

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

Salary	4,500/-
Conveyance	<input checked="" type="checkbox"/> Included in salary <input type="checkbox"/> Extra Rs. _____ per month
Mobile Allowance	<input type="checkbox"/> Nil <input checked="" type="checkbox"/> Rs. 300 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 checked="" type="checkbox"/> After 3 months <input type="checkbox"/> Next April
Employee company	MPIPL
Site	Shanirpet.
Date of joining	7/3/06
Report to	HO - Shankar Reddy <del>Shankar Reddy</del>
Documents required	<input checked="" type="checkbox"/> 2 photographs <input checked="" type="checkbox"/> Copy of school certificated <input type="checkbox"/> Copy of degree certificates <input type="checkbox"/> Copy of drivers license <input type="checkbox"/> Copy of passport <input checked="" type="checkbox"/> Fathers employment details / Copy of ID card. ( Pension details ) <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Reference letter from _____ <input checked="" type="checkbox"/> Other Exact address of Residence. <input type="checkbox"/> Other _____
Remarks	Designation: Site supervisor. Referee of Vijay Kumar Site Regg. Nephew of Vijay Kumar. Shankar Reddy to call all <del>all</del> previous employees to verify his credentials.

Sign: Shankar Reddy

Date: 6/3/06

To be given opportunity to ~~complete~~ complete his Diploma.

FOR THE POST OF SUPERVISOR - site  
 Ref:- Mr. Vyjayshree - Site Engineer.  
 (new)

Bio-Data

Note: Attach copy of Resume / Bio-data

#3

Application for post of	<del>Any suitable</del> post - Supervisor
Date of application	6-03-06

Site engineer

Personal Details

Name	GOVATHOTI KISHOR KUMAR		
Age	25	Date of Birth	12-04-1978
Fathers Name	G. Bhasker Rao		
Address for Correspondence	DUNDIGAL - 25 kms Rangareddy - P.M.		
Phone no. for correspondence	9849069328 - own cell		
Permanent Address	G. Kishor Kumar S/o G. Bhasker Rao. Dundigal (post) / Ranga Reddy (Dist) / Hyd with parents		

(He is his mother's sister's husband)

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


OK

Education

Degree	Diploma IN CIVIL ENGINEERING. (last yr)		
Name of college	A.A.N.M. S.V.V.R.S.R. polytechnic college		
Location	GUDLAVALLERU. KRISHNA (DIST)		
Year	1996-97	Medium of Instruction	ENGLISH - completed

done 3 yrs but not subjects

Degree			
Name of college			
Location			
Year		Medium of Instruction	

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

Name of school	Z.P.H. SCHOOL. <del>DEW</del> - X		
Location	DUNDIGAL		
Year	1993	Medium of Instruction	TELGU

Other courses or training	—
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Remarks: (For office use only – Do not write in this box)


**Computer Skills**

MS Office:  Excellent  Good  Avg.  Learnt but never worked on it  Nil  
 MS Word:  Excellent  Good  Avg.  Learnt but never worked on it  Nil  
 MS Excel:  Excellent  Good  Avg.  Learnt but never worked on it  Nil  
 Auto CAD:  Excellent  Good  Avg.  Learnt but never worked on it  Nil  
 Other:

**Two Wheeler**

Make	— None —	Year	—
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Family Details	Name	Age	Occupation	Company
Father	G. Bhasker Rao	58	Rtd. constable	At Blue (Civil)
Mother	G. Ratna kumar	50	house wife	
Wife / Husband	—			
Brother / Sister	Brother	23	home guard	Pet - Basheera bad - Office
Brother / Sister	Brother	21	studying	Paramedical (Station)
Brother / Sister				(course in)
Brother / Sister				(Grandhi Medical College) Compally

**Salary Details**

Last Drawn Salary	4,500/- <sup>including Bus pass</sup>	
Above salary Included	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	→ 4,500/-	

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

← not married
← can use RTC buses - 2 hours for commu.
← can come on time or before.
Mother's own sister's husband is Vijay Shete Sita Begga.
Unmarried.

Father pension 4,800/- p.m.

**Experience & Employment Details**

Years of experience in relevant field | 7 Years in civil field -

Name of Company	Thirumala Associates ->		
Duration of employment	4 yrs	From date:	<del>1998</del> 1998 To date: <del>2002</del> 2002
Location	Kukatpally.		
Designation	Site Supervisor		
Last drawn salary	Rs 3000/- (net). (from 2,000 -> 3,000)		
Brief Description of work	supervising of laborers, masonry work. I Engne + of myself. (apts + bungalows)		
Reason for leaving	work completed, Co. closed, boss left		

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

1 1/2 yrs  
 Residential Apartments - G + 3 + penthouse.  
 Individual houses -  
 Single Storey 7-2yrs (3 houses)  
 1 + 2 Broom apts  
 total 18 apts + penthouse  
 1 BR - 450 sqft 2 BR - 850 sqft  
 contractor grey mosaic tiles used

Balaji Nagar - 1st  
 Nizampet X Ado - 2 was

Name of Company	A.T. Reddy & Co. (Vizag) band,		
Duration of employment	2 yrs	From date:	2002 To date: 2004
Location	Air Force Academy - Durdign		
Designation	Site Supervisor		
Last drawn salary	3500 + Bus fare - Rs - 1000		
Brief Description of work	masonry, measurements. supervising of laborers. (own vehicle) materials ordered here		
Reason for leaving	his Another work in vizag.		

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

area: 3 bedroom house.  
 1250 sqft - house area.  
 mosaic tiles used.  
 materials ordered - bricks + 20mm + 40mm metal

178 air men qtrs + dining hall.  
 more than 17 buildings - 14 qtrs / bldg  
 Area of qstr = 625 sqft

Name of Company	N RSA			NRV.
Duration of employment	1 yr	From date:	2004	To date: 2005
Location	BALANAGAR. near Jeddinetta			
Designation	supervisor			
Last drawn salary	4000 BRS per month			
Brief Description of work	civil maintenance, garden maintenance and pump house maintenance. (for pumping water to garden)			
Reason for leaving	contract closed; did not want to go to Shadnagar - far distance			

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

Civil maintenance - supervisor of	
leakages, terrace & bathroom,	
plumbing & electrical works supervisor.	

Name of Company				
Duration of employment		From date:		To date:
Location				
Designation				
Last drawn salary				
Brief Description of work				
Reason for leaving				

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


Dear Sir,

Please consider this candidate for the post of  
site supervisor in our organisation.

**CURRICULUM VITAE**

with regards,

*[Signature]*  
06/03/06

Gova Thoti Kishore Kumar  
S/o. G.Bhasker Rao  
Dundigal (Post & Village)  
Qutthbullapur (Mandal)  
Ranga Reddy ( District)

Referred by

Er. K.VI JAYASEKHAR  
PROJECT ENGINEER  
SILVER OAK BUNGLOWS  
CHERLA PALLY

**Career Objective:**

To secure a suitable position in an organization where that one's potential is explored.

**Technical Strength:**

(Diploma in Civil Engineering) in complete.

**Personal Strength:**

Explorative , Adaptive, Hardworking , Punctual.

**Educational Qualification:**

Degree	Branch of Engineering	College	Year of Studying
(D.C.E.)	Civil	A.A.N.M.&V.V.R.S.R. Polytechnic College Gudlavalleru Krishna District - 521356	1994 to 1997

**Personal Profile:**

Name : G.Kishore Kumar  
Father's Name : G.Bhasker Rao  
Date of Birth : 12-04-1978  
Sex : Male

**Permanent Address:**

G.Kishore Kumar  
Dundigal (Post & Village)  
Qutthbullapur (Mandal)  
Ranga Reddy ( District).

**Work Experience:**

4 years as a Site Supervisor at Kukatpally Residential Apartments in Tirumala Associates

2 years in Air Force Academy  
the work is Air Men – Quarters

1 year NRSA at Balanagar  
the work is Civil Maintenance and other Civil Works

**Responsibilities:**

supervision of works according  
Preparation of Building plans and elevations - given by engineer

(Preparation of working drawings and work schedule, site supervision, leveling works and Material purchasing etc.)

**Work Details:**

Residential Apartments

Air Men Quarters

Civil Maintenance

**Kukatpally**

Residential Apartments- G+3 + Pent House

**NRSA Balanagar**

Civil Maintenance

Landscape garden Civil Works

Air Force Academy

178 Air Men Accommodation.

If an opportunity is given to your esteemed organization, I assure you sir  
That I shall discharge my duties Entrusted to me to the satisfaction of superior and prove  
myself worthy.

16/3/06  
(G.KISHORE KUMAR)