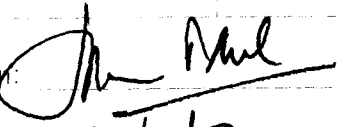


Details of Appointment: : (For office use only -- Do not write on this page)

Name	J. SREERAMA MURTHY.
Salary	7500/- 8,000/-
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	Paramount Builders.
Designation	Admin - officer.
Site	PMR Nagaraj.
Date of joining	21/3/07
Report to	Site to Subba Reddy - Engg.
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 Property Solution. <input checked="" type="checkbox"/> Reference letter from Harma Const. <input checked="" type="checkbox"/> Reference letter from TIW Signode <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	

Sign: 

Date: 14/3/07

Ref: Through AW

OK

Bio-Data

Note: Attach copy of Resume / Bio-data

2:30 PM
on 14/03/07

Application for post of	ADMINISTRATIVE MANAGER
Date of application	13/3/07

Personal Details

Name	T. SREERAMA MURTHY		
Age	49	Date of Birth	15.5.1957
Fathers Name	(Late) T. KRISHNA MURTHY		
Address for Correspondence	2.2.118715, PLATNO. S-1, Vombala Sai Villas, New Nallabanda, Hyd		
Phone no. for correspondence	99124 14760		
Permanent Address	(As Above)		

own house

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

Education

Degree	B. Com.		
Name of college	Dr. B.R. Ambedkar		
Location	Hyderabad		
Year	1980	Medium of Instruction	English

Degree			
Name of college			
Location			
Year		Medium of Instruction	

Name of Inter/ Jr. College	Govt. Junior College Pachiguda		
Location	Hyderabad		
Year	1977	Medium of Instruction	English

Name of school	Kishan Memorial School		
Location	Hyd		
Year	1975	Medium of Instruction	English

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

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

NO Vehicle

Make		Year	
------	--	------	--

Family Details	Name	Age	Occupation	Company
Father	<i>(Self) Pradip Kumar</i>	-	-	-
Mother	<i>Syama Devi</i>	<i>70</i>	-	-
Wife / Husband	<i>Madhavi</i>	<i>45</i>	-	-
Brother / Sister	<i>Sunil Kumar</i>	<i>38</i>	-	-
Brother / Sister	<i>Sudhakar</i>	<i>35</i>	-	-
Brother / Sister	-	-	-	-
Brother / Sister	-	-	-	-

Salary Details

Last Drawn Salary	<i>8000/- p.m.</i>		
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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Mobile Allowance: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Expected Salary	<i>12000/- p.m.</i>		

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

<i>3 children - age - 20, 17, 12</i>
<i>Dangerous.</i>
<i>Minimum expected salary <u>10,000/-</u></i>

Experience & Employment Details

Years of experience in relevant field	26 years
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Name of Company	Prof. M. Solution Pvt Ltd, Mumbai
Duration of employment	one year From date: July '05 To date: Jan '06
Location	Singapore Town Ship, Chhatrapati
Designation	Asst. Manager
Last drawn salary	8000/- P.M.
Brief Description of work	Incharge for House keeping / maintenance of Town Ship.
Reason for leaving	one year contract - Done

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

Name of Company	Sri Harsha Construction.
Duration of employment	2 y From date: 2002 To date: 2004
Location	Nasirully Wazirgall Highway.
Designation	Office In charge
Last drawn salary	6000/- P.M.
Brief Description of work	For Better Job Office In charge, Marketing / Accounts & weekly labor payment etc.
Reason for leaving	

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

Name of Company	I T W Sigmoid India Ltd.				
Duration of employment	10 yrs	From date:	Apr '91	To date:	Feb 2000
Location	Hyderabad				
Designation	Executive Admin - Purch.				
Last drawn salary	10000/- p.m.				
Brief Description of work	Administration work of Corporate Office & Branches. & Corporate Purchases.				
Reason for leaving	Mandator. Retirement				

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)

SUB: APPLICATION FOR THE POST OF ADMIN. MANAGER
REF: YOUR ADV. IN D.C. Dt 13/3/07

CURRICULUM VITAE

MURTHY T.S.R.

Career Objective :

To be indispensable asset to your company and further contribute to my professional growth.

Work Experience

Having 26 years of experience in Sales and Administration, Purchase and Stores Department. Details as mentioned below.

PROPERTY SOLUTIONS (Ind) PVT. LTD (MUMBAI)

DESIGNATION : ASSISTANT ESTATE MANAGER.

JULY 2005 TO JUNE 2006

Worked in SINGAPORE TOWNSHIP with the following Roles and Responsibilities

- a) Looking after Facilities of Township.
- b) Security arrangements.
- c) Maintenance of the Township.

SRIHARSHA CONSTRUCTIONS

DESIGNATION: MANAGER (SITE OFFICE).

JUNE 2002 TO JUNE 2004

Roles and Responsibilities :

- a) Managed the Sales at Site office.
- b) Supervised Administration Dept.
- c) Looked after the Accounts of the office.

HOMELINES HOME SERVICES (P) LTD.

DESIGNATION: Sr. MARKETING EXECUTIVE

JUNE 2001 TO MAY 2002

Roles and Responsibilities :

- a) Supervised over the Marketing and Sales in the office.
- b) Marketed for an Electronic Device.

RADIANT ELASTOMERS PVT. LTD.

DESIGNATION: MANAGER (ADMN.)

Dec 2000 to May 2001.

Roles and Responsibilities :

- a) Handled Factory and Office Administration work.

ITW SIGNODE INDIA LTD.

DESIGNATION: EXECUTIVE (Administration and purchase).

April 1991 to February 2000

Roles and Responsibilities :

ADMINISTRATION WORK :

Travel ticketing arrangements for staff, Office Maintenance, House Keeping, Maintenance of Contracts, Arrangements of Transport for the staff, Maintenance of Office Guest House, Handling the EPABX System, Security arrangements, Courier arrangements etc.

PROJECT WORK IN ADMN. :

Assisted in handling the entire Interior of the Office taken on turnkey.

The jobs handled are :

Furniture and fixture, Installation of EPABX , Installation of Air Condition , Arrangements for Power , Maintenance of Contracts.

PURCHASE IN ADMN. :

Handled total purchase of Printing and Stationary of the shelf , Computer Stationary , Office Equipment (XEROX , FAX etc.) , Office Furniture , EPABX system , Air Conditioners , Electric Equipment and XEROX papers etc.

DAIRY ICE CREAM & FROZEN FOODS (P) LTD.

DESIGNATION: INCHARGE (STORES & PURCHASE).

January 1986 to May 1991.

Roles and Responsibilities :

- a) Looked after total Purchase Activities of the company.
- b) Looked after Inventory of the company.
- c) Handled Administration like Ticket Booking , providing Uniform for the staff.
- d) Handled other Admn. Related matters.

DRILL ROCK ENGG. (P) LTD.

DESIGNATION: ACCOUNTS CLERK / STORES ASSISTANT.

March 1983 to Dec 1985.

Roles and Responsibilities :
Handled Stores Inventory, Bin Cards.

J C PINTO & COMPANY

DESIGNATION: CLERK CUM TYPIST

November 1980 to Feb 1983.

Roles and Responsibilities :
Worked as Cashier in the News Paper and Magazine sections.

QUALIFICATIONS:

Academic:

Bachelor of Commerce in the year 1980 from Osmania University.

Technical:

Diploma in Material Management, with First Division.

Computer Knowledge:

Worked on Windows 98.

PERSONAL PROFILE:

- **Father's Name : (Late) Shri. T.KRISHNA MURTHY**
- **Date of Birth : 15-05-1957.**
- **Marital Status : Married.**
- **Nationality : Indian**
- **Languages Known : Telugu, English, Hindi.**

Address

**H.No. 2-2-1137/5/1/A,
Flat No. S-1 2nd Floor,
VENKATA SAI VILLA
New Nallakunta Hyderabad 44
9912414760**

DATE: 13/3/07


(T.SREE RAMA MURTHY)