



NOPE

5th

The candidate is ok but  
POV in expression in English. She is  
confident that she would pick up  
well in one month. Please advise  
in this regard. She accepted for  
A 3730/- (inclusive all) per month

82 = 3 months probation | by 20/6/05.

**BIO-DATA**

Joined on 2/07/2003 - 05  
 Mon - after hr  
 2 more  
 20.6.05

Note: 1. Attach copy of Resume / bio-data. 2. Fill up this form in capital letters.

Name	NUKALA KRISHNA KUMART
Age/Date of Birth	23 / 11.06.1983 → 22 yrs
Fathers Name	NUKALA SESHAGURIRAO
Address for Correspondence	Plot No: 19, R.No. 2, SUBHADRANAGAR VANASTHALI PURAM, HYD.
Permanent Address	Plot No: 19, R.No. 2, SUBHADRANAGAR VANASTHALI PURAM, HYD.
Phone No.	9866158248 → cell no.

gatal house

Rama's husband's friend's sister

**Education**

Degree	B.COM → Eng. medium
Name of college	TRIVENI ARTS college
Location	Vi Jayawada
Year	2003

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Name of college	TRIVENI ARTS college
Location	Vi Jayawada
Year	2003

Name of Inter/Jr. college	Triveni ARTS college / M.E.C.
Location	Vi Jayawada
Medium & Year	English / 2000

Name of School	Rishi vidya Niketan
Location	Vi Jayawada
Medium & Year	Telugu / 1998

**Experience**

Years of experience in relevant field.	1 1/2 year
Name of company	Tharuta Enterprises
Duration of employment	1 1/2 yr From date: June 03 To date: present date
Location	West Marred pally
Last drawn salary	Rs 3500 → net salary (no bus pass)
Brief description of work	Receptionist & Accounts phone calls, EPABX.
Reason for leaving	Better opportunity

(Puchi + Mahagayammas, Home appliances, world spa, Faber chimney, Reelot geyser, Distribution Dept.)

main work

3 members  
2 - general staff

7 AFA → 4 connections manually.  
start sal - Rs 3,000 + bus pass.

PTO

Name of company	Thanuja Enterprises		
Duration of employment	From date:	To date:	
Location	Nest Marredpally.		
Last drawn salary	3500		
Brief description of work	Receptionist		
Reason for leaving	Better opportunity		

Name of company	Thanuja Enterprises		
Duration of employment	From date:	To date:	
Location	Nest Marredpally		
Last drawn salary	3500		
Brief description of work	Receptionist		
Reason for leaving	Better opportunity.		

Name of company			
Duration of employment	From date:	To date:	
Location			
Last drawn salary			
Brief description of work			
Reason for leaving	Better opportunity		

Computer Skills	Tally - acety, M.S office
Two wheeler & make	No - By Pass

Details of family members	Name	Age	Occupation	Name of company / employer
Father	Sehagipuram	53		OWN BUSINESS
Mother	Mani	45	House wife	
Wife	-			
Brother / Sister	Srinivag	35		OWN BUSINESS
Brother / Sister	Saipragad	27		OWN BUSINESS
Brother / Sister	Laxmi	32	Billing	Thanuja Enterprises
Brother / Sister	Nagamani	30	computer operator	Ganarand Enterprises

Expected salary	★ 4500/- → Rs 4,000/- = Rs 3800
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Other information	own house - Vijaywada - bus avail. till MG Rd. - Unmarried
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name

100  
Space  
part  
↓  
"  
"  
Buy any goods  
+ furniture

## CURRICULUM VITAE

**NUKALA KRISHNA KUMARI,**  
Plot No.19,  
Subhadranagar Colony-II,  
Vanastalipuram,  
HYDERABAD.

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### CAREER OBJECTIVE:

To work in dynamic organization with good career opportunities where I can put my experience, skills and education towards the growth of the company and self.

### EDUCATIONAL QUALIFICATIONS:

- B.Com ~~from~~ in Nagarjuna University, Vijayawada in the year 2003.

### TECHNICAL QUALIFICATIONS:

- ✓ • Diploma in Computer Applications

### WORK EXPERIENCE:

Worked for Tanuja Enterprises, Hyderabad as a Assistant clerk during the period of 2003 to still as on date.

### JOB PROFILE:

✓ Preparation of Letters, Journal Entries to maintain the Profit & Loss A/C etc., & Handling phone calls and EPABX

### STRENGTH:

To work hard and sincere and obedient and punctual at work.

**PERSONAL PROFILE:**

Father's Name : N.Seshagiri Rao  
Date of Birth : 11.06.1983  
Nationality and Religion : Indian, Hindu  
Mother Tongue : Telugu  
Languages Known : Telugu and English

Place : Hyderabad

Date : 17.6.05

**SIGNATURE**

*Kumari*  
(N. KRISHNA KUMARI)



## Thanuja Enterprises

1st Floor, Main Road, Near Bank of Baroda  
West Marredpally, Secunderabad - 500 026  
☎ : (O) 27804506, 27808068, Fax : 27710334

Dt: 21.06.05.

### TO WHOMSOEVER IT MAY CONCERN

This is to Certify that Miss Krishna Kumari who is working with us as Office Assistant cum Receptionist since February 04 to May 31<sup>st</sup> 05 has left on her own for betterment. During her tenure with us we found her sincere and hard working, last salary drawn with us is Rs.3500/-p.m.

FOR THANUJA ENTERPRISES

  
M.Koteshwara Rao