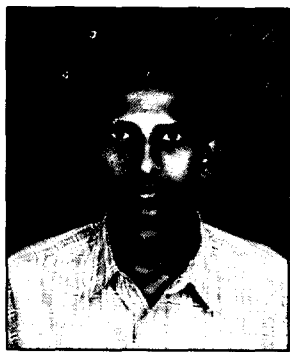


24-11-84

**BIO-DATA**

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



ref: -  
Vishwanath  
Gupta  
relation  
(cousin)

G.M.K. LAKSHMI NARAYANA	
28-01-1982	
G. VENKATA RAJU	
Correspondence	G.M.K. LAKSHMI NARAYANA, H. NO. 114 887, KPHB Colony, KUKATPALLY, HYD. PH. 9849535537 (PP)
Permanent Address	G.M.K. LAKSHMI NARAYANA, 9B: G. Venkata Raju, P.P. → 98 495-35537.
Phone No.	D. NO. 8/16/11, SIVALAL STREET, VANAYALAVARI VEEDI, HYD. 2428029.

**Education**

Degree	B.A DEGREE - History / Pol. / Public Admin.
Name of college	ANDHRA UNIVERSITY - Eng. Medicine
Location	RSY.
Year	2002

Degree	
Name of college	
Location	
Year	

Name of Inter/Jr. college	C.G.S.M. Sr. College - Eng. Medicine
Location	RSY
Medium & Year	ENGLISH - 1999

Name of School	TRIPURA EDUCATIONAL SCHOOL - II
Location	RSY
Medium & Year	ENGLISH - 1997

**Experience**

Years of experience in relevant field.	data entry
--	------------

Name of company	worked as office Assistant cum Data Entry Operator in Raza Raseshwar Intosys			
Duration of employment	From date:	May 2002	To date:	Aug 2003
Location	RSY Rajmundry			
Last drawn salary	2500			
Brief description of work	worked as office Assistant cum Data Entry Operator in Raza Raseshwar Intosys			
Reason for leaving	1 year contract is over			

PTO

Joined on 7th Dec-02  
as a purchase

in hold of laptop - medical medicines weights → (calculator)

Name of company	S.M. Enter Prises		
Duration of employment	From date:	MAY 2004	To date: OCT 2004
Location	Tard bund Secunderabad		
Last drawn salary	2,500 + Bus Pass - Rs 450 purchase		
Brief description of work	Working as a office assistant - bill - verify amounts, DC.		
Reason for leaving	previously for distance as was residing at Mysapur		

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

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

Computer Skills	Completed Advanced Diploma in Computer Application in year 2002
TYPE Writing English	Passed TYPE lower Examination in the year 97
Two wheeler & make	No, By Bus. - (covered during)

Details of family members	Name	Age	Occupation	Name of company / employer
Father	G. Venkata Rao	49	Business	Takarind - Rmudry
Mother	G. Visala Lakshmi	43	Housewife	---
Wife	---	---	---	---
Brother / Sister	G. Visay chandra	22	Education	Eng. - Rmudry
Brother / Sister	---	---	---	---
Brother / Sister	---	---	---	---
Brother / Sister	---	---	---	---

Expected salary	3,000 (Under bus pass)
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Other information	

- Salary Rs. 3,000/- including bus pass - less employee share of PF & PFI add employer share of PF & PFI
- Doc. needed: 2 photos, copy of degree certificate, Address of own home in town, Certificate from previous employer. Join from 1st Dec 2004.
- Refrence of Gupta of Modi Building - relative (6 3 months preparation)

## RESUME

G.M.K.LAKSHMI NARAYANA  
H.No: -LIG.287,  
K.P.H.B COLONY,  
KUKATAPALLY,  
HYDERABAD.  
Contact No: 9849535537 (PP)

### OBJECTIVE:

To seek a career in an organization, which provides an environment conducive to continuous learning & provides exposure to new technologies and innovative ideas, where my skills would be utilized to the fullest potential, thereby achieving personal and professional growth along with the organization.

### PERSONAL INFORMATION:

FATHER'S NAME : G.VENKATA RAJU  
DATE OF BIRTH : 28-01-1982  
GENDER : MALE  
MATERIAL STATUS : SINGLE  
NATIONALITY : INDIAN  
RELIGION : HINDU  
PERMANENT ADDRESS : S/O.G.VENKATA RAJU,  
H.No: 8/16/11,  
VANKAYALA VARI STREET,  
RAJAHMUNDRY.  
E.G.DIST. A.P

### EDUCATION:

Exams passed	Name of the School / College	Name of the Board/University	Year of Passing	Division
B.A		ANDHRA UNIVERSITY	2002	54% ✓
INTERMEDIATE	C.G.T.M JUNIOR COLLEGE	BOARD OF INTERMEDIATE EDUCATION	1999	52% ✓
Secondary	TRIPURA EDUCATIONAL SCHOOL	BOARD OF ANDHRA PRADESH	1997	58% ✓

### TECHNICAL QUALIFICATION:

1. Passed Type Lower Examination in the year of 1997.
2. Completed Advanced diploma in Computer Applications in year 2002

### WORK EXPERIENCE:

1. Worked as Office Assistant Cum Data Entry Operator in Rajarajeswari Infosys at Rajahmundry from May 2002 to August, 2003.
2. Presently working as Office assistant in S.M.Enterprises, Secunderabad.

✓ Date: 24/11/04  
Place: HYDERABAD.

Yours faithfully,

(G.M.K.L. NARAYANA )

G.M.K.L. Narayana

BOARD OF SECONDARY EDUCATION  
ANDHRA PRADESH

M 399558

E 2/97/283  
SS 2000/11/2987



Head Master  
M. H. SCHOOL  
RAJAHMUNDRY-3.

SECONDARY SCHOOL CERTIFICATE

PC/09/002192615 PRIVATE

CERTIFIED THAT **M K L NARAYANA GRANDHI**  
S/O **VENKATA RAJU** Bearing  
Roll No **0172805** belongs to **DANAVAIPETA MPL H S RAJAHMUNDRY**  
has appeared and PASSED at the SSC EXAMINATION held in **SEPTEMBER, 1996** with  
**COMPARTMENTAL** division and **ENGLISH** as the medium of instruction  
DATE OF BIRTH OF THE CANDIDATE DAY MONTH YEAR  
**28/01/1982** TWO EIGHT JAN ONE NINE EIGHT TWO

THE CANDIDATE SECURED THE FOLLOWING PERCENTAGE OF MARKS

SUBJECT	Marks secured (in Figures)	Marks secured (in Words)
FIRST LANGUAGE ( TELUGU / SANSKRIT )	64*	SIX FOUR
THIRD LANGUAGE - ENGLISH	43*	FOUR THREE
MATHEMATICS	56*	FIVE SIX
GENERAL SCIENCE	52*	SIX TWO
SOCIAL STUDIES	37	THREE SEVEN
TOTAL	262	( TWO SIX TWO )
SECOND LANGUAGE ( HINDI )	45*	FOUR FIVE
GRAND TOTAL	307	( THREE ZERO SEVEN )

Marks of Identification  
1. A mark on the right side of the head  
2. A mark on the left side of the neck

Head of Institution with School Stamp  
*V. Venkateswara Murthy*  
Head Master,  
**D. M. H. SCHOOL,**  
**RAJAHMUNDRY-3.**  
29/11/1996.

*M. Raju*  
SECRETARY  
BOARD OF SECONDARY EDUCATION

Date of Issue by the Board  
HYDERABAD

Any corrections in the certificate will not be entertained after 3 years from the date of issue.  
Any unauthorised correction in the certificate will result in cancellation of certificate.  
The marks with the asterisk indicates the marks (old marks) secured in previous Examinations.

REVISION SCERT P.W. (D) HYDRABAD No. 24894

025 / 092

S.No. 003732

# STATE BOARD OF TECHNICAL EDUCATION AND TRAINING ANDHRA PRADESH



## TECHNICAL EXAMINATION LOWER GRADE

This is to certify that **MR L NARAYANA GRANDHI**  
 Son / ~~DAUGHTER~~ of Shri. **VENKATARAJU**  
 With Reg. No. **113609**  
 has passed the **TYPEWRITING ENGLISH LOWER (30 W.P.M.)**  
 EXAMINATION held in **JULY, 1997 AT BONMURU**  
 and has been placed in **SECOND CLASS**

The candidate has secured the following percentage of marks:

PAPER I	PAPER II
70	58

FIRST CLASS : 75% and above in each paper

SECOND CLASS : 40% and above in each paper

**GEETA TYPE INSTITUTE,**

SPONSORED BY **8-9-44, VANKAYALAVARI STREET,  
RAJAHMUNDRY-533 101 (EGdt.)**

LAST DATE OF EXAMINATION : **29-07-1997**

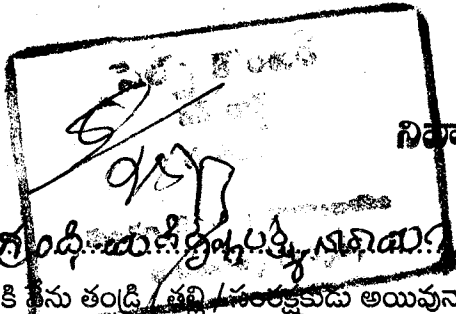
Given under the seal of the Board

Dated: **26-09-1997**

*[Signature]*  
ASSISTANT SECRETARY

*[Signature]*  
SECRETARY

*Handwritten signature*



**నివాస ధృవీకరణము**

అనువానికి నేను తండ్రి / తల్లి / సంరక్షకుడు అయివున్నాను. నేను ..... *తండ్రి గ్రా.ం.డి. వెంకట్రాజు* .....  
వార్డు / గ్రామములో ఇంటి నంబరు ..... *8-16-11* .....లో నివశించుచున్నానని  
అర్జీదారునై యున్నాను. పై ధృవపత్రము నాకు ..... *26* .....  
నిమిత్తమై కావలసియున్నది. గాన ఇప్పించగోర్తాను.

*Handwritten signature*  
అభ్యర్థి సంతకము

తండ్రి, తల్లి సంరక్షకుడు / ని సంతకము

**గ్రామ పరిపాలన అధికారి నివేదిక**

దరఖాస్తు చేయగా పై అంశములు యదార్థములని తెలియవచ్చినది. పై అర్జీదారు .. *డా. బి. ఎ. రెడ్డి* .....  
..... *8-16-11* ..... మండలములోని *వ. గ్రా. పరిపాలన. మ. రె. డి. వెంకట్రాజు* ..... గ్రామము నందు నివశించుచున్నారని  
ధృవపరచుచున్నాను.

*Handwritten signature*  
గ్రామ పరిపాలన అధికారి సంతకం  
*26-3-04*

మండల రెవిన్యూ ఇన్‌స్పెక్టరు సంతకం

**ధృవీకరణము**

పై అర్జీదారు *డా. బి. ఎ. రెడ్డి* ..... *8-16-11* ..... మండలములోని *డా. బి. ఎ. రెడ్డి* ..... గ్రామములో  
నివశించుచున్నారని ధృవీకరించుచున్నాను.

స్థలం : *రాజమండ్రి*

తేది : *26-3-04*



*Handwritten signature*  
**MANDAL REVENUE OFFICER**  
**RAJAMAHENDRAVARAM**

గమనిక : దరఖాస్తును మండల రెవిన్యూ కార్యాలయములో నున్న ప్రజా సేవాకేంద్రములో దాఖలు చేసిన  
యెడల 7 రోజులలో సదరు సర్టిఫికెట్టును పొందవచ్చును.

# Academy of English

(COMPUTERS & COMMUNICATION SKILLS TRAINING CENTRE)

## COMPUTER EDUCATION RAJAHMUNDRY.

### Certificate of Proficiency

This certificate is awarded to...G.M.K. Lakshmi...Narayana...

.....  
on the day...10<sup>th</sup>..... of the month September in the year 2003.....

for successfully completing the course.....A.D.C.A.....

during the period beginning from.....11<sup>th</sup> March 2003.....

Regd. No. Dc B 251/01



Issued by Creative Professionals Society of Information Technology, Regd. No.694/1998  
Office : Academy of English, Prakash Nagar, Rajahmundry, A.P.

334

# CREATIVE PROFESSIONALS

Aryapuram, Upstairs Telegraph Office, RAJAHMUNDRY

## STATEMENT OF MARKS

NAME: G.M.K. Lakshmi Narayana  
 Regd. No. Dc B 251/01 Year 2003 Duration 6 months

NO.	SUBJECTS	MAXIMUM MARKS	PASS MARKS	MARKS OBTAINED
1	Fundamentals	100	40	70
2	Windows	100	40	75
3	MS-Word	100	40	72
4	MS-Excel	100	40	76
5	MS-Power Point	100	40	85
6	MS-Accen	100	40	80
7	Tally	100	40	81
8				
9				
10				
11				
12	Total	700	280	539

PERCENTAGE OF MARKS :

77.1

CLASS SECURED :

FIRST

RESULT : PASS

*Dhanani*

Examinor / Scrutinizer





# RAJARAJESWARI INFOSYS


Date : 05-09-2003

## TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Mr. G.M.K. Lakshmi Narayana** has worked as **Office Assistant cum Data Entry Operator** in contract basis in our organization from May 2002 to August 2003.

His work in our organization is satisfactory.

For RAJARAJESWARI INFOSYS  
For RAJA REJESWARI INFOSYS

  
**K.B. GUPTA** Managing Partner  
Manging Partner.

Date: 8/12/04  
HYDERABAD.

To,  
The managing Director,  
MODI PROPERTIES INVESTMENTS Pvt Ltd.,  
M.G. Road,  
Secundrabad.

Dear Sir,

I the under signed assure you that Mr. G.M.K. Lakshmi Narayana, who join in your organisation is a Purchase asst. is known to since 1982. He is my close relative and his conduct is good. to my best of my knowled.

Thanking you,

Yours faithfully,  
G. M. K. Lakshmi Narayana,