

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

Name	<i>X 5,000/-</i>
Salary	<i>M. KAVITA.</i>
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	<i>Greenwood Estates.</i>
Designation	<i>Asst. Accountant.</i>
Site	<i>H.O.</i>
Date of joining	<i>20/8/07</i>
Report to	<i>Rama Murthy at HO.</i>
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 type="checkbox"/> Fathers employment details / Copy of ID card. <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	<i>Related to Rajkumar - VKE liftman.</i>

Sign: *John Arul*
Date: *18/8/07*

Reti M. Rajakumar (Relative) - Coeib.

Bio-Data

Note: Attach copy of Resume Bio-data

M.

Application for post of	Asst. Accountant		
Date of application	18/7/07		
Application through	<input type="checkbox"/> Advertisement	<input type="checkbox"/> Referred by:	M. Rajkumar.

Personal Details			
Name	M. KAVITHA		
Age	25	Date of Birth	21-06-1982
Fathers Name	M. Anjoub		
Address for Correspondence	HNO- 10+5-694, North Kallaguda Sec-Bad -Same-		
Phone no. for correspondence	9290673209 ✓		
Permanent Address	Same as - above		

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

- Intentional Asst. Accountant
- SAP completed, completed with GATEWAY.
- Ex-Generation families.
- Typing Higher completed.
- Communication well.. OK.

Education			
Degree	MBA	C. Anand I. M. A. R. Finance & HR.	
Name of college	Suprabhat Institute of Management & Computer Studies		
Location	Keesara		
Year	2006	Medium of Instruction	English
Degree	B. Com Computer from		
Name of college	R. En. R. Siddhant College for women's		
Location	St. Ann's Degree College for women's - Malkajgiri		
Year	2004	Medium of Instruction	English
Name of Inter/ Jr. College	R. En. R. Siddhant College for women		
Location	Jubilee Bus stop		
Year	2000	Medium of Instruction	English
Name of school	SSB High School		
Location	Thullabangali		
Year	1997	Medium of Instruction	English.

How

63%

54%

53%

60%

Other courses or training

Sapfire, MS Office, Excel, Accounting Systems
Typing clubs Higher grade English

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 w/A
 Other:

Two Wheeler

Make	Year
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Family Details	Name	Age	Occupation	Company
Father	-	-	-	-
Mother	Devarajamma Housewife	51	Housewife	
Wife Husband	-	-	-	
Brother Sister	Srinivas	39	LIC Assistant	Zonal office
Brother Sister	Sathayamaya	33	Relief two wheeler asst Mkt Executive	
Brother Sister	Vijay	30	Store keeper	Railway
Son Daughter	Lalitha (Sister)	21	BE	Studying at MVSR
Son Daughter				College.
Son Daughter				

Salary Details

Last Drawn Salary	4000		
Above salary included	ESI: <input type="checkbox"/> Yes <input type="checkbox"/> No	PF: <input type="checkbox"/> Yes <input 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	According to Company Rules 6000/-		

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

Not married.

Experience & Employment Details

Years of experience in relevant field

Name of Company	ICICI Bank as RE (Relationship Executive) at Vikramপুরi Kalyana		
Duration of employment	From date:	Feb 2007	To date: May 2007
Location	Vikramপুরi Kalyana		
Designation	RE (Relationship Executive)		
Last drawn salary	6,000		
Brief Description of work	Recording the property DOC. Details filling to the customers, call support Entering the property details daily in Excel sheet.		
Reason for leaving	For completing the SAP course.		

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

To Learn SAP course left ICICI job.

Name of Company	LIC Office at Paradee		
Duration of employment	From date:		To date:
Location	Paradee		
Designation	Assistant		
Last drawn salary	3,000		
Brief Description of work	<ol style="list-style-type: none"> 1) Recording the Daily Details of Agents 2) about their policy details & Bonds requirement 3) Filling the forms, cash & payments 		
Reason for leaving	Because of not satisfaction of the work & salary reason.		

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

⇒ continue with LIC

⇒ Timings are 10:30 to 5:30

CURRICULUM VIATE

M.KAVITHA
HNO:10-5-694, North Lallaguda,
Thukaramagate,
Sec-bad.
Pin code - 500017.

Ph: 9290673209
Email: m_kavitha103@yahoo.com

OBJECTIVE:

To seek a challenging career under your quality environment and I would like to be a part of your dynamic team to contribute my skills and services for the organization and personal growth.

EDUCATIONAL QUALIFICATION:

- MBA (Finance/HR) from Subrabhath Institute for Management & Computers Studies (SIMACS)
- Bcom from St Anns Degree College
- Intermediate from R.G.R Siddanthi College For Womens
- SSC from Shridi Sai Baba High School

COMPUTER KNOWLEDGE:

- Sap (Fico)
- MS Office 97, Word, Excel, Power point
- HTML(Hyper Text Markup Language)
- DBMS (Data Base Management System)
- Accounting systems → ^{next} Era Generation
- Web Programming

TEHCINCIAL QUALIFICATION:

- Typing Writing Higher Grade (English)

SKILLS AND STRENGTHS:

- Responsible
- Willing to learn new things
- Good team member

PROJECT TITLE: PERFORMANCE OF MUTUAL FUNDS

Mutual Funds: A Mutual Funds is special type of investment institution which acts as investments conduit. It Collects (or) Pools the saving of the community and invests large fund in a fairly large and well Diversified Portfolio of Sound Investment.

COMPANY: HYDERABAD STOCK EXCHANGE

Hyderabad Stock Exchange(HSE): It has made its beginning in 1943 and today it occupies a vital place in the Regional Stock Exchange in India, with growth having in industries it completed 60 Succesfull years and continuing with its prominent performance.

Experience: Worked at ICICI Bank as RE (Relationship Executive) near VikaramPuri Karkana.

PERSONAL INFORMATION:

Name : M.KAVITHA
Father's Name : M.ANJALIAH
Date of Birth : 21-06-1982
Religion : Hindu
Nationality : Indian
Langauages Known : English, Hindi, & Telugu

Date: 19/7/07.

Place: Secunderabad.

Kavitha
(M.KAVITHA).

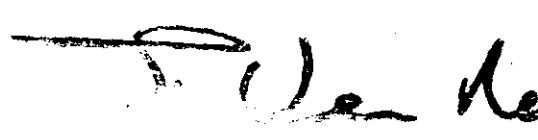
17/20/54/6
S. 17/07
N 047978

**BOARD OF SECONDARY EDUCATION
ANDHRA PRADESH**



SECONDARY SCHOOL CERTIFICATE

PC/03/0013610/2

CERTIFIED THAT							
M KAVITHA							
D/O M ANJAIAN				Bearing Roll No. 0042855			
belongs to SHIRIDI SAIBABA H S N LALAGUDA, SEC' BAD							
has appeared and PASSED at the SSC EXAMINATION held in MARCH, 1997 with							
SECOND		division and		ENGLISH		as the medium of instruction	
DATE OF BIRTH OF THE CANDIDATE		DAY		MONTH		YEAR	
21/06/1982		TWO		ONE		JUN ONE NINE EIGHT TWO	
THE CANDIDATE SECURED THE FOLLOWING PERCENTAGE OF MARKS							
SUBJECT		Marks secured (in Figures)		Marks secured (in Words)			
FIRST LANGUAGE (HINDI)		70		SEVEN ZERO			
THIRD LANGUAGE - ENGLISH		55		FIVE FIVE			
MATHEMATICS		51		FIVE ONE			
GENERAL SCIENCE		52		FIVE TWO			
SOCIAL STUDIES		56		FIVE SIX			
TOTAL		234		(TWO EIGHT FOUR)			
SECOND LANGUAGE (TELUGU)		73		SEVEN THREE			
GRAND TOTAL		357		(THREE FIVE SEVEN)			
Marks of Identification		1. A mark on the left hand 2.					
Head of Institution with School Stamp (Recognized by Govt. of A.P.) North Lallaguda, SEC' BAD-17		 HEAD MASTER SHIRIDI SAIBABA HIGH SCHOOL					
Date of Issue by the Board		25/05/1997.		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.							
The marks with the asterisk indicates the marks (old marks) secured in previous Examinations.							

Sl. No. **A499103**

23/5099/018403



Board of Intermediate Education A. P.

Vidya Bhavan, Nampally, Hyderabad- 500 001



PASS CERTIFICATE CUM MEMORANDUM

This is to certify that **M KAVITHA**
of **M ANJIAH**
Intermediate Public Examination held in **SEPTEMBER 2000**
with Registered No. : **2221354** in **ENGLISH** medium
and is placed in **COMPARTMENTALLY.**

SECUNDERABAD
300% daughter

The subjects in which he/she is examined and the marks awarded are as follows :

Subject	Paper-I		Paper-II		
	Maximum Marks	Marks Obtained	Maximum Marks	Marks Obtained	
Part - 1 : ENGLISH	100	068*	100	068*	
Part - 2 : HINDI	100	065*	100	064*	
Part - 3 : Optional Subjects	ECONOMICS	100	057*	100	035*
	COMMERCE	100	045*	100	057*
	CIVICS	100	050	100	035
Total Marks In Figures	544				
In Words	FIVE *FOUR**FOUR**				
Date	01-11-2000				

[Signature]
PRINCIPAL
Signature of the Principal, College Seal

[Signature]
Controller of Examinations

* INDICATES MARKS OBTAINED AT EARLIER EXAMINATION.

PF138623



Osmania University

FACULTY OF MANAGEMENT

Ref. No. PG06122930

Provisional Certificate

Roll No. 8404103

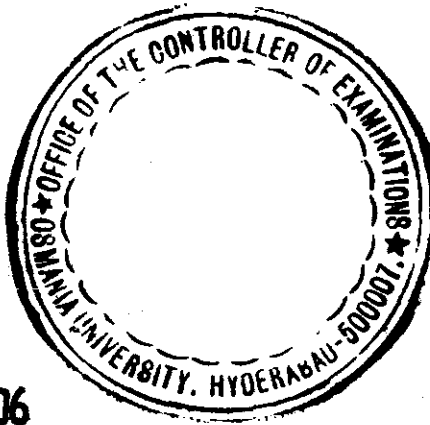
This is to certify that M KAVITHA

son/daughter of M ANJALIAH

passed the M.B.A

Examination of this University, held
in JUNE, 2006 and that he/she was placed in

FIRST DIVISION



Hyderabad A.P.

Dated 26 DEC 2006

[Signature]
for Registrar

[Signature]
Section - incharge



OSMANIA UNIVERSITY
CONSOLIDATED MEMORANDUM OF MARKS

20196587

EXAMINATION: MASTER OF BUSINESS ADMINISTRATION

REF NO. PG06122896

(M.B.A)

DATE: 06/02/2007

NAME: M KAVITHA

ROLL NO.: 8404103

FATHER'S NAME: M ANJIAH

SL. NO.	SUBJECT	MAXIMUM MARKS	MINIMUM PASS MARKS	MARKS SECURED	YEAR OF PASSING
I-SEMESTER					
1	ORGANISATION THEORY & BEHAVIOR	100	40	52	FEB05
2	MANAGERIAL ECONOMICS	100	40	65	FEB05
3	FINANCIAL ACCTG. & ANALYSIS	100	40	64	FEB05
4	PRINCIPLES OF MARKETING	100	40	63	FEB05
5	STATISTICS FOR MANAGEMENT	100	40	59	FEB05
6	INTR.TO INFORMATION TECHNOLOGY	100	40	70	FEB05
7	BUSINESS LAW AND ETHICS	100	40	65	FEB05
8	INT. TO INF. TECHNOLOGY (LAB)	25	10	20	FEB05
II-SEMESTER					
1	HUMAN RESOURCE MANAGEMENT	100	40	78	JUL05
2	ECONOMIC ENVIRONMENT & POLICY	100	40	65	JUL05
3	FINANCIAL MANAGEMENT	100	40	60	JUL05
4	MARKETING RESEARCH	100	40	60	JUL05
5	QUAN. TECH.FOR DECISION MAKING	100	40	47	JUL05
6	MANAGEMENT INFORMATION SYSTEM	100	40	64	JUL05
7	BUSINESS COMMUNICATION	100	40	60	JUL05
8	MANAGEMENT INFO.SYSTEM(LAB-II)	25	10	17	JUL05
9	VIVA-VOCE (GRADE)	GRADE	==	B	JUL05
III-SEMESTER					
1	MGMT. ACCOUNTING & CONTROL	100	40	65	DEC05
2	PRODUCTION AND OPERATIONS MGMT	100	40	62	DEC05
3	TECH. MGMT & ENTREPRENUERSHIP	100	40	66	DEC05
4	STRATEGIC FINANCIAL DECISIONS	100	40	63	DEC05
5	FINANCIAL SYSTEM AND SERVICES	100	40	51	DEC05
6	LEADERSHIP AND CHANGE MGMT.	100	40	67	DEC05
IV-SEMESTER					
1	STRAGIC MANAGEMENT	100	40	74	JUN06
2	INTERNATIONAL BUSINESS	100	40	64	JUN06
3	SUPPLY CHAIN MANAGEMENT	100	40	71	JUN06
4	INTERNATIONAL FINANCE	100	40	55	JUN06
5	SEC. ANALYSIS & PORTFOLIO MGMT	100	40	51	JUN06
6	IND. RELATIONS AND LABOUR LAWS	100	40	65	JUN06
7	PROJECT (GRADE)	GRADE	==	C	JUN06
8	VIVA-VOCE (GRADE)	GRADE	==	B	JUN06

TOTAL MARKS

TOTAL MARKS

2650

1663

Secured in words ONE SIX SIX THREE IN FIGURES

RESULT:

FIRST DIVISION IN JUNE 2006

M.A.

SECTION - INCHARGE

[Signature]

Superintendent

[Signature]

CONTROLLER OF EXAMINATIONS



OSMANIA UNIVERSITY

0159856

CONSOLIDATED MARKS MEMORANDUM

EXAMINATION: B. Com. (YWS) MARCH/APRIL 2004

REF. NO.: 8880

DATE: 06/06/2004

NAME: M KAVITHA

ROLL NO: 331-02-00311

FATHER'S NAME: M ANJAIH

PART I SUBJECTS	MAX. MARKS	PASS MARKS	MARKS SECURED	YEAR OF PASSING
FIRST YEAR:				
ENGLISH 1	100	36	51	A02
HINDI I (SEC. LANG.)	100	36	58	A02
SECOND YEAR:				
ENGLISH 2	100	36	68	A03
HINDI II (SEC. LANG.)	100	36	69	A03

TOTAL MARKS SECURED IN PART I
IN FIGURES:
IN WORDS: 246

** TWO FOUR SIX **

PART I DIV FIRST

PART II SUBJECTS	THEORY MARKS				PRACTICAL MARKS			
	MAX. MARKS	PASS MARKS	MARKS SECURED	YEAR OF PASSING	MAX. MARKS	PASS MARKS	MARKS SECURED	YEAR OF PASSING
FIRST YEAR:								
BUSINESS ECONOMICS	100	36	45	A02	==	==	==	==
FINA. ACCOUNTING I	100	36	39	A02	==	==	==	==
INDUSTRIAL ORG. MGMT.	100	36	45	A02	==	==	==	==
QUANT. TECHNIQUES I	100	36	45	S02	==	==	==	==
FUNDAMENTAL OF I. T.	70	25	39	A02	30	11	25	A02
*IND. H. CULTURE	50	18	34	A02	==	==	==	==
SECOND YEAR:								
FINAN. ACCOUNTING II	100	36	41	A03	==	==	==	==
QUANT. TECHNIQUES II	100	36	57	A03	==	==	==	==
BANKING FIN. SYSTEM.	100	36	46	S03	==	==	==	==
FUND. OF ELE. COM.	70	25	25	S03	30	11	18	A03
D. B. M. SYSTEMS	70	25	36	A03	30	11	19	A03
*SCI. & CIVILIZATION	50	18	36	A03	==	==	==	==
TH YEAR:								
BUSINESS LAWS	100	36	36	A04	==	==	==	==
INCOME TAX & P. A.	100	36	37	A04	==	==	==	==
COST & M. ACCOUNTING	100	36	61	A04	==	==	==	==
BUS. COMMUNICATION & RW	100	36	44	A04	==	==	==	==
ACCOUNTING SYSTEM	70	25	39	A04	30	11	28	A04
WEB PROGRAMMING	70	25	54	A04	30	11	24	A04
AD. MGMT. ACCOUNTING	100	36	53	A04	==	==	==	==
CORPORATE ACCOUNTING	100	36	57	A04	==	==	==	==

TOTAL MARKS } IN FIGURES: 913

SECURED IN PART II } IN WORDS: ** NINE ONE THREE **

PART II DIV SECOND

HYDERABAD, A.P.

UNL
REGISTRAR

INDIAN HERITAGE & CULTURE AND SCIENCE AND CIVILISATION MARKS ARE NOT INCLUDED IN THE PART II AGGREGATE MARKS TOTAL