

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

k Majiduddin

Salary	5,500/-
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. 350/- per month.
PF & ESI	<input type="checkbox"/> No PF & ESI <input type="checkbox"/> Only after 3 months <input checked="" 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	MPIDL
Designation	Admin Officer.
Site	H.O.
Date of joining	11/4/06
Report to	Shankar Reddy.
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 <i>penion</i> <input checked="" type="checkbox"/> Fathers employment details / Copy of ID card. <input checked="" type="checkbox"/> Reference letter from <u>Baba home foods.</u> } with <u>15 days.</u> <input checked="" type="checkbox"/> Reference letter from <u>Trendz.</u> <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	ESI & PF deduct employee share and and employers share.

Sign: [Signature]

Date: 10/4/06

Ag
10/04/06

On the part of Admin AET.

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	Administrative Assistant.
Date of application	10/04/2006

Personal Details

Name	K. Majiduddin		
Age	27	Date of Birth	13/08/1979
Fathers Name	K. Imamuddin		
Address for Correspondence	# 1-38-1744, Indiramma Nagar, Rasoolpura, Sec-bad-3		
Phone no. for correspondence	9848933707, 984893317530 (9848317530)		
Permanent Address	— do —		

own house

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

Education

Degree	Bachelor of Commerce.		
Name of college	Krantiv Degree college,		
Location	Ameerpet		
Year	2000	Medium of Instruction	English

Degree			
Name of college			
Location			
Year		Medium of Instruction	

Name of Inter/ Jr. College	Shees Junior College,		
Location	Erragadda		
Year	1997	Medium of Instruction	English

Name of school	Mamaths High School		
Location	Vimau Nagar Colony, Sec-bad-3		
Year	1995	Medium of Instruction	English

→ Communication skills - good.
 → He can stick for longer time.
 → we can consider for the post of Admin AET
 on

Other courses or training	Diploma in Information Technology CMC limited - 2001
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Remarks: (For office use only - Do not write in this box)

Typing Skills

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	<i>Bajaj</i>	<i>Scooter</i>	Year	<i>91</i>
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Family Details	Name	Age	Occupation	Company
Father	<i>K Imamuddin</i>	<i>65</i>	<i>Retired Emp</i>	<i>Government / police Dept</i>
Mother	<i>Ameera Bee</i>	<i>60</i>	<i>House Wife</i>	
Wife / Husband	<i>Jameera</i>	<i>24</i>	<i>House Wife</i>	
Brother / Sister	<i>Asia Begum</i>	<i>23</i>		
Brother / Sister	<i>Shakeen Begum</i>	<i>20</i>		
Brother / Sister				
Brother / Sister				

Details of other brother →

Salary Details

Last Drawn Salary	<i>5600/-</i>		
Above salary Included	ESI: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	PF: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	Conveyance: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Mobile Allowance: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Expected Salary	<i>6000/-</i>		

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

Experience & Employment Details

Years of experience in relevant field	
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Name of Company	BABA HOME FOODS		
Duration of employment	4 Yrs	From date: June 2007	To date: Oct 2007
Location	Pasoolpura		
Designation	Supervisor cum jr. Accountant		
Last drawn salary	7200/-		
Brief Description of work	<ul style="list-style-type: none"> → Supervise all the laborers at factory, → Look after all the sales & purchases. → Acting as a Team leader for the Sales Executives → Incharge at the factory level. 		
Reason for leaving	Company shifted to this place and total staff changed. Replaced by their own family members.		

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

→ Co. Shd not

Name of Company	Trendz Facilities Management (Govt project)		
Duration of employment	Jan 2006	From date: Jan 2006	To date: Feb 2006
Location	Tremur Margid - Panjagutta		
Designation	Supervisor for the D.E.Os		
Last drawn salary	5600/- (PT & RS) 15/1/06		
Brief Description of work	<ul style="list-style-type: none"> → Supervising all the D.E.Os work. → Incharge for the Centre. → Forcing the Backups of all the work done for the particular day (daily). → Responsible for the smooth functioning of the work. 		
Reason for leaving	Left for personal work & also because the project was to shortly windup.		

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

K. MAJID UDDIN

OBJECTIVE

Seeking ~~Production~~/Administration Executive Position.
Eager to utilize my coming time, tested ideas and
experience for the benefit and growth of your
company's business.

Analytical – Drive to surpass goals – Meeting
Deadlines – Object oriented – Multitask oriented.

CAREER SUMMARY

- Production Supervisor cum Account Assistant.
 - Supervisor for the D.E.O's
-

POSITION DESIRED

Administration Executive/~~Production~~

EDUCATION

INSTITUTE NAME	COURSE	YEAR
CMC LIMITED	INFORMATION	FEB 2001
KRANTHI DEGREE COLLEGE	BACHLOR OF COMMERCE	APR 2000
SHEES JUNIOR COLLEGE	INTERMEDIATE	MAY 1997
MAMATA H SCHOOL	S.S.C	MAR 1995

EXPERIENCE

- 1. Production Supervisor cum Account Asst,
June 2001- Oct 2005.
BABA HOME FOODS,
Rasoolpura,Sec-bad-3.**
 - 2. Supervisor for the D.E.O's in a government
project Jan 2006-Feb 2006.**
-

PERSONAL PROFILE

**Name : Khaja Majid Uddin
Fathers Name : Khaja Imam Uddin
DOB : 13/08/1979**

**Hobbies : Playing Cricket, Carom and reading
Books**

ADDRESS:

#1-38-1744,

INDIRAMMA NAGAR,

RASOOLPURA,

SEC-BAD-3.

MB # 9848933707

Email Id : majid_uddin23@yahoo.com

CMC Limited
सीएमसी लिमिटेड
(A Govt. of India Enterprise)
(भारत सरकार का उद्यम)



Certified that

प्रमाणित किया जाता है कि

Mr. K. MAJIDUDDIN

has successfully completed the

ने निम्नलिखित को सफलतापूर्वक पूरा किया

CERTIFICATE course in INFORMATION TECHNOLOGY

सर्टिफिकेट कोर्स — इन्फॉर्मेशन टेक्नोलॉजी

and has obtained a grade of

तथा श्रेणी प्राप्त की

C


f. Manager

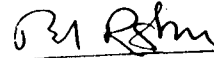
प्रबन्धक

(Education & Training)

(शिक्षण एवं प्रशिक्षण)

No. संख्या SR2/00/41538





Additional General Manager

अतिरिक्त महाप्रबन्धक

(Education & Training)

(शिक्षण एवं प्रशिक्षण)

Dated दिनांक 16/02/2001

Grading - A. Excellent, B. Very Good, C. Good

BOARD OF SECONDARY EDUCATION
ANDHRA PRADESH



L 0276638



SECONDARY SCHOOL CERTIFICATE

PC/03/02573447 PRIVATE

CERTIFIED THAT		KHAJAMAJIDUDDIN					
S/O KHAJAIMAHUDDIN						Bearing	
Roll No.	0637610	belongs to		MAMATHA H SCHOOL, VIMANNAGAR, SEC'BD			
has appeared and PASSED at the SSC EXAMINATION held in							with
SECOND		division and		ENGLISH		as the medium of instruction.	
DATE OF BIRTH OF THE CANDIDATE	DAY	MONTH	YEAR				
13/08/1979	ONE	THREE	AUG	ONE	NINE	SEVEN	NINE
THE CANDIDATE SECURED THE FOLLOWING PERCENTAGE OF MARKS							
SUBJECT		Marks secured (in Figures)		Marks secured (In Words)			
FIRST LANGUAGE (HINDI)		69		SIX NINE			
THIRD LANGUAGE - ENGLISH		57		FIVE SEVEN			
MATHEMATICS		50		FIVE ZERO			
GENERAL SCIENCE		37		THREE SEVEN			
SOCIAL STUDIES		54		FIVE FOUR			
TOTAL		267		(TWO SIX SEVEN)			
SECOND LANGUAGE (ENGLISH)		61		SIX ONE			
GRAND TOTAL		328		(THREE TWO EIGHT)			
Marks of Identification		1. A mole on the left hand. 2. A mole on the left ring finger.					
Head of Institution		Headmistress MAMATA HIGH SCHOOL 82, Vimannagar, Sec'bd.					
Date of Issue		08/08/1995.					
HYDERABAD		SECRETARY BOARD OF SECONDARY EDUCATION					

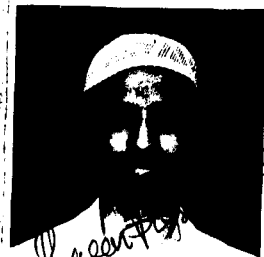
Any corrections in the certificate will not be entertained after 3 years from the date of issue.
 Any unauthorised correction in the certificate will result in cancellation of certificate.
 The marks with the asterisk indicates the marks (old marks) secured in previous Examinations.

The Andhra Pradesh Private Limited. Ph. 0872801530/04000

SERIAL No : G 0100959

Board of Intermediate Education

ANDHRA PRADESH, HYDERABAD



PRINCIPAL
SREE'S JUNIOR COLLEGE

PASS CERTIFICATE - CUM - MEMORANDUM OF MARKS

THIS IS TO CERTIFY THAT

KHAJA MAJIDUDDIN

SON/DAUGHTER OF
XXXXXXXX

KHAJA IMARUDDIN

WITH REGISTRATION NUMBER

8919500

PASSED THE

INTERMEDIATE PUBLIC EXAMINATION HELD IN

MAY

1997

AND WAS PLACED IN

FIRST

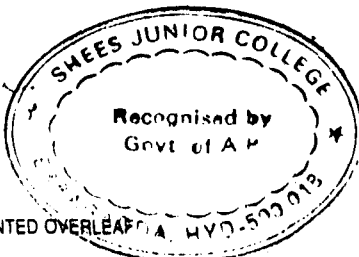
DIVISION

THE SUBJECTS IN WHICH THE CANDIDATE WAS EXAMINED AND THE MARKS SECURED WERE AS FOLLOWS

MEDIUM : ENGLISH 100806

SUBJECTS	PAPER - I		PAPER - II	
	MAXIMUM MARKS	MARKS OBTAINED	MAXIMUM MARKS	MARKS OBTAINED
PART - 1 : ENGLISH	100	063	100	055
PART - 2 : HINDI	100	093	100	062
PART - 3 : OPTIONAL SUBJECTS				
ECONOMICS	100	060	100	042
COMMERCE	100	079	100	058
CIVICS	100	063	100	064
GRAND TOTAL				
IN FIGURES	IN WORDS			DATE
039	***SIX***THREE***NINE***			10-07-97

Principals Signature
PRINCIPAL
SREE'S JUNIOR COLLEGE
AND COLLEGE SEAL



Joint/Deputy Secretary Signature
JOINT/DEPUTY SECRETARY
(EXAMINATIONS)

NOTE : ELIGIBILITY RULES ARE PRINTED OVERLEAF

P.T.O.



OSMANIA UNIVERSITY

0018431

CONSOLIDATED MARKS MEMORANDUM

EXAMINATION B. COM (YWS) MARCH/APRIL 2000

REF. NO. : 6725

DATE : 22/07/2000

NAME : KHAJA MAJIDUDDIN

ROLL NO. : 151-98-00377

FATHER'S NAME : KHAJA IMAHUDDIN

PART I SUBJECTS	MAX. MARKS	PASS MARKS	MARKS SECURED	YEAR OF PASSING
FIRST YEAR :				
ENGLISH 1	100	36	61	A98
HINDI I (SEC. LANG)	100	36	60	A98
SECOND YEAR :				
ENGLISH 2	100	36	36	A99
HINDI II (SEC. LANG)	100	36	60	A99



TOTAL MARKS SECURED IN PART I
IN FIGURES : 217
IN WORDS :

** TWO ONE SEVEN **

PART I DIV :

PART II SUBJECTS	THEORY MARKS				SECOND DIVISION PRACTICAL MARKS			
	MAX. MARKS	PASS MARKS	MARKS SECURED	YEAR OF PASSING	MAX. MARKS	PASS MARKS	MARKS SECURED	YEAR OF PASSING
FIRST YEAR :								
BUSINESS ECONOMICS	100	36	48	A98	==	==	==	==
ACCOUNTANCY I	100	36	48	S98	==	==	==	==
INDUSTRIAL ORG. MGMT.	100	36	49	A98	==	==	==	==
*IND. H. CULTURE	50	18	35	A98	==	==	==	==
==	==	==	==	==	==	==	==	==
SECOND YEAR :								
ACCOUNTANCY II	100	36	41	A99	==	==	==	==
BUSINESS STATISTICS	100	36	36	A00	==	==	==	==
BANKING THEORY & PR.	100	36	48	A00	==	==	==	==
*SCIENCE & CIVILIZA.	050	18	34	A99	==	==	==	==
==	==	==	==	==	==	==	==	==
THIRD YEAR :								
COST ACCOUNTANCY	100	36	51	A00	==	==	==	==
ACCOUNTANCY III	100	36	41	A00	==	==	==	==
MERCANTILE & IND. LAW	100	36	66	A00	==	==	==	==
AUDITING	100	36	47	A00	==	==	==	==
MANAGEMENT ACCT.	100	36	57	A00	==	==	==	==
INCOME TAX	100	36	53	A00	==	==	==	==
==	==	==	==	==	==	==	==	==

TOTAL MARKS SECURED IN PART II } IN FIGURES : 585
IN WORDS : ** FIVE EIGHT FIVE **

PART II DIV SECOND DIVISION

* INDIAN HERITAGE & CULTURE AND SCIENCE AND CIVILISATION MARKS ARE NOT INCLUDED IN THE PART I AGGREGATE AND DIVISION.

HYDERABAD, A.P.

REGISTRAR

0012815



Osmania University

FACULTY OF COMMERCE

Ref. No. 6837

Provisional Certificate

Roll No. 151-98-00377

This is to certify that KHAJA MAJIDUDDIN

son/daughter of KHAJA IMAHUDDIN

passed the BACHELOR OF COMMERCE

_____ Examination of this University, held
in MARCH/APRIL 2000 and that he/she was placed in

Part I : SECOND DIVISION


Second Language : HINDI

Part II : SECOND DIVISION

Hyderabad A.P.


for Registrar

Dated 28/06/2000

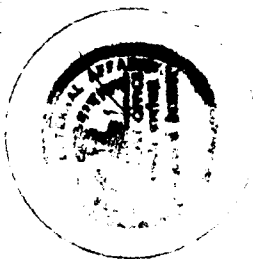

Section - incharge



इसके द्वारा, भारत गणराज्य के राष्ट्रपति के नाम पर, उन सब से विनवत
 इस बात से अनुरोध की, यह प्रार्थना एवं अपेक्षा की जाती है कि वे वास्तव का विना रोक-टोक,
 आवाही से आने-जाने दें, और उसे हर तरह की परी भ्रमणता और सुझा प्रदान करें
 जिसकी उस आवश्यकता हो।

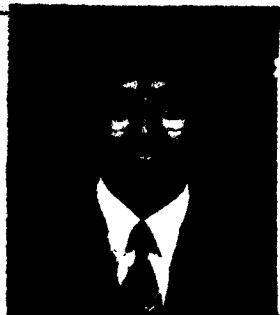
THESE ARE FOR REQUEST AND REQUIRE IN THE NAME OF THE
 PRESIDENT OF THE REPUBLIC OF INDIA ALL THOSE WHOM IT MAY
 CONSIDER TO ALLOW THE DEPARTURE FREELY WITHOUT THE USE
 OF VISA AND PASSPORT FOR THEIR EVERY ASSESSMENT AND
 PROTECTION OF WHICH HE SHALL BE RESPONSIBLE.

THE OFFICE OF THE SECRETARY, MINISTRY OF
 EXTERNAL AFFAIRS, NEW DELHI
 INDIA



Handwritten signature and text in Hindi, including "प. अ. अ. अ. अ." and "प. अ. अ. अ. अ."

भारत गणराज्य REPUBLIC OF INDIA



K. Majiduddin

प्रकार / Type	राष्ट्रीय कोड / Country Code	पासपोर्ट नं. / Passport No.
	IND	B 5243446
उपनाम / Surname	KHAJA	
दिये गये नाम / Given Names	MAJIDUDDIN	
राष्ट्रियता / Nationality	लिंग / Sex	जन्मतिथि / Date of Birth
INDIAN	MALE	13-8-1979
जन्म स्थान / Place of Birth	HYDERABAD (AP)	
जारी करने का स्थान / Place of Issue	PO HYDERABAD	
जारी करने की तिथि / Date of Issue	समाप्त तिथि / Date of Expiry	
4-4-2001	3-4-2011	

संक्षेप

विदेशों में जाने वाले भारतीय नागरिकों को सलाह दी जाती है कि वे अपने को निम्नलिखित भारतीय मिशन / कीर्सी पर पंजीकृत करावें।

चेतावनी

यह पासपोर्ट भारत सरकार की संपत्ति है। कन्सुलेट अधिकारी से इस पासपोर्ट के शर्तों में कोई सुधार मिलाने या हटाने हेतु प्रार्थना करना चाहिए।

यह पासपोर्ट एक इलाक़ा किरी की सेवा ही के लिए है। यह कन्सुलेट भारत या उसके द्वारा अधिकृत व्यक्तियों के कर्तव्यों के लिए नहीं है। इसमें किरी की सेवा के अंतर्गत या विदेश में किया जाना चाहिए।

कन्सुलेट द्वारा जारी कीरी की सेवा या नए कीरी के अंतर्गत प्रवेश करने के लिए निम्नलिखित भारतीय पासपोर्ट अधिकारी को (तथा यदि पासपोर्ट में है) निम्नलिखित भारतीय मिशन को और संबंधित पुलिस को भी जाना चाहिए। निम्नलिखित सूचनाओं के अभाव में प्रत्येक भारतीय पासपोर्ट जारी किया जाएगा।

REGISTRATION

INDIAN CITIZENS RESIDENT ABROAD ARE ADVISED TO REGISTER THEMSELVES AT THE NEAREST INDIAN MISSION / POST.

CAUTION

THIS PASSPORT IS THE PROPERTY OF THE GOVERNMENT OF INDIA. ANY COMMUNICATION RECEIVED BY HOLDER FROM THE PASSPORT AUTHORITY REGARDING THIS PASSPORT, INCLUDING DEMAND FOR ITS SURRENDER, SHOULD BE COMPLIED WITH IMMEDIATELY.

PASSPORT SHOULD NOT BE SENT OUT OF ANY COUNTRY BY POST. IT SHOULD BE IN THE CUSTODY EITHER OF THE HOLDER OR OF A PERSON AUTHORIZED BY THE HOLDER. IT MUST NOT BE ALTERED OR MUTILATED IN ANY WAY.

LOSS, THEFT OR DESTRUCTION OF PASSPORTS SHOULD BE IMMEDIATELY REPORTED TO THE NEAREST PASSPORT AUTHORITY IN INDIA OR, IF THE HOLDER IS ABROAD, TO THE NEAREST INDIAN MISSION / POST. THE LOCAL POLICE, ONLY AFTER EXHAUSTIVE ENQUIRY, SHOULD BE INFORMED. REPLACEMENT PASSPORTS WILL BE ISSUED.

