

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

Name	M RAJIV KUMAR
Salary	ADMIN OFFICER - SITE 7,500/-
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	Modi Ventures.
Designation	ADMIN OFFICER - SITE.
Site	GMG
Date of joining	15/3/07
Report to	A. Ramesh at GMG.
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 type="checkbox"/> Copy of passport <input type="checkbox"/> Fathers employment details / Copy of ID card. <i>q details of Air force service.</i> <input checked="" type="checkbox"/> Reference letter from <u>Indut</u> <input checked="" type="checkbox"/> Reference letter from <u>Automotive.</u> <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	

Sign: [Signature]
 Date: 14/3/07

Ref: - Thirugala

Ok:
At 2:30 PM,
on 14/03/07

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	Admin Manager
Date of application	13-03-07

Personal Details

Name	M RAGHU KUMAR		
Age	39	Date of Birth	15-06-1967
Fathers Name	M APPALACHARYULU		
Address for Correspondence	1-10-11/1, Temple Alwal Secunderabad		Rented House
Phone no. for correspondence	040-27960866		
Permanent Address			

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

→ Commemoration Books etc

Education

Degree	Graduation		
Name of college	From Indian Air Force		
Location			
Year		Medium of Instruction	English

Degree			
Name of college			
Location			
Year		Medium of Instruction	

Name of Inter/ Jr. College	The Hindu College		
Location	Machilipatnam		
Year	1983-85	Medium of Instruction	English

Name of school	Rustumbada Municipal High School		
Location	MACHILIPATNAM		
Year	1982	Medium of Instruction	Telugu/English

Experience & Employment Details

Years of experience in relevant field	20 yrs in Indian Air Force
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Name of Company	Trident Life Sciences Limited		
Duration of employment	From date:	Apr 06	To date: Feb 07
Location	Miyapur		
Designation	Asst Manager Administration		
Last drawn salary	Rs. 1,55,000/- per Annum		
Brief Description of work	I/c of Civil works, H/K, Security office Administration/Personnel, Liaison with other Depts.		
Reason for leaving	Better position/Personal		

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Name of Company	M/s Automotive Mfgs (P) Ltd		
Duration of employment	From date:	Feb 05	To date: Mar 06
Location	Jeedimetla		
Designation	Office Superintendent		
Last drawn salary	Rs. 7,200/- pm		
Brief Description of work	Personnel Dept		
Reason for leaving	Betterment		

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Name of Company	Indian Air Force		
Duration of employment	From date:	1985	To date: 2004 Dec 20
Location	All over India		
Designation	from clerk to Junior Warrant Officer		
Last drawn salary	INR 10000/- pm		
Brief Description of work	IPK of Administration		
Reason for leaving	On fulfilling limited Engagement		

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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)

CURRICULUM VITAE

M Raghu Kumar

H No. 1-10-15/1, Near Hanuman Temple

Temple Alwal,

Alwal, Secunderabad – 110 010 e-mail - maringantiraghukumar@yahoo.com

Phone : 27960866, 9347224425

Profession - Personnel/General Administration and Office Management.

Aim : To add value to the place of work and to focus more on growth of the organization and to win the satisfaction of employees/employers.

Category : Ex-serviceman from Indian Air Force

Experience : 20 years in the field of Personnel Administration and Office Management in Indian Air Force

02 years in the field of Personnel & General Administration and Office Management with Automotive Manufacturers (P) Ltd and Trident Life Sciences Limited.

Present role and responsibilities:

- In-charge of Security, Canteen, House keeping and Civil Works.
- In-charge of back office & front office and maintaining of all personal records having nearly 400 staff controlling HR executives/Trainees.
- Liaison with Government Departments and Private Firms/Organizations.
- Member of Central Purchase Committee team, Logistics support.
- In-charge of maintenance of the entire building.

Computers : MS Office with speed of 100 wpm.

Expected salary : Negotiable

Education : Graduation from Indian Air Force

Personal Details

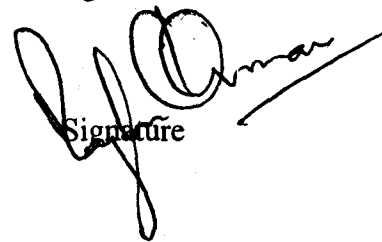
Date of Birth : 15 Jun 1967

Father's name : M Appalacharyulu

Marital status : Married

Languages fluently known : English, Hindi and Telugu

Date : 13-03-07


Signature