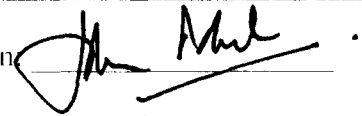


Details of Appointment : (For office use only – Do not write on this page)

Name	P. Shiv. Raj
Salary	3,000/-
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. 250/- 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	Melita 4 Modi Homee.
Designation	Purchase Assistant
Site	H.O. H.O.
Date of joining	16/2/07
Report to	Suresh / Gaurav Ardy.
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 checked="" type="checkbox"/> Fathers employment details / Copy of ID card. <input checked="" type="checkbox"/> Reference letter from Phase No. AV TEAM <input checked="" type="checkbox"/> Reference letter from Kanka Durga. <input checked="" type="checkbox"/> Reference letter from Laxmi tyee. <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	Known to B. Shekar.

} within 15 days.

Sign: 
 Date: 15/2/06.

Ref: B. Shaker →

Ref: Shaker B

(Friend's son)

(Since how many years known)

20 yrs

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	Any suitable post Delivery Asst.
Date of application	12.2.07

Personal Details

Name	P. Shiva Raj.		
Age	21	Date of Birth	27-7-1985
Fathers Name	P. Shrinivas		
Address for Correspondence	Belhar, MM.		
Phone no. for correspondence	9247417806	9290250243	→
Permanent Address	Shrinivas nagar colony. H.No. 1-25-75 old Bowenpally. Sec-bad.		

lives with Snehakshmi

own from 10 yrs

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

100% all
exam-suits - all
appearances - all.
can start in
Nov. Feb.
19.2.07
S.M.
@ 1:40 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	Vidya Mary high school - X (Clerk Family)		
Location	old Bowenpally		
Year	2000-2001	Medium of Instruction	English.

failed - Maths, Telugu.
now giving exams - now.

Other courses or training	
---------------------------	--

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

Computer Skills

Nil

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: Nil

Two Wheeler

He has driving license

Make	Yes No	Year	2008
------	-------------------	------	-----------------

Family Details	Name	Age	Occupation	Company
Father	P. Srinivas	45	Labour	Melkon - Civil mistry
Mother	Padma	40	HW	
Wife / Husband				
Brother / Sister	Sai Kumar	12	7th	Vijay Vastu High School
Brother / Sister	Praveen	9	2nd	Bani High School
Brother / Sister				
Brother / Sister				

Salary Details

Last Drawn Salary	3,100/-
Above salary	ESI: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Included	PF: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Conveyance: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Mobile Allowance: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Expected Salary	(3800) High

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

- Has Driv. license - 2 Wheeler - 2008 ✓
- 2008 X M Class - 2 subjects - March 07 ✓
- Wants to do BLM from Ambedkar Univ.

Name of Company	Airtel EXECUTIVE MCLPL AV TEAM 12
Duration of employment	4 months From date: 10/9/06 To date: 28/12/06
Location	BEGUMPET
Designation	EXECUTIVE
Last drawn salary	3,500/- m.
Brief Description of work	EXECUTIVE MARKETING Verification of address & collection of address from proofs & form from customers
Reason for leaving	My Father Joseph told him to leave

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

★ Commission basis - Rs 2/- per customer
not net
(no conv,)
subside
as he wants
only salaried job

Kauha Durga

Name of Company	V.D.F. Floring Machine Machein
Duration of employment	24/11/02 From date: 15/1/02 To date: 21/2/04
Location	Balahogor OFF
Designation	Super Visare Visare
Last drawn salary	Cash - 2,800/- monthly salary + Rs 500/-
Brief Description of work	working helper & supervision machine operation in Visare vacuum drawing
Reason for leaving	It will be long note: (Visare)

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

M - Sat 10 - 8.30
= = = 7pm

Experience & Employment Details

Years of experience in relevant field | Asstl Executive

Name of Company	Petrol Bunk - Laxmi Tyres Auto Etc		
Duration of employment	2 years	From date: 21/4/04	To date: 18/8/05
Location	Sec-bad near Man Sangret Phatse		
Designation	help pas.		
Last drawn salary	21000/- Cash monthly		
Brief Description of work	help pas. - petrol pumping in cars		
Reason for leaving	respect. Sir resgate Not givening		

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)

RESUME

P.SHIVA RAJ
H NO-1-25-75
SRINIVAS NAGAR
COLONY OLD BOWENPLLY
SEC-BAD 500011

9247417806

CARIOR OBJECTIV - To work in a challenge environment
And use my skills for the growth of
Organization

QUALIFICION - SSC from VAJAY MARY HIGH SCHOOL

EXPERIENCE - Worked as a SALES EXECUTIVE
In AIRTEL for the period of 6 month

FATHERS NAME - P SRINIVAS

DATE OF BIRTH - 27-7-1985

NATIONALITY - INDIAN

MARTUAL STATUS – SINGEL

HOBBIES - CHATTING, PLAYING VALLY BALL

PLACE -

DATE -

Signature –