED TO WORK IN A REPUTED COMPANY LIKE MODY BUILDERS.		

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

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)

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

Background - Personal	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Background - Work	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Personality	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Appearance	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Communication skills	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Recommendation	<input type="checkbox"/> Employ <input type="checkbox"/> Reject <input type="checkbox"/> Short list & decide later
Recommended salary	

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 type="checkbox"/> Employ <input type="checkbox"/> Reject <input checked="" type="checkbox"/> Short list & decide later
Recommended salary	Is 4,000/-
<p>Subject knowledge is Average. We have teach him hand all works like calculations, estimations, measurements etc. but he can learn things. System Over all can take him as trainee engineer. over all ok.</p>	

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

Recommendation	<input type="checkbox"/> Employ <input type="checkbox"/> Reject <input type="checkbox"/> Short list & decide later
Recommended salary	

Offer Details

Salary offered		Date of joining	
Remarks:			

CURRICULUM VITAE

MD MASOOD SHAREEF

+919700225627

Experience: Working as Site Engineer from 6 months.

- **Company:** MQ INFRATECH PVT. LTD.

Education Qualification:

- S.S.C. from St. Mary's High School.
- Diploma in Civil Engineering from Govt. Polytechnic, Masab Tank.

Goal:

- To pursue a highly challenging career, where I can apply my knowledge, acquire new skills and contribute effectively to the organization.

Technical Skills

Operating System : Windows 2000/XP/ VISTA,
Packages : MS Office, AutoCAD.

Strength:

- Ability to learn.
- Maintain utmost sincerity, Discipline in work and personal life.
- Self-motivated.
- Desire to work.

Personal Profile:

Father Name : MD Shareef
Date & Year of Birth : 28th Dec 1990
Languages Known : English, Hindi, Telugu & Urdu
Marital Status : Single
Hobbies : Learning new things in Engg. Field & going to Gym
Nationality : Indian
Permanent Address : H.No:1-11-60/18/2,
Near Railway station,
Begumpet, HYD-16.
Email ID : coolhyderabadi_28@yahoo.com
Alternative Number : 9866420898,9866770776

DATE : 01/12/09.

PLACE: HYDERABAD.

MD Masood
01/12/09.

(MD.MASOOD SHAREEF)

HOUSEHOLD CARD

Card No : WAP1678808B0311

F.P Shop No

: 808

పేరు

: మహమ్మద్ శరీఫ్

Name of Head of Household

: Mohammed . Shareef

కుడి / అర్థ పేరు

: షేక్ అహ్మద్

Father/ Husband name : Shaik Ahmed

పుట్టిన తేదీ/Date of Birth : 7-Dec-1964

వయస్సు/Age : 45

వృత్తి /Occupation

: Employee-Private

ఇంటి నెం./House No. : 1-11-60/18/2

వార్డు /Street : BEGUMPET OLD CUSTOM

కోలనీ : BEGUMPET

వీలెజ్ : వార్డ్ 1 / Ward- 1

మండలం : సర్కిల్ 8 / Circle VIII

జిల్లా /District : హైదరాబాద్ / Hyderabad

ఆదానీ ఆదాయం (Rs.) : 50,000

LPG Consumer No (1) : 7658/Single

LPG Dealer Name (1) : Mahalakshmi Lpg Centre,BPC

LPG Consumer No (2) : Single

LPG Dealer Name (2) :



Family Details

SLNo	MemberName	Relation	DateOfBirth	Age
1	Najma Shareef	Wife	21-Jan-1970	39
2	Md.masood Shareef	Son	28-Dec-1990	19
3	Md.masood Shareef	Son	20-Jan-1993	16
4	Meherunnisa Begum	Daughter	10-Nov-1996	13

Shareef 08/02/2009
 ASST. SUPPLY OFFICER
 CIRCLE-VIII, SECUNDERABAD.

