

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

Name	Jaffer Khan.
Salary	3,000/-
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 checked="" type="checkbox"/> After 3 months <input type="checkbox"/> Next April (wants 500 500/- more).
Employee company	Paramount Builders.
Designation	Site Supervisor
Site	Nagarah site
Date of joining	7/8/06
Report to	P. Ramesh at SOA for 1 month training.
Documents required	<input checked="" type="checkbox"/> 2 photographs <input checked="" type="checkbox"/> Copy of school certificated ✓ <input type="checkbox"/> Copy of degree certificates <input checked="" type="checkbox"/> Copy of drivers license ✓ <input type="checkbox"/> Copy of passport <input type="checkbox"/> Fathers employment details / Copy of ID card. <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	Atzal's older brother. Not relevant experience. See cap capability to work for 3 months. To be trained by P. Ramesh.

Sign: Mr. Mark

Date: 7/8/06

NOTE

Sir,

The enclosed Bio-Data belongs to Mr. Jaffer Khan Bomer of Mr. Afzal Khan. He is aged about 34 years. He has no relevant experience...
Kindly advise Sir,

He is expected to B507 - 04

for

Ref:- Mr. Afzal Khan, Crown Banker,

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	
Date of application	29 July 2006

Personal Details

Name	Jaffer Khan		
Age	34 years	Date of Birth	12 March 1972
Fathers Name	Sardar Khan		
Address for Correspondence	H.No-17-2-110711A Rain Bazar Hyderabad. 23		
Phone no. for correspondence	Ph. 55098063		
Permanent Address	H.No-17-2-110711A Rain Bazar, Yakupur Hyderabad A.P-23		

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

→ communication skills - Ok in Urdu
→ His education is upto 10th class.
→ He may be suitable for Supervisory Cadre.

Come back on Monday at 2 pm

Education

Degree	
Name of college	
Location	
Year	Medium of Instruction

Degree	
Name of college	
Location	
Year	Medium of Instruction

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

Name of school	Dal-ul-Uloom High School		→ passed 60%
Location	Kale Ramah Hyderabad. A.P.		
Year	1989	Medium of Instruction	

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		Year	
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Family Details	Name	Age	Occupation	Company
Father	Sardar Khan	72 years		
Mother	Azadi Begum	65 years		
Wife / Husband	Shameem Khan	28 years	House wife	
Brother / Sister	Dr. Rahman Khan	32 years	Doctor	Sai Nalging Home
Brother / Sister	Afzal Khan	28 years	Engineer	modi properties.
Brother / Sister	Ilyas Khan	26 years	Student	
Brother / Sister	Imran Khan	24 years	own shop	AL-Quba electrical motor winding works. 2nd Bagel Hyd-13

Salary Details

Last Drawn Salary		
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	Five Thousand Rupees.	

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Running a hotel. Tea & Snacks. - Old City. - 22 People working for him. 5 year back he stopped tea busm. For 5 year he did toys business.
Monthly income 10,000/- p.m. in our noted - for home point family
Toys business 6,000 to 10,000/- p.m. for own family.
don 20,000/- to 30,000/-

Married. - children 4 Nos. (daughters)
 13F, 11F, 8F, 5F

Offered Rs. 3,000 p.m.
 will increase in April 2006.

Experience & Employment Details

Years of experience in relevant field	7 year.
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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)

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)

To

**The Managing Director
MODI Properties & Investments Pvt. Ltd.
5-4-187/3&4, III Floor, M.G.Road,
Secunderabad-50003**

RESUME

Name : JAFFER KHAN
Father's Name : Sardar Khan
Date of Birth & Age : 12th March, 1972 (34 years)
Educational Qualifications :
Academic : S.S.C. passed in the year September, 1989
Technical : -
Residential Address : H.No. 17-2-1107/1/A, Rain Bazar, Yakutpura,
Hyderabad-500023
Telephone Number : 65098063
Experience : Business
Extra Curricular Activities :

I am applying for the suitable post, kindly consider my above resume and give me a chance to work under your kind control, so that I can show my best abilities of works for your utmost satisfaction.

Thanking you Sir,

Yours Obediently,

Dated: 29th July, 2006


(JAFFER KHAN)