

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



Name	SWEETHA VERMA
Salary	4750/-
Conveyance	<input checked="" type="checkbox"/> Included in salary <input type="checkbox"/> Extra Rs. _____ per month
Mobile Allowance	<input type="checkbox"/> Nil <input 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	MODI + MODI CONSTRUCTION
Designation	FRONT DESK EXECUTIVE
Site	MNM
Date of joining	21st NOV-08
Report to	S.O.B. for 3 days MNM. Mumbai. Navisny Department
Documents required	<input checked="" type="checkbox"/> 2 photographs (CRIM) <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 checked="" type="checkbox"/> Father/Husband's employment details / Copy of ID card. <input checked="" type="checkbox"/> Reference letter from ID-PROOF <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____
Remarks	She has come through Mr. Praveen - Admin. S.O.B.

Sign: _____

Date: 17/11/08

[Handwritten signature]

Ret: Praveen From Sec Bad 803
From Sec Bad

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	Sales → Post Sec Bad
Date of application	15/11/2008
Application through	<input type="checkbox"/> Advertisement <input checked="" type="checkbox"/> Referred by: B. Praveen (S.O.B.)

Personal Details

Name	Shelha Varma.T		
Age	24	Date of Birth	26/08/1985
Fathers Name	Pajalah Varma.T		
Address for Correspondence	2-7-206 Mettuguda (Sec bad) / DM home		
Phone no. for correspondence	9701582550,		
Permanent Address	UL-85 Colony Ramagundam Dist: - Karimnagar,		

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

→ communication skills are good
→ Ready to work at field
→

Education

Degree	B.com Computer, Kanchiya university Warangal 15%		
Name of college	Kanchiya university		
Location	Warangal		
Year	2005	Medium of Instruction	E/M

Degree			
Name of college			
Location			
Year		Medium of Instruction	

Name of Inter/ Jr. College	C.E.C S.V.J.C Karimnagar,		
Location	Karimnagar		
Year	2002,	Medium of Instruction	E/M

Name of school	Vishva shanthe high school,		
Location	N.T.P.C		
Year	2000	Medium of Instruction	E/M

GOOD COMMUNICATION SKILLS, WILLING TO WORK AT ANY OF OUR SITES, WE CAN HIRE HER

DM
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Other courses or training	D.T.P, (Best TOP Programs) H.S. Office. (Maya)
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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	Rajalakshmi Varnan	65	A.P.S.G.B. Empl. (F.M)	
Mother	Vijaya Varnan	55	house wife	
Wife / Husband				
Brother / Sister	Shashi Varnan	22	Degree I year	
Brother / Sister				
Brother / Sister				
Son / Daughter				
Son / Daughter				
Son / Daughter				

Salary Details

Last Drawn Salary	5,000 / -		
Above salary Included	ESI: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	PF: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Expected Salary	Conveyance: <input type="checkbox"/> Yes <input type="checkbox"/> No	Mobile Allowance: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	6,500 / -		

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Experience & Employment Details

Years of experience in relevant field	1 Year Experience in Tala Services				
Name of Company	Tala Services				
Duration of employment	1 year	From date:	Nov 1 st 2007	To date:	Nov 1 st 2008
Location	Bashin Baga				
Designation	Telecaller				
Last drawn salary	5,000/-				
Brief Description of work	Calling the Customer and Explained tho about the Product by Sales.				
Reason for leaving	Because of Management Problem				

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)

RESUME

Swetha varma.T
Cell:9701582550
E mail: payal_swetha@yahoo.com
Mettguda,
Secunderabad

Objective:

I wanted my career in the organization where I can sharpen my skills. Talent opportunity to learn more knowledge, which can lead me to given my best to The company as well my career too.

Education qualification:

Degree: B COM Com Kakatiya Univarcity, Warangal.

Intermediate: C,E,C S.V.J.C, Karim Nagar.

Schooling: SSC- Vishva Shanti High School, NTPC Ram Gundam.

Personality traits:

I am a determined, honest, consistent, tolerant, punctual and vigor for Communication excellence and expertise.

Work experience:

Worked as a tele caller in Tata Tele Services for 1 year.

Correspondence address:

UL 85 C.COLONY
RAMGUNDAM
DIST. KARIMNAGAR.

Personal information:

NAME : T.swetha varma
FATHER NAME : T.rajaiah varma
DATE OF BIRTH : 26-08-1985
GENDER : FEMALE
MARITAL STATUA : SINGLE
LANGUAGES KNOW : ENGLISH, HINDI, TELUGU.
HOBBIS : LISTENING MUSIC AND READING BOOKS.

Technical Skills:

Software : DTP (Desk Top Publishing) MS.Office.

Declaration:

I hereby declare that the above-furnished details are true to the best of my Knowledge.

Place:

Date:

(T.swetha varma)