

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

Name	K VIJAY KUMAR
Salary	4,500/-
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	MPIPL
Designation	Asst. Accountant.
Site	H.O.
Date of joining	29/5/06 22/5/06
Report to	Samba shiva Rao.
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 type="checkbox"/> Copy of drivers license <input type="checkbox"/> Copy of passport <input checked="" type="checkbox"/> Fathers ^{business} employment details / Copy of ID card ^{Address of shop (own)} <input checked="" type="checkbox"/> Reference letter from <u>Prakash lab/er. - 15 days time.</u> <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other 1 _____ <input type="checkbox"/> Other _____
Remarks	Samba shiva Rao to train him.

Sign: 

Date: 18/5/06.

17/05/02

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	Assistant Administrator ✓
Date of application	

Personal Details

Name	K. VIJAY KUMAR		
Age	27	Date of Birth	10-05-79
Fathers Name	YADAGIRI		
Address for Correspondence	H. No: 1-5-282 Sanjeevanagar, Bhongir		own home
Phone no. for correspondence	08685-243767 (R)		
Permanent Address	H. No: 1-5-282, Sanjeevanagar, Bhongir.		

OK

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

→ Communication Skills - poor
→ He has experience in Accounts
→

Education

Degree	B.com		
Name of college	Sri Laxmi Narasimha Degree college		
Location	Bhongir		
Year	2000	Medium of Instruction	Telugu

Degree	M. Com		
Name of college	Anwar ul uloom college		
Location	Mallepally, Hyderabad.		
Year	2001-03	Medium of Instruction	English

Name of Inter/ Jr. College	Buddha Purnima Junior college		
Location	Bhongir		
Year	1995-97	Medium of Instruction	Telugu

Name of school	Govt Junior college		
Location	Bhongir		
Year	1994	Medium of Instruction	Telugu.

Other courses or training	P.G.D.C.A (LIDO computers education + Bhargava Typewriting (Lower Grade) Institute of Practical Accountancy at Secunderabad (fully focus)
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Remarks: (For office use only - Do not write in this box)

→ Completed P.G.D.C.A in 1998.

Computer Skills

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

Two Wheeler

NV Vehicle

Make		Year	
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Family Details	Name	Age	Occupation	Company
Father	Yadagiri	55	Business	Tailoring - St. Khongji
Mother	Rani	48	Home	
Wife / Husband				
Brother / Sister	Sunil	30	Business	Tailoring ✓ //
Brother / Sister	Kavitha	20	studying	
Brother / Sister				
Brother / Sister				

Salary Details

Last Drawn Salary	4,500		
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 type="checkbox"/> No	Mobile Allowance: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Expected Salary	5,000/-	<u>Negotiable</u>	

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Experience & Employment Details

Years of experience in relevant field	2 yrs experience.
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Name of Company	Prakash Labels Pvt. Ltd.		
Duration of employment	2 yrs.	From date: May 04	To date: April 06
Location	EST, Erragadda.		
Designation	Asst. Administrator		
Last drawn salary	4,500/-		
Brief Description of work	Petty, Cash, Sales, Purchase, Inwards, outwards, payrolls. Bank transactions.		
Reason for leaving	Shifted in other place.		

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

→ He did service for 2 yrs
→ He did payroll for 4 years.

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)

CURRICULAM VITAE

K.VIJAY KUMAR
H.NO. 1-5-282,
SANJEEVANAGAR,
BHONGIR,
PIN: 508116.
Res.Ph:08685-243767.

OBJECTIVE: Quest to work in real professional environment where my knowledge can be shared and enriched. Looking for an opportunity where I can improve my Technical, Administrative and Management skills.

EDUCATIONAL QUALIFICATION:

- M.COM from (O.U) 2001-2003.

TECHNICAL QUALIFICATION:

- Post Graduate Diploma in Computer Application.
(Windows-98,Ms-Word,Ms Power Point, Ms Excell, 'C' Language)
- Accounting Packages (Tally 6.3, Focus, Wings, Ex-NGN,Sales Tax, Income Tax, Central Excise)
- Type Writing (Lower Grade)

EXPERIENCE:

- Worked as a assistant administrater 2 year experience in Prakash Labels Pvt. Ltd. Company at E.S.I, Erragadda, Hyderabad.

PERSONAL PROFILE :

Father Name : K .YADAGIRI
Date Of Birth : 10-05-1979
Caste : BC - "D"
Marital Status : Unmarried
Religion : Hindu
Nationality : Indian
Languages Known : English,Hindi,Telugu

Place: *Secunderabad*

Date : *17-5-06*

Vijay
(K.VIJAY KUMAR)