

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



7,000/-  
+5,000/-  
on  
A/c  
incumbent

*five thousand*

Name	A. MURTHY
Salary	Rs. 7000/- + 15000 Advance incentive
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. 300/- 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	GREEN HOOD ESTATES
Designation	SALES EXECUTIVE
Site	GWE
Date of joining	24/11/08
Report to	HD
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 <i>copy immediately</i> <input type="checkbox"/> Copy of passport <input type="checkbox"/> Father/Husband's employment details / Copy of ID card. <i>Delate</i> <input type="checkbox"/> Reference letter from <u>V. M ASSOCIATES</u> <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____
Remarks	<p><i>Referred Mr. Jayanth Sagar</i></p> <p><i>His Brother-in-law.</i></p>

Sign: *[Signature]*

Date: 22/11/08

*[Signature]*

Ref: Mr. Jayanth Sagar.

Candidate seems to be fine

**Bio-Data**

Note: Attach copy of Resume / Bio-data

Application for post of	MARKETING
Date of application	19-11-2008
Application through	<input type="checkbox"/> Advertisement <input checked="" type="checkbox"/> Referred by: JAYANTH KUMAR SAGAR

**Personal Details**

Name	A. MURTHY		
Age	27 yrs	Date of Birth	16-01-1981
Fathers Name	A. SRINIVAS RAO		
Address for Correspondence	11-2-320, MYLARGADDA CHILKALGUDA, SEC-BAD. 500061.		
Phone no. for correspondence	9703334688		
Permanent Address	AS ABOVE		

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

→	Comm. & Health - good
→	

**Education**

Degree	B.COM.		
Name of college	PRAGATHI MAHA VIDYALAYA		
Location	HYDERABAD		
Year	2003	Medium of Instruction	ENGLISH

Degree			
Name of college			
Location			
Year		Medium of Instruction	

Name of Inter/ Jr. College	ST JOHN'S CHURCH JUNIOR COLLEGE		
Location	HYDERABAD		
Year	1995	Medium of Instruction	ENGLISH

Name of school	VEDIC VIDYALAYAM HIGH SCHOOL		
Location	HYDERABAD		
Year	1997	Medium of Instruction	ENGLISH

He is Good, we can appoint him.

we can appoint him for GWE

11/11/08  
Page 1

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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	YES <i>Person</i>	Year	2002
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Family Details	Name	Age	Occupation	Company
Father	A. SRINIVAS RAO	46	Self-Employed	CATERING
Mother	LATE: A. MADAVICATHA			
Wife / Husband	NAGARANT	26	SALARIED	GLAND PHARMA INDIA LTD
Brother / Sister	A. RAVIKIRAN	28	SALARIED	DELOITTE LTD
Brother / Sister				
Brother / Sister				
Son / Daughter				
Son / Daughter				
Son / Daughter				

*Regional Manager*  
*HR Manager*

**Salary Details**

Last Drawn Salary	12,500/-		
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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Mobile Allowance: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Expected Salary	12,500/- <i>negotiable</i>		

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


**Experience & Employment Details**

Years of experience in relevant field	5yr		
Name of Company	V.M ASSOCIATES		
Duration of employment	From date:	2003	To date: 2008
Location	SECUNDERABAD		
Designation	TEAM LEADER		
Last drawn salary	12,500/-		
Brief Description of work	SALES OF CREDIT CARDS AND PERSONAL LOANS		
Reason for leaving	SOURCING OF CREDIT CARDS AS BEEN STOPPED		

still  
HDFC  
credit  
card

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

Team leader for 4 yrs.
HSBC & HDFC bank credit cards Mkt @ 300 p.m.
Jan 2010

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)


# ACHALLA MURTHY

Email:naga\_siddi@yahoo.com.au  
Phone: +9703334688

H.No.11-2-320,  
Chilalguda,  
Secunderabad-61,

## Objective:

Seeking an increasingly responsible management position in the organization supported by innovative and challenging work environment that can provide me with a diversified exposure to different technologies and various work cultures.

## Education Profile:

Examination	University/Board	School/College
B.Com	OU, Hyderabad	Pragathi Mahavidyalaya Hyderabad.
Intermediate	Board of Intermediate Education, A.P.	St.John's Church Junior College, Hyderabad.
SSC	Board of Secondary Education, Andhra Pradesh.	Vedic Vidyalayam High School Hyderabad.

## Work Experience:

Working as TEAMLEADER in VM Associates Since 2003.

► Working for Sales of HSBC and HDFC Credit Cards.

## Computer Skills :

MS-Office: Microsoft Word 2003, Microsoft Excel 2003.

**Personal skills:**

- ❖ **Analytical thinking capability.**
- ❖ **Comprehensive problem solving abilities.**
- ❖ **Good communication skills.**
- ❖ **Willingness to learn.**
- ❖ **Team facilitator and being sincere to my responsibilities.**
- ❖ **Possess good interaction skills and communication skills.**

**Permanent Address:**

**H.No.11-2-320,  
Chilalguda,  
Secunderabad-61,  
Andhra Pradesh.**

BOARD OF SECONDARY EDUCATION  
ANDHRA PRADESH

N 029080



SECONDARY SCHOOL CERTIFICATE

P. S. Jayalakshmi  
HEAD MISTRESS  
Vedic Vidyalayam High School  
Sitafalmandi Sec'bad-361.

PC/03/0013102/8

**CERTIFIED THAT** **A S S R K MURTHY**  
S/O **A SRINIVASA RAD** Bearing Roll No. **0041677**  
belongs to **VEDIK VIDYALAYAM HS S'MANDI SEC-BAD**  
has appeared and PASSED at the SSC EXAMINATION held in **MARCH, 1997** with  
**FIRST** division and **ENGLISH** as the medium of instruction  
**DATE OF BIRTH OF THE CANDIDATE** DAY MONTH YEAR  
**16/01/1982** ONE SIX JAN ONE NINE EIGHT TWO

THE CANDIDATE SECURED THE FOLLOWING PERCENTAGE OF MARKS

SUBJECT	Marks secured (in Figures)	Marks secured (in Words)
FIRST LANGUAGE ( TELUGU )	76	SEVEN SIX
THIRD LANGUAGE - ENGLISH	64	SIX FOUR
MATHEMATICS	65	SIX FIVE
GENERAL SCIENCE	57	FIVE SEVEN
SOCIAL STUDIES	87	EIGHT SEVEN
<b>TOTAL</b>	<b>349</b>	<b>( THREE FOUR NINE )</b>
SECOND LANGUAGE ( HINDI )	65	SIX FIVE
<b>GRAND TOTAL</b>	<b>414</b>	<b>( FOUR ONE FOUR )</b>

Marks of Identification  
1. A mole on the right finger  
2. A mole on the neck side of forehead.

Head of Institution with School Stamp  
**P. S. Jayalakshmi**  
HEAD MISTRESS  
Vedic Vidyalayam High School  
Sitafalmandi Sec'bad-361.

Date of Issue by the **Sitafalmandi Sec'bad-361**  
**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.



# OSMANIA UNIVERSITY

## CONSOLIDATED MARKS MEMORANDUM

0130389

EXAMINATION: B. Com. (YWS) MARCH/APRIL 2003

REF.NO.: 343

DATE: 03/07/2003

NAME: ASSRK MURTHY

ROLL NO.: 062-00-00411

FATHER'S NAME: A SRINIVAS RAD

PART I SUBJECTS	MAX. MARKS	PASS MARKS	MARKS SECURED	YEAR OF PASSING
FIRST YEAR:				
ENGLISH 1	100	36	60	A00
HINDI I (SEC. LANG.)	100	36	63	A00
SECOND YEAR:				
ENGLISH 2	100	36	53	A01
HINDI II (SEC. LANG.)	100	36	64	A01

TOTAL MARKS SECURED IN PART I  
IN FIGURES :  
IN WORDS : 240

\*\* TWO FOUR ZERO \*\*  
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:								
<del>BUSINESS ECONOMICS</del>	<del>100</del>	<del>36</del>	<del>73</del>	<del>A00</del>	==	==	==	==
ACCOUNTANCY I	100	36	43	A00	==	==	==	==
INDUSTRIAL ORG. MGMT.	100	36	51	A00	==	==	==	==
*IND. H. CULTURE	50	18	31	A00	==	==	==	==
SECOND YEAR:								
ACCOUNTANCY II	100	36	45	A01	==	==	==	==
BUSINESS STATISTICS	100	36	47	A01	==	==	==	==
BANKING THEORY & PR.	100	36	63	A01	==	==	==	==
*SCIENCE & CIVILIZA.	050	18	28	A01	==	==	==	==
==	==	==	==	==	==	==	==	==
THIRD YEAR:								
COST ACCOUNTANCY	100	36	36	A03	==	==	==	==
ACCOUNTANCY III	100	36	41	A03	==	==	==	==
MERCANTILE & IND. LAW	100	36	44	A02	==	==	==	==
AUDITING	100	36	52	A02	==	==	==	==
MANAGEMENT ACCT.	100	36	66	A02	==	==	==	==
INCOME TAX	100	36	41	A02	==	==	==	==
==	==	==	==	==	==	==	==	==

TOTAL MARKS  
SECURED IN PART II

IN FIGURES : ==  
IN WORDS : ==

PART II DIV COMPLETED

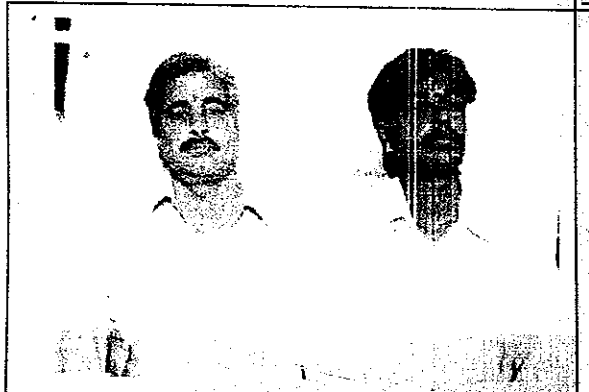
HYDERABAD, A.P.

*UNL*  
REGISTRAR



**HOUSEHOLD CARD**

Card No : PAP16792800643  
 H.P Shop No : 928  
 పేరు : అచల శ్రీనివాస రావ  
 Name of Head of Household : Achalla.Srinivas Rao  
 తండ్రి/భర్త పేరు : రామచంద్ర రావ  
 Father/ Husband name : Ramachandret Rao  
 పుట్టిన తేదీ/Date of Birth : 18/06/1960  
 వయస్సు/Age : 46  
 వృత్తి/Occupation : Others(OTHERS)  
 ఇంటి.నం./House No. : 11-1-459  
 రోడ్/Street : MYLARGADDA  
 Colony : CHILAKALAGUDA  
 Ward : వార్డ్ 11/ Ward-11  
 Circle : సర్కిల్ 9/ Circle IX  
 జిల్లా/District : హైదరాబాదు / Hyderabad  
 Annual Income (Rs.) : 36,000  
 LPG Consumer No. : No Cylinder



**Family Members Details**

S.No	Name	Relation	Date of Birth	Age
2	Murthy	Son	16/01/80	26
3	Ravi Kiran	Son	10/02/82	24

M. Shanthakumari  
**M. SHANTHA KUMARI**  
 Asst. Labour Officer Cir-36  
 127-D.R.L. Incharge

*(Handwritten signature)*  
 పరిశోధనా/సహాయక



*(Handwritten signature)*  
 D. Murthy

*(Handwritten signature)*  
 D. Shetty

**APTEL**  
**ELECTRICITY BILL**

CONSUMER NO: 11-223-9  
 NAME: D. SHETTY  
 ADDR: 11-223-9  
 CAT: 11-223-9  
 LOAD: 11-223-9

READING MONTH: 01  
 PRES: 11-223-9  
 PREV: 11-223-9  
 UNITS: 11-223-9

ENERGY CHARGES: 243.00  
 CUST CHARGES: 20.00  
 ED: 6.50  
 ADDL. CHARGES: 1.75  
 JHT-CK DEPOSIT: 0.00  
 BIL AMOUNT: 0.00  
 ADJ AMOUNT: 0.00  
 NET AMOUNT: 271.00

ARREARS Upto 31-3-07:  
 ARREARS FROM 01-01-03: 0.00  
 NET AMOUNT: 271.00

DUPLICATE AMOUNT: 0.00  
 DUE DATE: 31-03-07  
 NOTE: PAYMENTS AFTER THIS DATE ATTRACT SURCHARGES AND DISCOUNTS.

**BSNL**  
**Mobile Back up**  
**DATE: 31-03-07**  
**MOBILE**

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