

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

Name	G. SURASHI KUMAR
Salary	Rs. 4500/-
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	Mehta & Modi Homes.
Designation	Accountant.
Site	H.O.
Date of joining	18/7/08
Report to	Ramna Murthy / Satyanarayana — at Ho.
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 type="checkbox"/> Copy of passport <input type="checkbox"/> Fathers employment details / Copy of ID card. <input checked="" type="checkbox"/> Reference letter from SARASWATHI <input checked="" type="checkbox"/> Reference letter from RATNA <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	Ref. of Shankar Reddy.

Sign: _____

Date: 17/7/08

Self- A Suresh

Mandate

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	Any suitable job / Supervisor		
Date of application			
Application through	<input type="checkbox"/> Advertisement	<input type="checkbox"/> Referred by:	

Personal Details

Name	G. SURESH KUMAR		
Age	26 years.	Date of Birth	01-06-1981
Fathers Name	G. RAMA KRISHNA		
Address for Correspondence	C/O MADHAVA RAO. 5-108 KUMHARA BASTH, HALKAJI GRED.		
Phone no. for correspondence	9440 134959 / 9440 442669.		
Permanent Address	LAKKAVARAM (VILL) SOMPETA (M) SRIRAKULAM (M) A.P 532284.		

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

<p>→ Appears ok</p> <p>→ Communication skills - normal</p> <p>He Dont have any experience in Accounts</p> <p>As a trainee We can take</p>			
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Keep on hold we will see after mail.

31/5/08

Education

Degree	B.COM		
Name of college	M.R.A. COLLEGE VEM (A.U)		
Location	VIZIANAGARAM		
Year	2001	Medium of Instruction	ENGLISH

Degree			
Name of college			
Location			
Year		Medium of Instruction	

Name of Inter/ Jr. College	+2 JAWAHAR NAVODAYA VIDYALAYA		
Location	VISAKHA PASTNAM.		
Year	1998	Medium of Instruction	ENGLISH.

Name of school	X JAWAHAR NAVODAYA VIDYALAYA.		
Location	KATHAL (HARYANA STATE)		
Year	1996.	Medium of Instruction	ENGLISH.

Other courses or training	SHORT HAND LOWER. TYPE WRITING LOWER N.C.C. "C"
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Remarks: (For office use only - Do not write in this box)

→ NO Experience in Accounts.
→ Accounting Packages also not aware.
→ communication skills low.
→ case Cancel 8/7/08.

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	RAMA KRISHNA	50	FORMER	
Mother	VIJAYA	45	HOUSE WIFE	
Wife / Husband	SUDHARANI	22	HOUSE WIFE	
Brother / Sister	RAMESH	33	FORMER	
Brother / Sister	HARI	29	POLICE	
Brother / Sister				
Son / Daughter	INDHU	01	—	
Son / Daughter				
Son / Daughter				

Salary Details

Last Drawn Salary	8,000/-		
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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Expected Salary	6,000/-		

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

→ Salary Rs 4.5W + 20% MA
→ Offered to work at least 2 years.

Experience & Employment Details

Years of experience in relevant field "7" 01-07-2001 to 31-03-2008

Name of Company	SRI SARA SWATHI VIDYARTHI HOSTEL
Duration of employment	01-7-01 From date: 31-3-08 To date: 1 year.
Location	BARKATHPURA HYDERABAD.
Designation	OFFICE & ACCOUNTS
Last drawn salary	4000/-
Brief Description of work	1) Maintenance of daily cash books, workers & office salaries. 2) Fees collection.
Reason for leaving	To Better Job

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

Name of Company	RATNA JUNIOR COLLEGE
Duration of employment	05 From date: 01-06-07 To date: 31-3-07
Location	EC-2 L '2' Road, Kuthiguda.
Designation	ACCOUNT ASSISTANT
Last drawn salary	6000/-
Brief Description of work	1) Daily Cash & Expenditure books, 2) Fees collection, 3) Fees A/c.
Reason for leaving	College closed.

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

Name of Company	NEW ERA JUNIOR COLLEGE.		
Duration of employment	01	From date: 15-4-07	To date: 31-01-08.
Location	KOTHA PETA. DLSUKHADACHAR.		
Designation	MESS MANAGER. COLLEGE.		
Last drawn salary	8000/-		
Brief Description of work	1) MESS cash maintenance, 2) Staff maintenance 3) Hostel side total work.		
Reason for leaving	Better Job. /		

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)

**Ask for additional sheets if required.*

CURRICULUM VITAE

SURESH KUMAR GUNNA

sureshgunna@yahoo.com

9440134959(M), 91-891-2503343 (R)

D no: 53-20-22/4,

chaitanyanagar, maddilapalem,

Visakhapatnam-13, A.P.

CAREER OBJECTIVE: Seeking a position as an Accounting Assistant where extensive experience will be further developed and utilised.

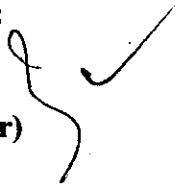
ACADEMIC QUALIFICATIONS:

- completed B.Com from Andhra University
- Completed +2 from CBSE New Delhi
- completed 10th from CBSE New Delhi

EXPERIENCE:

- Worked as an ACCOUNT ASSISTANT in **RATNA JUNIOR COLLEGE**
- Worked as an OFFICE and ACCOUNT ASSISTANT in **SRI SAI SARASWATHI VIDYARTHI HOSTEL**
- Worked as MESS MANAGER IN **NEW ERA JUNIOR COLLEGE/HOSTEL**

COMPUTERSKILLS:

- Ms-office
 - Type Writing(Lower)
 - Short Hand(Lower)
- 

PERSONAL PROFILE:

Name : Suresh Kumar Gunna
Father's Name : RamaKrishna
Sex : Male
Marital Status : Married
Nationality : Indian
Hobbies : playing chess & cricket & volleyball, Reading
Permanent Address : D no: 53-20-22/4,
Chaitanyanagar, maddilapalem
Visakhapatnam-13, A.P.
Phone No : 91-891-2503343
Mobile no : 9440134959
Date of Birth : 01-06-1981

ACHIEVEMENTS:

- NCC 'C' Certificate
- Member of College's Volley ball and Cricket team and won many trophies.

Place:

Date:

G. Suresh Kumar
G. Suresh Kumar

ANDHRA UNIVERSITY



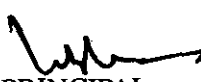
PROVISIONAL CERTIFICATE

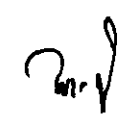
This is to certify that Sri/Kum/Smt. G SURESH KUMAR has qualified himself/herself for the degree of BACHELOR OF COMMERCE in this University, he/she having been declared to have passed the examination prescribed therefor as follows from M. R. COLLEGE (AUTONOMOUS), VIZIANAGARAM. and that he/she has done all that is necessary for the formal presentation of the degree of BACHELOR OF COMMERCE

MONTH & YEAR	SUBJECT	CLASS
MAR-2000	PART - I: (i) ENGLISH (ii) TELUGU (iii) INDIAN HERITAGE & CULTURE AND SCIENCE AND CIVILISATION	SECOND
MAR-2001	PART - II: COMMERCE WITH ELECTIVES MANAGEMENT ACCOUNTANCY AND INCOME TAX	FIRST

VISAKHAPATNAM

DATE: 12-06-2001


PRINCIPAL
M.R. COLLEGE(A)
VIZIANAGARAM


CONTROLLER OF EXAMINATIONS
ANDHRA UNIVERSITY
VISAKHAPATNAM

4
ANDHRA UNIVERSITY : : VISAKHAPATNAM - A.P.
M.R. COLLEGE(AUTONOMOUS) : : VIZIANAGARAM - 535 002 - A.P.
 (Under the Jurisdiction of Andhra University, Visakhapatnam. A.P.)



COMPREHENSIVE STATEMENT OF MARKS FOR B.Com DEGREE EXAMINATION MAR-2001

Register No. 991443

NAME OF THE CANDIDATE : G SURESH KUMAR

THE FOLLOWING MARKS WERE SECURED BY THE CANDIDATE :

SUBJECTS	MONTH AND YEAR OF EXAMINATION	MARKS SECURED			RESULT	TOTAL	
		Internal	External	Total		Passing Minimum	Maximum Mark
FIRST YEAR							
<u>PART-I</u>							
ENGLISH	MAR-1999	09	35	44	PASS	35	100
TELUGU	MAR-1999	09	49	58	PASS	35	100
INDIAN HERITAGE & CULTURE	MAR-1999	07	22	29	PASS	18	50
<u>PART-II - (Optional Subjects)</u>							
BUS.ECONOMICS	MAR-2000	08	37	45	PASS	35	100
ACCOUNTANCY-I	MAR-1999	13	45	58	PASS	35	100
I.O & MANAGEMENT	JUL-1999	09	34	43	PASS	35	100
SECOND YEAR							
<u>PART-I</u>							
ENGLISH	MAR-2000	12	46	58	PASS	35	100
TELUGU	MAR-2000	14	49	63	PASS	35	100
SCIENCE & CIVILIZATION	MAR-2000	08	18	26	PASS	18	50
<u>PART-II - (Optional Subjects)</u>							
BANKING(T & P)	MAR-2000	13	51	64	PASS	35	100
ACCOUNTANCY-II	MAR-2000	14	77	91	PASS	35	100
BUS.STATISTICS	MAR-2000	18	68	86	PASS	35	100
THIRD YEAR							
<u>PART-II - (Optional Subjects)</u>							
M. & I.LAW	MAR-2001	16	39	55	PASS	35	100
ACCOUNTANCY-III	MAR-2001	15	56	71	PASS	35	100
AUDITING	MAR-2001	12	60	72	PASS	35	100
COST ACCOUNTANCY	MAR-2001	11	72	83	PASS	35	100
ELECTIVES: MGT.A/C & I.TAX	MAR-2001	31	101	132	PASS	70	200
TOTAL MARKS : PART-I (LANGUAGES) :		278/500		PART-II (GROUP)		800/1200	

NOTE : Please turn over for rules relating to pass.

Date : 12-06-2001

PRINCIPAL
 M.R. COLLEGE(A)
 VIZIANAGARAM

CONTROLLER OF EXAMINATIONS
 ANDHRA UNIVERSITY
 VISAKHAPATNAM

क्रम संख्या/
S.No.SSCE/ 98006162

1348

केन्द्रीय माध्यमिक शिक्षा बोर्ड Central Board of Secondary Education



ALL INDIA

सीनियर स्कूल सर्टिफिकेट परीक्षा, १९९८
SENIOR SCHOOL CERTIFICATE EXAMINATION, 1998

यह प्रमाणित किया जाता है कि

This is to certify that

अनुक्रमांक

Roll No. 4201897

बोर्ड द्वारा मार्च १९९८ में आयोजित सीनियर स्कूल सर्टिफिकेट परीक्षा

passed the Senior School Certificate Examination of the Board held in March, 1998

विद्यालय से

from J NAVODAYA VIDYALAYA KOMMADI VISAKHAPATNAM AP

निम्न विषयों में उत्तीर्ण की:-

In the following subjects :

VOC GROUP- STENOGRAPHY

ENGLISH CORE

ACCOUNTANCY

OFFICE PRAC & SECT

TYPEWRITING-ENG

STENOGRAPHY-ENG

PHY & HEALTH EDUCA

GEN FOUND COURSE

दिल्ली

Delhi

दिनांक

Dated

25-06-98

W. Sharma

परीक्षा नियंत्रक

Controller of Examinations

* का चिन्ह जिस विषय के आगे अंकित है, वह विषय परीक्षार्थी ने पूरक परीक्षा में उत्तीर्ण किया है।

* against a subject indicates that the candidate passed in the subject at the Compartmental Examination.

क्रमांक
S.No. 98 0001882

SURESH KUMAR

केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION
अंक विवरणिका MARKS STATEMENT
सीनियर स्कूल सर्टिफिकेट परीक्षा, १९९८

ALL INDIA SENIOR SCHOOL CERTIFICATE EXAMINATION, 1998

नाम
NAME 6 SURESH KUMAR

अनुक्रमांक
ROLL NO. 42018977

कोड CODE	विषय SUBJECT	प्राप्तांक MARKS OBTAINED				स्थितीय श्रेणी POSITIONAL GRADE
		लि. TH	पे. PR	योग TOTAL	योग शब्दों में TOTAL IN WORDS	
VOC GROUP - STENOGRAPHY						
301	ENGLISH CORE	XX	XX	59	FIFTY NINE	
055	ACCOUNTANCY	XX	XX	91	NINETY ONE	
604	OFFICE PRAC & SECT	20	65	85	EIGHTY FIVE	
607	TYPENRITING-ENG	21	60	81	EIGHTY ONE	
608	STENOGRAPHY-ENG	23	59	82	EIGHTY TWO	
502	PHY & HEALTH EDUCA					
501	GEN FOUND COURSE					

परिणाम Result **PASS**

आक्षेपों का अर्थ : Abbreviations

AB : विषय में अनुपस्थित Absent in the Subject

FP : प्रयोगात्मक में असफल Fail in Practical

FT : लिखित में असफल Fail in Theory

* पूरा परीक्षा में प्रविष्ट Appeared in compartmental examination

दिल्ली Delhi
दिनांक Dated

01-06-98

केवल उन्हीं विषयों में जिनमें प्रयोगात्मक परीक्षा दी है
Only for Subjects involving Practical Examination
Principal
Navodaya Vidyalaya
Kotturam - 530 041
Visakhapatnam - Dist

V. Sharma
परीक्षा नियंत्रक
Controller of Examinations

कम संख्या
S.NO.SSE/98 0132400

केन्द्रीय माध्यमिक शिक्षा बोर्ड

Central Board of Secondary Education



सेकण्डरी स्कूल परीक्षा, १९९६

ALL INDIA SECONDARY SCHOOL EXAMINATION, 1996

यह प्रमाणित किया जाता है कि

This is to certify that

अनुक्रमिक

Roll No. 2115070

जिनकी जन्म तिथि

Born on

द. न. बोर्ड द्वारा मार्च १९९६ में आयोजित सेकण्डरी स्कूल परीक्षा

पास

विद्यालय से

from

निम्न विषयों में उत्तीर्ण की

in the following subjects :

1 ENGLISH COURSE B

2 TELUGU

3 MATHEMATICS

4 SCIENCE WITH PRAC

5 SOCIAL SCIENCE

6 WORK EXPERIENCE

7 (PHY & HEALTH EDUC) & ART EDUCATION

दिल्ली

Delhi

दिनांक

Dated

20-09-1998

का चिह्न जिस विषय के आगे लगा है, वह विषय परीक्षा में पूरक परीक्षा से उत्तीर्ण किया है।

* against a subject indicates that the candidate passed in the subject at the Compartmental Examination.

G SURESH KUMAR

आत्मज/आत्मजा श्री

Son of Mr. M. M. Shri

G RANKRISHNA

Control of Examinations

केन्द्रीय माध्यमिक शिक्षा बोर्ड

Central Board of Secondary Education

(P. T. O.)

क्रमांक
S. No. 96

0291299

केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION
अंक विवरणिका MARKS STATEMENT
सेकण्डरी स्कूल परीक्षा, 1996

S. 188
8/10/96

ALL INDIA SECONDARY SCHOOL EXAMINATION, 1996 SCH 4130

नाम
NAME G SURESH KUMAR अनुक्रमांक
ROLL NO. 2115070

जन्म तिथि
DATE OF BIRTH 1ST JUNE NINETEEN HUNDRED EIGHTY ONE

कोड CODE	विषय SUBJECT	प्राप्त अंक MARKS OBTAINED				स्थितिय ग्रेड POSITIONAL GRADE
		लि. TH	प्र. PR	कुल TOTAL	शब्दों में TOTAL IN WORDS	
084	ENGLISH COURSE-B	033	XXX	033	THIRTY THREE	D2
007	TELUGU	073	XXX	073	SEVENTY THREE	C1
041	MATHEMATICS	049	XXX	049	FORTY NINE	C1
086	SCIENCE WITH PRAC	010	025	035	THIRTY THREE	D2
087	SOCIAL SCIENCE	033	XXX	033	THIRTY THREE	D2
500	WORK EXPERIENCE					D2
502	PHY & HEALTH EDUCA					B2
506	ART EDUCATION					C2

परिणाम Result **PASS**

Abbreviations : आद्यक्षरों का अर्थ
AB: Absent in the Subject विषय में अनुपस्थित
Ex: Exempted छूट-प्राप्त
* Appeared in compartmental examination पूरक परीक्षा में बैठे

V. Sharma

दिल्ली Delhi
दिनांक Dated 03/06/1996

परीक्षा नियंत्रक
Controller of Examinations