

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

Name	K. Ganesh Goud.
Salary	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. 200/- per month.
PF & ESI	<input type="checkbox"/> No PF & ESI <input 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	Green wood Estates.
Designation	Admin Officer.
Site	GWE
Date of joining	5/10/07
Report to	Sujar / Raghendra & Hari Mohite to GWE
Documents required	<input checked="" type="checkbox"/> 2 photographs (4) <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 <u>PREMEE</u> <input checked="" type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	* Reference of Anjanesh Ex Coporator. * Comited to work for a minimum of 2 years.

Sign: _____

Date: 4/10/07.

Ref:- Mr. Anjanulu - Mayflower Park

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	Administration & A/c
Date of application	04/10/07 04/10/07
Application through	<input type="checkbox"/> Advertisement <input type="checkbox"/> Referred by: A. Anjanulu [Mallapur cooperative]

Personal Details

Name	K. Ganesh Goud		
Age	26	Date of Birth	24-09-1981
Fathers Name	K. Yabagini		
Address for Correspondence	H.No C-3/250, Mallapur, Nacharam, R.R. DIST, Hyderabad.		
Phone no. for correspondence	9849033907		
Permanent Address	H.No C-3/250 mallapur, Nacharam, R.R. DIST, Hyderabad.		

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

→ Ganesh he attended interview
→ His Bio-Data forwarded to Mr. Boudhayan
→ He interviewed Admin Area.

Education

Degree	MBA [Finance & Marketing]		
Name of college	St. Anthony's P.G. college [Chaluvu]		
Location			
Year	2005	Medium of Instruction	English

Degree	B.com (Computer)		
Name of college	N.R.M Degree College.		
Location	H.B. Colony Mola Di		
Year	2003	Medium of Instruction	English

Name of Inter/ Jr. College	C.E.C		
Location	N.R.M Degree & Jr college.		
Year	2000	Medium of Instruction	English

Name of school	Oxford high school.		
Location	H.B. Colony		
Year	1998	Medium of Instruction	English

Other courses or training	
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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	
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Family Details	Name	Age	Occupation	Company
Father	K. Yadagiri	53	Govt. Emp	N.F.C
Mother	K. Kala	42	House wife	
Wife / Husband				
Brother / Sister	K. Shiva	28	SAP Consultant	U.K.
Brother / Sister	K. Uma	22	H.R	Ambalica
Brother / Sister				
Son / Daughter				
Son / Daughter				
Son / Daughter				

Salary Details

Last Drawn Salary		
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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Expected Salary	₹500/- to 9500/-	

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

Experience & Employment Details

Years of experience in relevant field	1.8 Year Exp.
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Name of Company	PREMIER ELECTROMECH SYSTEMS		
Duration of employment	From date:	2006 Sep	To date: till Now
Location	Mallapur		
Designation	- Administration & Accounts Executive -		
Last drawn salary	8500/-		
Brief Description of work	<ul style="list-style-type: none"> * Responsible for related servicing request * Maintaining A/c's of clients * Deal Dealing with internal & external customer's. 		
Reason for leaving	Company winded up.		

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)

CURRICULUM VITAE

K.Ganesh
kotiganesh@gmail.com
9849033907

Career Objective

To secure a responsible and challenging position with an organization that offers an excellent opportunity for professional advancement and where my skills, ability and knowledge are of full use to the organization.

To achieve an excellent stage in the present global market and to work for an organization where I can utilize my skills and ability.

Education Qualification

Academic:

- M.B.A completed with **FINANCE AND MARKETING** as specialization from St. Anthony's PG College. (Affiliated to Osmania University 2003-2005)
- **B Com (COMPUTERS)** from N.R.M Junior & Degree College. (Affiliated to Osmania university 2000-2003)
- Intermediate **C.E.C** from N.R.M Junior & College Board of Intermediate. (1998-2000)
- SSC from Oxford High School

Technical skills

- ✓ **Operating Systems:** Windows 98, Windows 2000 Professional
- ✓ **Languages:** C, C++
- ✓ **Package:** MS OFFICE

Project

Duration: 2 Months

Topic: Financial Analysis

Companies: Apollo Hospitals (Hyderabad)

Work Experience:

Working with **PREIMER ELECTROMECH SYSTEMS** as **Administrative & Accounts Executive** from Sept 2005 to till date

Job Responsibilities:

Responsible for related servicing requests and complaints

Maintaining Accounts of the clients and the company database administration

Identifying the market. client

Dealing with internal and external Customers

Training

Trained in personality development programmes like

- ▶ Communication skills
- ▶ Inter personal skills
- ▶ Team building

Affiliations and Awards:

- ▶ Youth leader of lead India 2020
- ▶ Event management and organized various cultural activities.
- ▶ Participated and won prize in Inter College caroms championship.

Key Skills

- ✓ Customer Relationship Management.
- ✓ Mass Communication.
- ✓ Public Relation
- ✓ Functional Management

Hobbies

- ✓ Photography
- ✓ Listening to Music.
- ✓ Playing Cricket

Strengths

- ✓ Optimistic.
- ✓ Dynamic
- ✓ Leadership Traits.
- ✓ My Confidence.
- ✓ Good Communication Skills.
- ✓ Keen observer and a good listener too.
- ✓

Personal Dossier

NAME : K. Ganesh

FATHER NAME : K. Yadagiri

PERMANENT ADDRESS : H-No: C-3/250, Mallapur.
Nacharam: Post, R.R. Dist.
Hyderabad-500076

DATE OF BIRTH : 24-09-1981

MARTIAL STATUS : Single

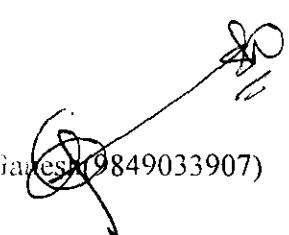
Declaration

I hereby declare that the above-furnished particulars are correct and complete to the best of my knowledge and belief.

Date :

Place: Hyderabad

K. Ganesh (9849033907)



Osmania University



Faculty of Management

Roll No 6103160

This is to certify that N Ganesh Goud

son / daughter of N Yada Giri

has been admitted to the Degree of

Master of Business Administration
(M.B.A)

of this University, having passed the qualifying Examination
in July 2005, in Second Division.

Given under the seal of the University

MB/106012/10034

Hyderabad

Dated . 24 APR 2006

H. M. ...

Vice-Chancellor

Osmania University



Faculty of Commerce

Roll No. 33701-418

This is to certify that H Ganesh Goud

son / daughter of H Yada Giri

has been admitted to the Degree of

Bachelor of Commerce
(Medium English)

of this University, having been declared to have passed in,

Part - I

Year

Division

English

April 2002

Second Language (Sanskrit)

"

Second

Part - II Optionals (Electives)

1. Advanced Mgmt. Accl.

April 2003

2. Corporate Accounting

"

Second

Given under the seal of the University.

BC0601050026

Hyderabad

Dated CHAITRA 08 1976

APRIL 17, 2004

[Signature]

Vice-Chancellor

BOARD OF SECONDARY EDUCATION
ANDHRA PRADESH

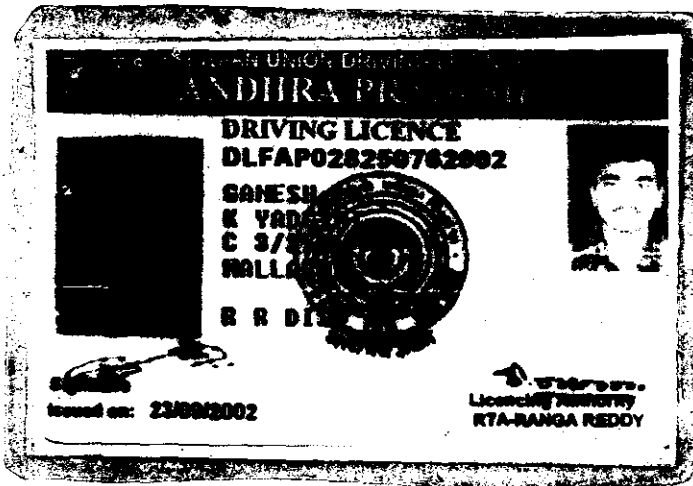
YZ 1556939



SECONDARY SCHOOL CERTIFICATE

PC/C4/0233201/4 PRIVATE

CERTIFIED THAT						
GANESH GOUD K						
S/O K YADAJIRI				Bearing Roll No.		0743294
belongs to OXFORD H S KRISHNA NAGAR COLONY MOULAALI						
has appeared and PASSED at the SSC EXAMINATION held in						with
MAR, 1998						
COMPARTMENTAL			division and	ENGLISH		
						as the medium of instruction
DATE OF BIRTH OF THE CANDIDATE	DAY	MONTH	YEAR			
24/09/1981	TWO	FOUR	SEP	ONE	NINE	EIGHT ONE
THE CANDIDATE SECURED THE FOLLOWING PERCENTAGE OF MARKS						
SUBJECT	Marks secured (in Figures)		Marks secured (in Words)			
FIRST LANGUAGE (HINDI)	52 *		FIVE TWO			
THIRD LANGUAGE - ENGLISH	41 *		FOUR ONE			
MATHEMATICS	38 *		THREE EIGHT			
GENERAL SCIENCE	47 *		FOUR SEVEN			
SOCIAL STUDIES	54 *		SIX FOUR			
TOTAL	242		(TWO FOUR TWO)			
SECOND LANGUAGE (TELUGU)	46 *		FOUR SIX			
GRAND TOTAL	288		(TWO EIGHT EIGHT)			
Marks of Identification	1					
	2.					
Head of Institution with School Stamp	 Oxford High School, Krishna Nagar Colony Moula Ali, Hyderabad-40.					
Date of Issue by the Board	20/05/1998					
						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 Examination.						



	<u>Class Of Vehicle</u>	<u>Validity</u>
<u>Non-Transport</u>	LMV,MCWG	22/09/2022
<u>Transport</u>		
<u>Hazardous Validity</u>		
<u>Badge No.</u>		
<u>Original No.</u>	DLFAP028250762002	
<u>Original LA.</u>	RTA, RANGA REDDY ONE	
<u>DOB</u>	24/09/1981	
<u>Blood Gr.</u>		
<u>Date of 1st Issue</u>	23/09/2002	

Details

NAME : K. GANESH GOUD

S/o. K. YADAGIRI GOUD

Address : H.NO C-3/250,
MALLAPUR, NACHARAM,
R.R. DIST, HYD-076

Blood Group : A+V