

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

Name	Lawrence Peterson.
Salary	5,000/-
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 type="checkbox"/> 3 months <input checked="" type="checkbox"/> Nil
Salary revision	<input type="checkbox"/> After 3 months <input checked="" type="checkbox"/> Next April
Employee company	PARAMOUNT BUILDERS.
Designation	COLLECTIONS EXECUTIVE.
Site	PMR.
Date of joining	1/12/06
Report to	MARTIN at GMP
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 type="checkbox"/> Fathers employment details / Copy of ID card. <input checked="" type="checkbox"/> Reference letter from <u>GLOBAL NETWORK.</u> <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	Reference of Jagdish & Martin.

Sign: [Signature]  
 Date: 26/11/08.

**Bio-Data**

Note: Attach copy of Resume / Bio-data

Application for post of	
Date of application	30.11.06.

**Personal Details**

Name	LAWRENCE PETERSON.		
Age	46	Date of Birth	08.08.1960.
Fathers Name	M.J. PETERSON.		
Address for Correspondence	E-403 MAY FLOWER PARK MALLAPUR HYB-76. — Own house		
Phone no. for correspondence	9393290042.		
Permanent Address	AS ABOVE.		

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


**Education**

Degree	B.Com.		
Name of college	WESLEY DEGREE COLLEGE.		
Location	SECUNDERABAD.		
Year	1983.	Medium of Instruction	ENGLISH.

Degree	_____		
Name of college	_____		
Location	_____		
Year	_____	Medium of Instruction	_____

Name of Inter/ Jr. College	WESLEY <del>DEGREE</del> JUNIOR COLLEGE		
Location	SECUNDERABAD.		
Year	1980.	Medium of Instruction	ENGLISH.

Name of school	DELHI UNITED CHRISTIAN SCHOOL.		
Location	DELHI		
Year	1978.	Medium of Instruction	ENGLISH.

Other courses or training	Diploma in Travel Tourism and Air Line. Sec' Bad - 4 month course Ticketing.
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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 checked="" type="checkbox"/> Learnt but never worked on it	<input type="checkbox"/> Nil
MS Word:	<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
MS Excel:	<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
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	ETERNO	Year	2004
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Family Details	Name	Age	Occupation	Company
Father	M. J. PETERSON	73	Retired	
Mother	J. PETERSON	65		
Wife / Husband	B. ANITA	42	ESI Staff Nurse	SANJAT NAGAR - 13,000/- salary
Brother / Sister	R. PETERSON	43	HSBC	Call Center
Brother / Sister	—			
Brother / Sister	—			
Brother / Sister	—			

**Salary Details**

Last Drawn Salary	5000.00		
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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Expected Salary	6000.00		

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Children — 2 Nos.	
1 son — 15 yrs.	} <del>study</del>
1 daughter — 13 yrs.	

**Experience & Employment Details**

Years of experience in relevant field	24 years in S.C. Ry.		
Name of Company	S.C. Ry.		
Duration of employment	24 years	From date: 23.7.1981	To date: 20.8.2001
Location	SEC BOD.		
Designation	Progress incharge in Material Management		
Last drawn salary	ca 11.		
Brief Description of work	Management of Materials for Production Repair and Return of Ry coaches. Coach factory.		
Reason for leaving	V.R.S. taken as no chance of promotion.		

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VRS Amt received - 4 lacs.
Pension - 41000/- pm.

Name of Company	Presently: GLOBAL-NETWORKS.		
Duration of employment	11 months	From date: Dec 05	To date: Till Date.
Location	Hyd. N. Chavara.		
Designation	Offo Administrator Plus H-R.		
Last drawn salary	5000.00		
Brief Description of work	<u>At Home</u>		
Reason for leaving	working at Present.		

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

Cable networking company. - Salary 5,000/-.
Job is ok - too much work. - Strainful.
150 people work in this company.

## CURRICULUM VITAE

### **LAWRENCE ANDREW PETERSON**

E- 403, May Flower Park,  
Mallapur, Hyderabad – 500 076  
Email: l\_peterson@rediffmail.com  
Phone: 9393390042 / 9885489665

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### **Career Objective:**

Seeking a position in a professionally managed environment, allowing optimum utilization of my talent and hard work, offering abundant opportunities for long term personal development and career growth.

### **Experience:**

- Worked in South Central Railways as Stores In charge for 24 years and had recently taken Voluntary Retirement in August 2005.
- Presently working as Human Resources Cum Administration Officer in Global Networks Pvt. Ltd. in Hyderabad from December 2005 till date.

### **Academic Profile:**

- Bachelor of Commerce from Wesley Degree College, Secunderabad – 1983.
- Intermediate from Wesley Junior College, Secunderabad – 1980.
- C.B.S.E. from Delhi United Christian School, New Delhi – 1978.

### **Computer Skills:**

- Basic knowledge of Computers.

### **Strengths:**

- Good Communication skills in English.
- Calm and Extrovert by nature.
- Calm and patient listener.

### **Personal Profile:**

Father's Name	:	Late M.J. Peterson
Date of Birth	:	8 <sup>th</sup> August 1960
Gender	:	Male
Marital Status	:	Married
Nationality	:	Indian
Languages Known	:	English, Hindi and Telugu
Hobbies	:	Music, Sports, Reading.
Extra Curricular:	:	Compared programs in All India Radio

