

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

Name	M. SARITHA
Salary	4,000/-
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 checked="" 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 checked="" type="checkbox"/> After 3 months <input type="checkbox"/> Next April
Employee company	Mehra & Modi Homee.
Designation	Data Entry Operator.
Site	60B
Date of joining	26/7/07
Report to	SOB - site - to Ranjit.
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 type="checkbox"/> Copy of drivers license <input type="checkbox"/> Copy of passport <input checked="" type="checkbox"/> Fathers employment details / Copy of ID card. <input checked="" type="checkbox"/> Reference letter from Electricity Dept. - Mr. Sameer Reddy - <i>Call him!</i> <input checked="" type="checkbox"/> Reference letter from 1000 - DSI - Begumpet - Bhagwan Rao. <i>Sales Manager</i> <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other <input type="checkbox"/> Other
Remarks	<p>friend of classmate of navika.</p> <p>Sameer Reddy</p> <p>9591369286</p>

Sign: Shan Mol

Date: 26/7/07

Ref: Ms. Harika

Bio-Data

Note: Attach copy of Resume Bio-data

Application for post of	Data Entry at Bete		
Date of application	16/07/07		
Application through	<input type="checkbox"/> Advertisement	<input checked="" type="checkbox"/> Referred by:	Harika

Personal Details

Name	M. SARITHA		
Age	26 yrs	Date of Birth	12-11-1980
Fathers Name	M. SHANKAR RAO		
Address for Correspondence	H.No: - 23/84, opp: Devi Apartment Anandbagh, Malkajgiri, Secunderabad.		
Phone no. for correspondence	9395386370		
Permanent Address	H.No:- 23/84, opp: Devi Apartment Anandbagh, Malkajgiri, Secunderabad.		

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

Communication Skills ok			
→ interested to work at Bete			

Education

Degree	Pursuing B.Com correspondence from O.U		
Name of college	O.U		
Location	Hyderabad		
Year		Medium of Instruction	English
Degree	DCCP, Diploma in Commercial Computer practice		
Name of college	Govt. polytechnic for women's college, Sidyapet		
Location	Sidyapet		
Year	2000-2002	Medium of Instruction	English
Name of Inter/ Jr. College			
Location	Siddur Bughanagar		
Year	1997-1999	Medium of Instruction	English
Name of school	Bhishe Hanabir High School		
Location	Siddur Bughanagar		
Year	1996	Medium of Instruction	English

Other courses or training

One year Experience as a Trainee BHEL (R&D) 2003-2004

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

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

Family Details	Name	Age	Occupation	Company
Father	M. Shankar Rao		Retd. Pk. Emply	Pk.
Mother	M. Tulasi		House wife	
Wife Husband				
Brother Sister	M. Srikanth		Asst. Director	Film Quality
Brother Sister	M. Sangeetha		House wife	
Brother Sister	M. Prashanth		Repair Technician	Analogic Technomatics
Son Daughter				
Son Daughter				
Son Daughter				

Salary Details

Last Drawn Salary	5,000/-
Above salary Included	ESI: <input type="checkbox"/> Yes <input type="checkbox"/> No PF: <input type="checkbox"/> Yes <input type="checkbox"/> No Conveyance: <input type="checkbox"/> Yes <input type="checkbox"/> No Mobile Allowance: <input type="checkbox"/> Yes <input type="checkbox"/> No
Expected Salary	5,000/-

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

Experience & Employment Details

Years of experience in relevant field

Name of Company	SPM Instruments India Pvt. Ltd Co.,		
Duration of employment	From date:	Jan 05	To date: July 05
Location	Hyderabad		
Designation	Computer Operator		
Last drawn salary	3500/-		
Brief Description of work	writing annotation letters, Typing		
Reason for leaving	Health problem.		

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

Name of Company	Electricity Department		
Duration of employment	From date:	2006	To date: 2007
Location	Sirpur Kaghazpeta		
Designation	Computer Operator, Data Entry		
Last drawn salary	5000/-		
Brief Description of work	Entering the Electricity Bills		
Reason for leaving	Due to vacate to Hyd.		

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

Name of Company	BHEL (R&D)		
Duration of employment	1 yr	From date:	2003 To date: 2004
Location	Hyderabad		
Designation	Apprenticeship Trainee		
Last drawn salary	14000/-		
Brief Description of work	All office work, filing, typing		
Reason for leaving			

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

Name of Company	ICICI		
Duration of employment	4 months	From date:	Jan 07 To date: Apr 07
Location	Resempet		
Designation	Tele marketing		
Last drawn salary	3000 + Ince (2000)		
Brief Description of work	Call the customers on the product (Business fuel cards)		
Reason for leaving	Long Distance		

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

*Ask for additional sheets if required.

CURRICULUM - VITAE

MUTHYALA SARITHA,
H.No. 23/84,
Opp. Devi Apartments,
Anand Bagh,
Malkajgiri,
Secunderabad,
Andhra Pradesh.

Telephone: 9395386370
E - Mail : sarithares_m@yahoo.co.in

- Seeking a position to utilize my skills and abilities that offers Professional growth while being resourceful, innovative and flexible.

- Pursuing B.Com. Final Year from Osmania University, Hyderabad.
- Intermediate (CEC) from Government Jr.college, 1997 - 1999.
- S.S.C from Shishu Mandhir High School 1995 - 1996.

- Diploma In Commercial & Computer Practice, from Government Polytechnic for Women's College, 2000 - 2003.
- English Shorthand Lower Grade (80 WPM).
- English Type Writing Higher Grade.
- Telugu Type Writing Lower Grade.

- One-year experience as a Trainee BHEL (R&D), 2003 - 2004.
- Worked as a Computer Operator in SPM Instruments India Pvt Ltd Co, Jan 05 to July 05.
- Worked as a Computer Operator in ERO Office Electricity Dept, 2006 - 2007.

- Automation of civil Supplies (MS Access).

Skills Sec

- Operating Systems : Windows 98/xp/2000.
- Programming Language : C,
- Packages : UNIX, RDMS, ORACLE.

- Father's Name : Mr. M. Shankar Rao.
- Gender : Female
- Marital Status : Un Married.
- Hobbies : Playing Video Games, Watching TV.
- Favorite Color : Black
- Date of Birth : 18th November, 1980.
- Language known : Telugu, English, Hindi
- Permanent Address : H.No. 23/84,
Opp. Devi Apartments,
Anand Bagh,
Malkajgiri,
Secunderabad,

I declare that every thing given above is correct to the best of my knowledge.

Date:

Place: Hyderabad.

(M.SARITHA)

Sl. No : 204471

State Board of Technical Education and Training
ANDHRA PRADESH, HYDERABAD



No. 200304189

This is to Certify that **M SARITHA**
 Daughter of **SHANKAR RAO**
 having completed the **3 YEAR FULL - TIME** Diploma Course of study at
GOVT. POLYTECHNIC FOR WOMEN SURYAPET
 and the pass requirements in all the prescribed examinations held in **MARCH/APRIL 2003**
 is awarded this Diploma in **COMMERCIAL & COMPUTER PRACTICE (D.C.C.P)**
 He/She has been placed in **FIRST CLASS** ----- on the basis
 of marks secured as indicated.
 His/Her Permanent Identification Number is **00076-CCP-026**

Examination	Max. Marks	Marks Secured	Marks taken into consideration for Award of Class	
			(In figures)	(In words)
I Year	800	507	0127 (025%)	ZERO ONE TWO SEVEN
II Year	1000	684	0684 (100%)	ZERO SIX ZERO FOUR
III Year	1000	739	0739 (100%)	ZERO SEVEN FIVE NINE
Total			1490	ONE FOUR NINE ZERO

Percentage of Marks : 67.73

Given under the Seal of the Board



Date :

SECRETARY

STATE BOARD OF TECHNICAL EDUCATION & TRAINING, ANDHRA PRADESH

**BOARD OF SECONDARY EDUCATION
ANDHRA PRADESH**

M 380148



SECONDARY SCHOOL CERTIFICATE

PC/35/0259691/3

CERTIFIED THAT **M SARITHA**

D/O M SHANKAR RAO Bearing

Roll No **0600961** belongs to **SHISHUMANDIR H S (EM), SIRPUR KAGAZNAG**

has appeared and PASSED at the SSC EXAMINATION held in **MARCH, 1996** with

SECOND division and **ENGLISH** as the medium of instruction

DATE OF BIRTH OF THE CANDIDATE	DAY	MONTH	YEAR
18/11/1980	ONE	EIGHT	NOV ONE NINE EIGHT ZERO

THE CANDIDATE SECURED THE FOLLOWING PERCENTAGE OF MARKS

SUBJECT	Marks secured (in Figures)	Marks secured (in Words)
FIRST LANGUAGE (HINDI)	67	SIX SEVEN
THIRD LANGUAGE - ENGLISH	42	FOUR TWO
MATHEMATICS	77	SEVEN SEVEN
GENERAL SCIENCE	69	SIX NINE
SOCIAL STUDIES	38	THREE EIGHT
TOTAL	293	(TWO NINE THREE)
SECOND LANGUAGE (TELUGU)	58	FIVE EIGHT
GRAND TOTAL	351	(THREE FIVE ONE)

Marks of Identification

- A mole on the left cheek.*
-

Head of Institution
With School Stamp

[Signature]
13.6.96
Head Master

[Signature]

Shishu Mandir High School
Sirpur-Kacheeruznagar-504296
23/05/1996.

Date of Issue by the Board

SECRETARY
BOARD OF SECONDARY EDUCATION

HYDERABAD

Any corrections in the certificate will not be entertained after 3 years from the date of issue.
Any unauthorised correction in the certificate will result in cancellation of certificate.

भारत हेवी इलेक्ट्रिकल्स लिमिटेड Bharat Heavy Electricals Limited



कारपोरेट अनुसंधान और विकास प्रभाग, विकासनगर, हैदराबाद - 500 093 भारत.
Corporate Research & Development Division, Vikasnagar, Hyderabad - 500 093, (A.P.) INDIA.
फोन / Phone: 040 - 23778795, 23882217, फेक्स / Fax: 040 - 23776320, ई-मेल / E-mail: pmx@bhelrnd.co.in
मानव संसाधन विभाग / HUMAN RESOURCE DEPARTMENT



Ref: R&D/03/R-171/PMX/2004
Date: 17/08/2004

Certified that Miss. M. Saritha, D/o. Sri M. Shankar Rao was trained in BHEL, Corporate Research and Development for a period of one year from 09/08/2003 to 08/08/2004 as Technician Apprentice (DCCP) under Apprentices Act, 1961.

During her training in BHEL, she was trained in the following jobs:


- Taking stenography dictation, typing, drafting and filing.
- Preparation of general correspondence like external letters, internal memos, notes, statements and periodical reports, Minutes of the Meeting, Record notes of discussion, drafting and filling etc.
- Sending and receiving E - Mail through Internet Explorer & Netscape Communicator.
- Preparation of leave statement for Project Engineers and Apprentice & Maintenance of Attendance Register of the Department.
- Preparation of Various slides for Technical Presentations using Power Point.
- Preparation of various Hyper Links using Micro-Soft-Word.
- Maintenance of Purchase files of the Department.
- Preparation of Flow-Charts.

Computer Skills:

Operating System : WINDOWS 98, 2000
Languages : Programming in 'C'.
Packages : MS-Office (Word, Excel, PowerPoint, and Access)
DBMS, Unix.

This Certificate is issued on completion of her apprenticeship training.

To : Miss. M. Saritha
D/o M. Shankar Rao
H.No. 1-14-395
Sirpur Kaghaznagar
Adilabad (Dist) - 504296.


(K BHAGAVANTH REDDY) 17/8/04
DY. MANAGER (HR)

के. भगवंत रेड्डी
K. BHAGAVANTH REDDY
ज्य. प्रबंधक (प्र.सं.)
Deputy Manager (HR)

State Board of Technical Education & Training, A.P.

MEMORANDUM OF MARKS

S.No. 543

Date: 16/06/2003

Course :

III YEAR (C-00) OF 3 YEAR D.C.C.P

Month & Year of Exam

Held in MAR/APR 2003

Name of the Candidate

M SARITHA D/O SHANKAR RAO

Permanent Id No. (PIN)

00076-CCF-026

Name of the Institution

GOVT. POLYTECHNIC FOR WOMEN SURYAPET

Subject Code	Subject	MAX MARKS			MARKS AWARDED			Re-marks
		End Exam.	Sessional	Total	End Exam.	Sessional	Total	
	<u>THEORY</u>							
CCF301	ENGLISH	100	—	100	50	—	50	P
CCF302	BUSINESS ECONOMICS & ENTREPRENEURSHIP	100	—	100	58	—	58	P
CCF303	C & UNIX	100	—	100	70	—	70	P
CCF304	D.B.M.S	100	—	100	51	—	51	P
	<u>FRACTICALS</u>							
CCF305	C & UNIX	60	40	100	59	38	97	P
CCF306	ORACLE	60	40	100	55	38	93	P
CCF307	INFORMATION TECHNOLOGY	60	40	100	54	36	90	P
CCF308	PROJECT WORK	60	40	100	55	38	93	P
CCF309A	TELEGU TYPEWRITING PAPER I (25 WPM)	100	—	100	86	—	86	P
CCF309B	ENGLISH SHORTHAND PAPER I (120 WPM)	100	—	100				
CCF310A	TELEGU TYPEWRITING PAPER II	100	—	100	71	—	71	P
CCF310B	ENGLISH SHORTHAND PAPER II (120 WPM)	100	—	100				
	TOTAL	840	160	1000	609	150	759	

RESULT PASS

Asst.

Supdt.

Asst. Secretary/Dy. Secretary

In-charge of Exams.

THEORY : 35% in End Exam.

FRACTICALS: 50% in End & in Total. In respect of 309A, 309B, 310A & 310B 45%

No Minimum in Sessionals. *->PASSED EARLIER

PASS IN SUBJ. CCF-309A & 310A IS EQUIVALENT TO TELUGU TYPEWRITING LOWER (TTL)



Osmania University

MEMORANDUM OF MARKS

UB 123266

EXAMINATION: B.Com (Y.W.S) I YEAR March/Apr. 2006

REF. NO.: BC07043898

DATE: 01/05/2007

NAME: SARITHA M

ROLL NO.: 0940300960

FATHER'S NAME: SHANKAR RAO

PART I SUBJECTS	MAXIMUM MARKS	PASS MARKS	MARKS SECURED	RESULT
ENGLISH	100	36	64	PASS
HINDI I	100	36	45	PASS
.....(SECOND LANG.)				

PART II SUBJECTS	MAXIMUM MARKS	PASS MARKS	MARKS SECURED	RESULT
INDUSTRIAL ORG.MGMT.	100	36	52	PASS
QUANT. TECHNIQUES I	100	36	48	PASS
*IND.H.CULTURE	50	18	37	PASS

COPY

TOTAL 209

TOTAL MARKS } IN FIGURES:
SECURED } IN WORDS: TWO ZERO NINE

RESULT: PROMOTED

SECTION-IN-CHARGE

CONTROLLER OF EXAMINATIONS

* INDIAN HERITAGE & CULTURE, ENVIRONMENTAL STUDIES AND SCIENCE & CIVILISATION MARKS ARE NOT INCLUDED IN TOTAL

OSMANIA UNIVERSITY UA 226026

MEMORANDUM OF MARKS



EXAMINATION: B. Com. II YEAR MARCH/APRIL 2004

REF.NO.:

DATE: 06/06/2004

NAME: SARITHA M

ROLL NO.: 094-03-00960

FATHER'S NAME: SHANKAR RAD

PART I SUBJECTS	MAXIMUM MARKS	PASS MARKS	MARKS SECURED	RESULT
ENGLISH	100	36	57	PASS
HINDI II	100	36	73	PASS
------(SECOND LANG.)				

PART II SUBJECTS	MAXIMUM MARKS	PASS MARKS	MARKS SECURED	RESULT
FINAN. ACCOUNTING II	100	36	ABS	FAIL
BUSINESS STATISTICS	100	36	41	PASS
BANKING THEORY & PR.	100	36	52	PASS
* *SCI. & CIVILIZATION	50	18	32	PASS
== ==	==	==	==	== =
== ==	==	==	==	== =
== ==	==	==	==	== =
== ==	==	==	==	== =

TOTAL 223

TOTAL MARKS } IN FIGURES :
SECURED } IN WORDS : == TWO TWO THREE ==

RESULT: PROMOTED

SECTION-IN-CHARGE

CONTROLLER OF EXAMINATIONS

* INDIAN HERITAGE & CULTURE AND SCIENCE AND CIVILISATION MARKS ARE NOT INCLUDED IN TOTAL.



V SERVE
...building relationships

Name : SARITHA
Designation : TELE CALLER
Code No :

Saritha
Signature
of the employee

[Handwritten Signature]
Authorised
Signature

ICICI Bank LTD.

406, Riveria Apartments,
Dwrakapuri Colony,
Punjagutta, Hyd - 500 082.
Ph : 5546 0134, 5548 6939.

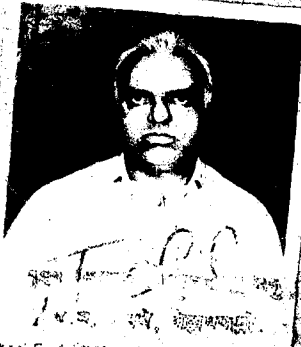
पहचान कार्ड IDENTITY CARD

कार्ड नं. Card No.

130213



Valid upto: 30-3-1996 तक



जारी करने की तारीख Date of issue: 08/1/72
नाम Name: M. SHANKER RAO
पदनाम Designation: ESM B
विभाग Department: S & T
टिकट नं. Ticket No. -

M. Shanker Rao
धारक के हस्ताक्षर/बाएँ अंगुठ का निशान
Signature/LTI of holder

जारीकर्ता अधिकारी के हस्ताक्षर व पदनाम
Signature & Designation of issuing officer.

CHIEF SIGNAL INSPECTOR (M)
S.C. RLY, BELLAMPALLI

CHIEF SIGNAL INSPECTOR (M)
S.C. RLY, BELLAMPALLI

आगे Further Renewed upto.....तक नवीकृत

जारीकर्ता अधिकारी के हस्ताक्षर व पदनाम और मुहर
Signature & Designation-Stamp of the Issuing Officer.

आगे Further Renewed upto.....तक नवीकृत

जारीकर्ता अधिकारी के हस्ताक्षर व पदनाम और मुहर
Signature & Designation-Stamp of the Issuing Officer.

टिप्पणी/Note :

1. धारक के पदनाम में कोई परिवर्तन हो, तो जारीकर्ता प्राधिकारी द्वारा साक्ष्यकित करवा लेना चाहिए। 2. यह धारक का उत्तरदायित्व होगा कि सेवा में न रहने या इस रेलवे से बाहर स्थानांतरित होने के मामलों में वह इस कार्ड को जारीकर्ता प्राधिकारी को अभ्यर्पित कर दे।

1. Any changes in the designation of the holder should be got attested by the Issuing Authority. 2. It is the responsibility of the holder to surrender the card to the issuing authority in the event of his ceasing to be in service or being transferred out of this Railway.

No. 04061-1,70,000-5-85; S. C. Rly.