

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

Name	T NA YESHWARI.
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	Purchase Assistant .
Site	H.O.
Date of joining	8/12/06
Report to	Gaurang Modiy
Documents required	<input checked="" type="checkbox"/> 2 photographs <input checked="" type="checkbox"/> Copy of school certificates <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"/> Father's employment details / Copy of ID card. <input checked="" type="checkbox"/> Reference letter from <u>Quality Technologie .</u> <input checked="" type="checkbox"/> Reference letter from <u>Aricon Stabias .</u> <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	<p>Studying for Company Secretary. – correspondence – finished in 2 years.</p> <p>Knows short hand &amp; typing.</p> <p>Can handle calls for Gaurang Modiy.</p>

Sign: Jh Mod

Date: 4/12/06

of N. P. Raju  
 H.B. 10/11/06  
 6 months only

friend of father  
 (James)  
 198

**Bio-Data**

Note: Attach copy of Resume / Bio-data

Application for post of	steno-cum-Computer Operator / Permanent Assistant
Date of application	21/11/06

Monday

**Personal Details**

Name	T. NAGESHWARI		
Age	24 yrs	Date of Birth	31.12.1983
Fathers Name	T. L. Narasappa		
Address for Correspondence	H.No. 13-67/1, Mallapur, Surya Nagar Colony, Near N.F.C. Main Road Hyd-076		
Phone no. for correspondence	9949162909		
Permanent Address	-		

Rank  
 Hm

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

✓	Communication Skills - ok	Suresh tested
✓	Database Skills - ok	
✓	Calling Supplies and etc - ok	

**Education**

Degree	B. Com. - Commerce		
Name of college	Osmania University		
Location	Tarnaka		
Year	2002 - 2005	Medium of Instruction	English

Degree			
Name of college			
Location			
Year		Medium of Instruction	

Name of Inter/ Jr. College	Sri Padmaravi Dytechnic		
Location	Tirupati		
Year	1999 - 2002	Medium of Instruction	English

Name of school	Govt. High School		
Location	Lalapat, Railway Quarters		
Year	1998	Medium of Instruction	English

appointed by MP

Abhis

Other courses or training: Student of Company Secretaries Institute

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

peris 9 yrs  
 Daily 6-30 - 8-30 p  
 Board meeting  
 Start next month exam

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: —

Family Details	Name	Age	Occupation	Company
Father	T.L. Narayana	45		Business (Money lender)
Mother	T. Sarasathi	40	housewife	
Wife / Husband	—			
Brother / Sister	T. Nagesh	14	X-Mechanic	Sri Vidyanikethan
Brother / Sister	T. Mahesh	13	VIII	"
Brother / Sister	—			
Brother / Sister	—			

Salary Details

Last Drawn Salary: ~~4,500~~ 5,000 net on PF  
 Above salary Included: ESI:  Yes  No PF:  Yes  No  
 Conveyance:  Yes  No Mobile Allowance:  Yes  No  
 Expected Salary: 5,500 to 6,000

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

NOT Married. Last salary Rs 5,000 = net  
 no PF, ESI, con, cell phone.  
 → Agree salary to Rs 4,500/-

**Experience & Employment Details**

Years of experience in relevant field 3yrs in Quality Techniques

Name of Company	Quality Technetries Pvt. Ltd.		
Duration of employment	2yrs	From date: 2003	To date: 2006
Location	Nocharam		
Designation	Steno - Cum - Computer operator.		
Last drawn salary	Net 4,500. incl PF, EST		
Brief Description of work	<p>MS Word Excel</p> <ol style="list-style-type: none"> <li>1. Sales Correspondence - letters</li> <li>2. purchase Correspondence - "</li> <li>3. Internet - emails</li> <li>4. Dispatch planning. etc.</li> </ol>		
Reason for leaving	for Better Improvement (to learn)		

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

→ Co - mfr. Alom. counting to  
Jedjehulla, Kundhal.  
Qty to be dispatched  
engng partner  
Steno mfr

Name of Company	Ari Con Stations		
Duration of employment	7 months	From date: 01-04-06	To date: til date
Location	Habriguda		
Designation	Personal secretary to M.P.		
Last drawn salary	5,000/-		
Brief Description of work	<ol style="list-style-type: none"> <li>1. All Correspondence relating to all departments.</li> </ol>		
Reason for leaving	To learn + long distance to attend C-seer classes		

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

- Electronics soldering / desoldering stations  
- Correspondence - letters  
- admin. work - assisting purchase.  
P.O. Stationery → Focus pen, pen, pen.  
- Supervision - purchase people

mfr soldering into / spare parts  
apm price confing

Ref: Mr. N.P. Raju.  
Medi Builders.

## RESUME

T.NAGESHWARI

C/O. T.RAJU,

H.NO.13-67/2, SURYA NAGAR COLONY,

MALLAPUR, HYDERABAD-500 076.

CELL NO.9949162909.

**Career Objective:** To be associated with a progressive organization which can provide me with a dynamic work atmosphere to extract my inherent skills, use and develop my attitude to service the organization and also shape my career in the process.

### **Educational Qualifications:**

#### **Courses**

#### **Year of Completion**

B.com	2005
D.C.C.P (Diploma in Commercial Computer Practice)	2002
S.S.C.	1998

### **TECHNICAL QULIFICATIONS:**

1. English & Telugu Typewriting Higher
2. English Shorthand Lower

### **PERSONAL PROFILE:**

Father Name : T.L. Narsappa  
Date of Birth : 31<sup>st</sup> December 1983  
Gender : Female  
Languages known : Telugu, English, Hindi  
Marital Status : Unmarried  
Religion : Hindu  
Nationality : Indian  
Experience : 1. 3years in Quality Technologies Pvt  
Ltd. Nacharam, as a Steno-cum-  
Computer Operator  
2. 1 Year in ARICON STATIONS,  
Habsiguda. as a Accounts Assistant.

Declaration: I hereby declare that the above information filled by me are true to the best of my knowledge and belief.

Place : Hyderabad.

Date : 21/11/06.

SIGNATURE  
*T. Nageshwari*  
T.NAGESHWARI