

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

Name	S Sunita
Salary	4,000/-
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 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	MFH – Alpine Estates
Designation	Sales – Co-ordinator.
Site	MFH
Date of joining	24/12/07
Report to	Jagdin at MFH
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 <u>Shankhiketan.</u> <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Reference letter from _____ <input checked="" type="checkbox"/> Other <u>Shankh Reddy to speak to Hot line Page manager</u> <input type="checkbox"/> Other _____
Remarks	Give on A/c incentive upto 2,000/- p.m. to take care of finance financial needs.

Sign: [Signature]  
 Date: 20/12/07

Post  
manager

Ref - Bhatneshwari

~~S. Sunitha~~  
~~P. S. Srinivas~~  
 S. Sunitha  
 10/11/12

**Bio-Data**

Note: Attach copy of Resume / Bio-data

Application for post of	Tele-marketing
Date of application	5/12/12
Application through	<input type="checkbox"/> Advertisement <input checked="" type="checkbox"/> Referred by: Bhatneshwari

**Personal Details**

Name	S. Sunitha		
Age	26	Date of Birth	21-02-1981
Fathers Name	S. <del>Sunitha</del> Shankariah		
Address for Correspondence	H-NO - 10-329, E. CNagar [Near cherillapally] (Helipost) Hyd		
Phone no. for correspondence	9908803688		
Permanent Address	H-NO 10-329, E. CNagar [Near cherillapally] (Helipost)-Hyd		

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

→ Communicative Skills - OK  
 → She is interested in Marketing

**Education**

Degree	Pursuing degree	(B.Com)	
Name of college	B.R. Ambedkar open university		
Location	Vidyanagar		
Year	2007	Medium of Instruction	English

Degree I	Diploma in Electrical Electronics Engg		
Name of college	Krishna Devaraya college		
Location	Wanaparthi		
Year	2000 to 2003	Medium of Instruction	English

Name of Inter/ Jr. College			
Location			
Year		Medium of Instruction	

Name of school	Z PHS [SSC]		
Location	Kapara		
Year	1999	Medium of Instruction	English

Communicative Skills OK.  
 Little knowledge of marketing.  
 Can be appointed for M.F.H.  
 10/12

Other courses or training	Fashion designing
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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	S. Shankariah	55		ECIL
Mother	S. Manjamma	49	House maker	
Wife / Husband				
Brother / Sister	S. Padma	29	Married	
Brother / Sister	S. Natesh	24	Student	
Brother / Sister				
Son / Daughter				
Son / Daughter				
Son / Daughter				

**Salary Details**

Last Drawn Salary	7500	
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	8500	

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

→ He is ready to work at full time.
Not married.

**Experience & Employment Details**

Years of experience in relevant field

Name of Company	Shantiniketan High school		
Duration of employment	From date:	2004 [26-07]	To date: 2005 [April 20]
Location	Rampally		
Designation	Teacher		
Last drawn salary	2000/-		
Brief Description of work	Teaching for primary class (U.K.G)		
Reason for leaving	To go further		

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

Name of Company	Hot line Page point		
Duration of employment	From date:	2005 [Aug]	To date: 2007 [Oct]
Location	Amarpet		
Designation	customer care Executive		
Last drawn salary	7500/-		
Brief Description of work	Worked as customer care Executive in outbond to confirm about telephone service		
Reason for leaving	distance problem		

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

## **CURRICULUM VITAE**

S.Sunitha,  
H.no-10-329, E.C.Nagar,  
H.C.L.Post,  
Hyderabad-500051,  
Mobile: 9908803688.  
Email ID: sunithas81@yahoo.com

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### **CAREER OBJECTIVE:**

To work in an exciting and Professional environment , which gives scope to use my talent for both Organizational and Personal Growth.

### **WORK PROFILE:**

Worked as Customer Care Executive in Outbound at the Hot line page Point Services, Labungalow, Ameerpet, Hyderabad.

Worked as a teacher in Shantiniketan High School, E.C.Nagar.

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### **EDUCATIONAL QUALIFICATIONS:**

SSC from ZPHS.

Diploma in Electrical and Electronics Engineering.

Pursuing Degree (B.com) from B.R.Ambedkar Open University.

### **TECHNICAL QUALIFICATION:**

Computer Basics-MS Office.

### **PERSONAL PROFILE:**

Name : S.Sunitha  
Father's Name : Mr.Sandhu Sankaraiah  
Date of Birth : 21<sup>st</sup> February, 1981  
Mother Tongue : Telugu  
Religion : Hindu  
Nationality : Indian  
Marital Status : Unmarried  
Languages Known : English, Hindi and Telugu

Date :  
Place: Hyderabad

( S. SUNITHA )