

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

Salary	5,000/-
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. _____ 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
Employee company	Modi Ventures.
Site	G M 4
Date of joining	23/2/06
Report to	H.O.
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 checked="" type="checkbox"/> Copy of drivers license <input checked="" type="checkbox"/> Copy of passport <input checked="" type="checkbox"/> Fathers employment details / Copy of ID card. <input checked="" type="checkbox"/> Reference letter from <u>ICICI</u> <input checked="" type="checkbox"/> Reference letter from <u>Tempert.</u> <input checked="" type="checkbox"/> Reference letter from <u>Way to 2 wealth.</u> <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	<p>*Does not have driving licence – must apply within one week.</p> <p>Husband – Rakesh works for Tempert. Sister – Rathakumai work for Modi Builders.</p> <p>Designation: Sales Co-ordinator.</p> <p>Incentive to be paid a part of sales team.</p>

Sign: [Signature]

Date: 21/2/06.

Ref. No. - 22. Ashok

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Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	Sales Co-ordinator
Date of application	21/2/06

Personal Details

Name	Subhashini Raisinghani		
Age	25	Date of Birth	25 th April 1980
Fathers Name	D. Sri Hasi Rao		
Address for Correspondence	Flat No - 104, II nd floor, Chaitanya Homes, opp: - Prashant Gardens, Dr. A.S. Rao Nagar, Ecil, Hyd-82		
Phone no. for correspondence	27220478 / 9885328200		
Permanent Address	Flat No - 104, II nd floor, Chaitanya Homes, opp: - Prashant Gardens, Dr. A.S. Rao Nagar, Ecil, Hyd- 62		

Own home

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

(1) WAS HER SON MEMBER - HINDU ARMY
(2) WILLING TO WORK AT MANAGER OR ASSISTANT

Education

Degree	Bcom		
Name of college	Kavitamba Gandhi College for Women		
Location	Hyderabad		
Year	2002	Medium of Instruction	English

Degree	D.C.A in Computers		
Name of college			
Location			
Year		Medium of Instruction	

Name of Inter/ Jr. College	Kendriya Vidyalaya Trimulgherry		
Location	Hyderabad		
Year	1998-99	Medium of Instruction	English

Name of school	Kendriya Vidyalaya Hakimpet		
Location	Hyderabad		
Year	1997	Medium of Instruction	English

Other courses or training	Hotel Management Course from Bangalore.
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Remarks: (For office use only – Do not write in this box)

Computer Skills

MS Office:	<input checked="" type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Avg.	<input type="checkbox"/> Learnt but never worked on it	<input type="checkbox"/> Nil
MS Word:	<input checked="" type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Avg.	<input type="checkbox"/> Learnt but never worked on it	<input type="checkbox"/> Nil
MS Excel:	<input type="checkbox"/> Excellent	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Avg.	<input type="checkbox"/> Learnt but never worked on it	<input type="checkbox"/> Nil
Auto CAD:	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Avg.	<input type="checkbox"/> Learnt but never worked on it	<input type="checkbox"/> Nil
Other:					

Two Wheeler

Make	Honda Activa	Year	2005
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Family Details	Name	Age	Occupation	Company
Father	D. Sri Hari Rao	51	Armed guard	SBT (Ex Army)
Mother	D. Rama Devi	48	Teacher	Peagathie High school.
Wife / Husband	Rakesh Raisinghi	27	Business operations	Tempst Advertising
Brother / Sister	Ratna Kumar	24	Accounts	Modi properties Builders.
Brother / Sister	Asha Tara	22	Customer support	24/7 Calcutta.
Brother / Sister				
Brother / Sister				

Salary Details

Last Drawn Salary	5000/- + Incentives.		
Above salary Included	ESI: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	PF: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	Conveyance: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Mobile Allowance: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Expected Salary	5000/-		

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

Husband is Rakesh from Tempst - Married about 9 months back.
Ratnakumar is her sister at Modi working as Accountant at Modi Builders.

Experience & Employment Details

Years of experience in relevant field	Ramanujan Academy (1 1/2 Year)		
Name of Company	Ramanujan Academy.		
Duration of employment	1 1/2 year	From date: Aug - 2002	To date: Sept 2003
Location	Hyderabad		
Designation	Counselor.		
Last drawn salary	3000/-		
Brief Description of work	Use to maintain details of students. Use to co-ordinate with parents and teachers about students performance.		
Reason for leaving	They were winding up.		

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

Name of Company	Teici Personal Loans.		
Duration of employment	2 months.	From date: Dec 2005	To date: Feb 2006
Location	Hyderabad (Benjampet)		
Designation	Tele Sales Manager.		
Last drawn salary	5000/- + Incentives.		
Brief Description of work	Use to make girls give appointments to me. I use meet the customers and use to get the files.		
Reason for leaving	Health problems.		

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

Name of Company	Tempest Advertising Pvt Ltd.		
Duration of employment	3 1/2	From date: Sept-2003	To date: May 2005
Location	Hyderabad		
Designation	Front office & media.		
Last drawn salary	4500/-		
Brief Description of work	was into front office for first 9 months then was assisting Prashanthi Media Manager. In making bills for clients, talking to publications.		
Reason for leaving	Personal.		

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Name of Company	Way 2 Wealth.		
Duration of employment	July 2005	From date: July 2005	To date: Nov-2005
Location	Hyderabad.		
Designation	Investment Advisor.		
Last drawn salary	7500/-		
Brief Description of work	Was into field use to make policies. Meet customers explain various products and convince them to take a policy.		
Reason for leaving	Merging of the company.		

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

① INTERESTED FOR
SALES 10.000 MOTOR
AT MAILAGUR OR
ADIVINDS

CURRICULUM VITAE

Subhashini Raisinghani
Flat No. 104, II Floor,
Chaitanya Homes, Opp. Prashant Gardens,
Dr. A.S.Rao Nagar, ECIL,
Hyderabad – 62.
Phone – 27220478

② EXPECTED SALARY - 5,000/-
③ HAS HER OWN VEHICLE
(HONDA ACTIVA)

E-mail: subhu_choudary1@rediffmail.com

Career Objective

To be associated with esteemed organization where I could deliver my service to the best of my ability, which would enhance the growth of the organization as well as myself in totality.

Career Interests

Office Administration

Academic Qualification

B.Com from Osmania University in 2002.

Computer Literacy

MS DOS, Windows 95/98, 2000, MS OFFICE

(OCA)

Technical Knowledge

Typing Lower @ 40 WPM

Extra Qualification

Hotel Management course for four months in Bangalore

Work Experience

- 1) Worked in TEMPEST Advertising Pvt. Ltd. as Front Office Executive from September 2003 to May 2005.

Work Profile

- Assisting Manager
- Preparing Office Documents
- Managing appointments/schedules
- Attending calls made by clients
- Maintaining daily reports
- Administration ✓

- 2) Worked as Counsellor in Ramanujam Educational Academy from March 2002 to September 2003.

Work Profile

- Maintaining students data and records
- Interaction with parents
- Planning schedules for student
- Improving academic activities

Personal Details

Name	:	Subhashini Raisinghani
Husband's Name	:	Rakesh Raisinghani
Date of Birth	:	25 th April, 1980
Languages Known	:	English, Hindi & Telugu
Interests	:	Listening Music, Painting & Reading
Address	:	Flat No. 104, II Floor, Chaitanya Homes, Opp. Prashant Gardens, Dr. A.S. Rao Nagar, ECIL Hyderabad – 500062


SUBHASHINI RAISINGHANI