

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

Name	M. ASHOK KUMAR
Salary	Rs. 5500/- PM
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	KADAKIA MODI HOUSING
Designation	DATA ENTRY EXECUTIVE & STORE LEADER
Site	BLOOMDALE
Date of joining	16/01/09
Report to	Mr. SURESH BABU
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"/> Father/Husband's employment details / Copy of ID card. <input checked="" type="checkbox"/> Reference letter from SAHARA INDIA ✓ <input checked="" type="checkbox"/> Reference letter from SIDDHANTA DISTRIBUTORY ✓ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____
Remarks	Reference:- Mr. Suresh, Sales coordinator - Bloomdale

Sign: _____

Date: 15/1/08.



Ref. - Sauram - Sales - ordered

Bio-Data

Note: Attach copy of Resumé / Bio-data

Application for post of	Accounts Asst / Data Entry
Date of application	12/01/2009
Application through	<input type="checkbox"/> Advertisement <input type="checkbox"/> Referred by: Syed Khizer Mohammad

Personal Details

Name	M. ASHOK KUMAR
Age	41 yr
Date of Birth	20-08-1967
Fathers Name	Late. M. Chand Saikh
Address for Correspondence	C/o Lakshmi Narayana H.No. - 1-5-9, Prasthan Nagan
Phone no. for correspondence	9393006197
Permanent Address	Same as above

chit 1
 9958037841

of actual
 - New

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

→ Communication Skills - All inter.
→ Age is about 41 yrs.

Education

Degree	B'com Osm - University
Name of college	G.M. Sanghi College
Location	Tamaka
Year	1990
Medium of Instruction	English

Degree	
Name of college	
Location	
Year	
Medium of Instruction	

Name of Inter/ Jr. College	Baghya Radhi Jr. College
Location	Malkajgiri
Year	1987
Medium of Instruction	English

Name of school	Mahboob College High School
Location	Secunderabad
Year	1983
Medium of Instruction	English

Other courses or training	Ty Pwning Lower Grade English C
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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:	Tally 9.0 & 7.2 & Wings Accounting Pack

Two Wheeler

Make	Heratonda Spl	Year	2004
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Family Details	Name	Age	Occupation	Company
Father	M. Chand			Export
Mother	M. Nagam	69	Homemaker	
Wife / Husband	M. Geetha	36	Homemaker	
Brother / Sister	M. Laxman	52	Business	
Brother / Sister	M. Param	49		
Brother / Sister	M. S. Srinivas	38		
Son / Daughter	M. Shru	12	Studying	Viz class
Son / Daughter	M. Chandan	5		LKL
Son / Daughter				

Salary Details

Last Drawn Salary	7000/-	
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 type="checkbox"/> No	Mobile Allowance: <input type="checkbox"/> Yes <input type="checkbox"/> No
Expected Salary	6500/-	

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

→ Salary M M Belwem - 5500 to 6000
→ He accepted to work minimum of 9pm

→ He stays nearby.

Experience & Employment Details

Years of experience in relevant field _____

Name of Company	Sahana India Financial Corp		
Duration of employment	5 y	From date: April 05	To date: March 08
Location	Diluvu Nagar		
Designation	15 km		
Last drawn salary	5500/-		
Brief Description of work	as clerk cum cashier Preparing of agents Commission manually and entry of Receipts & Day Book entries		
Reason for leaving	Transferred to Karnataka		

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

Name of Company	Siddantha distributor		
Duration of employment	1 y	From date: Jan 08	To date: DEC 08
Location	Ranguru Subud		
Designation	15 km		
Last drawn salary	5500/-		
Brief Description of work	Entry of daily Receipt & Payment Vouchers, Purchase Vouchers & Sales Vouchers, Stock Register Entries & Bank Reconciliation Statement		
Reason for leaving	Huge Staff		

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

Name of Company	Self Paper Business with brothers				
Duration of employment	6yr	From date:	1990	To date:	1995
Location	Waranasiguda - Seebad				
Designation					
Last drawn salary					
Brief Description of work					
Reason for leaving					

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

Name of Company	Self Paper Business with The brothers				
Duration of employment	6yr	From date:	2000	To date:	2006 June
Location	Waranasiguda Seebad				
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.

RESUME

Mob: 9393006197

Respected Sir,

Sub: Application for the post of ACCOUNTANT / ACCOUNTS ASST

It is learnt that you are recruiting hands for the post of _____
and as such I submit this application for favour of your kind consideration.

I submit here under my detailed biographical particulars for favour of your kind personal and consideration.

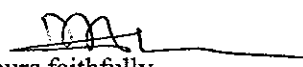
BIO-DATA

1. Name (in full) : M. ASHOK KUMAR
2. Father's Name : Late M. Chandraiah
3. Age & Date of Birth : 20.08.1967 - 41 yr
4. Caste & Religion : Vysya - Hindu
5. Native Place : Hyderabad
6. Education Qualification : B.Com E.M. (O. U)
 - a) Academic : Year 1990
 - b) Technical : Typewriting Lower Grade (English)
7. Experience :
 - 1) Worked at Sahara India Financial Corp. Limited as Clerk / Cashier from year 1995 – 2000
 - 2) Worked in Self Paper Business with the brothers from 2000 – 2007
 - 3) Worked at Siddhartha Distributors at Ranigunj, Secunderabad as Accounts Assistant for the year 2008 with the accounting packages Tally 7.2, 9.0, Wings & MS Excel for one year,
8. Skills : Preparation of Purchase Vouchers, Sales Vouchers, Bank Receipt / Payment Vouchers and Bank Reconciliation Statement
9. Permanent Address : M. ASHOK KUMAR
C/o Lakshminarayana,
H.No. 1-5-9, Prashant Nagar,
Old Alwal, Secunderabad - 500010
Mob: 9393006197
10. Languages Known : Telugu, Hindi & English
11. Nationality : Indian

In view of the above, I request you to be kind enough to give an opportunity to serve your esteemed organization in the capacity mentioned above, for which act of kindness, I shall be very thankful and grateful to you.

Thanking you Sir,

Place : Secunderabad
Date : 12/01/09

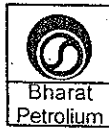

Yours faithfully,

Handwritten marks or scribbles in the top right corner.

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Handwritten mark resembling a 'P' or a similar symbol on the right side.

Faint handwritten marks or scribbles in the bottom left area.

TA
055भारत पेट्रोलियम
कॉर्पोरेशन लिमिटेड4 और 6 करीमभाय रोड बॉक्स नं. 688
बेलाई इस्टेट मुंबई 400 001.BHARAT PETROLEUM
CORPORATION LIMITED4 & 6 Currimbhoy Road, P.B. No. 688,
Ballard Estate, Mumbai - 400 001.27866440 27860339 27864727 65810597 608383648
TRANSFER ADVICE (TA 055) CC No: 661849वितरक का कोड नाम और पता
DISTRIBUTOR CODE, NAME AND ADDRESS661867
PRAKASH HOME APPLIANCES
1-58 AMAN BASERA
PO UPPAL HYDERABAD-500039
T NO. 27202543 27204198हस्तांतरी वितरक का कोड नाम और पता
TRANSFEREE DISTRIBUTOR CODE, NAME AND ADDRESSBHARAT GAS DISTRIBUTORS
PLOT No. 104, SNEHA ENCLAVE
DOVTAN BAZAR, SOLARUM
SECUNDERABAD-500 010, A.P.
NEW CONS NO 28981 DATE 07/06/07सब्सक्रिप्शन वाउचर
SUBSCRIPTION VOUCHERटी ए/टी वी
T.A./T.V.मूल सब्सक्रिप्शन वाउचर
ORIGINAL SUBSCRIPTION VOUCHER

सं. NO

दिनांक DATE

सं. NO

दिनांक DATE

सं. NO

दिनांक DATE

602165886

06/11/2000

608383648

06/06/2007

उपभोक्ता संख्या CONSUMER NO.

14104

रिपोर्ट की पृष्ठ संख्या PAGE NO. OF REPORT

0

हिस्ट्री कोड HISTORY CODE

रिपोर्ट का माह एवं वर्ष MONTH & YR OF REPORT

0

उपभोक्ता का नाम और नया पता
CONSUMER NAME & ADDRESSASHOK KUMAR M
4-7-8/102 OPP GOVT GIRLS
HOSTEL RAGHAVENDRA NAGAR
9393008197 NACHARAM
500078उपभोक्ता का नाम और नया पता
CONSUMER NAME & NEW ADDRESSASHOK KUMAR M
1-5-B C/O LAXMINARAYANA
PRASHANTH NAGAR
OLD ALWAL

उपकरण जारी/लौटाया EQUIPMENT ISSUED/RETURNED

विवरण DESCRIPTION

कोड CODE

मात्रा QTY

राशि AMOUNT

प्रेसर रेग्युलेटर PRESSURE REGULATOR

10

1

100

सिलिन्डर CYLINDERS

11

2

1800

कुल डिपॉजिट TOTAL DEPOSIT

1900

ध्यान रखें कि दो वर्षों में एक बार एलपीजी रबर ट्यूब बदलना चाहिए।
REMEMBER TO CHANGE YOUR LPG RUBBER TUBE ATLEAST ONCE IN 2 YEARS

रात को रेग्युलेटर स्विच को ऑफ करना हमेशा याद रखें। Always remember to Switch "OFF" the regulator at night

केवल सब्सक्रिप्शन वाउचर के लिए

FOR SUBSCRIPTION VOUCHER ONLY

यह दस्तावेज प्रस्तुत किये बिना डिपॉजिट लौटाया नहीं जायेगा

(Deposit will not be refunded without production of this document)

भारतगैस उपभोक्ता का प्रमाणपत्र: मैंने/हमने इस दस्तावेज के मात्रा कॉलम में उल्लिखित भारतगैस सिलिन्डर (सं) तथा प्रेशर रेग्युलेटर (सं) की संख्या प्राप्त की है जो इस पत्र के पीछे उल्लिखित शर्तों पर ऋण आधार पर प्राप्त की गई है मैंने/हमने भारतगैस अनुदेश कार्ड भी प्राप्त किया है।

BHARATGAS CONSUMER'S CERTIFICATE: I/We acknowledge having received from Bharat Petroleum Corporation Ltd., the quantity of Bharatgas Cylinder(s) and Pressure Regulator(s) mentioned in the Quantity (Qty) Column hereof on loan on the conditions which have been set out overleaf and by which I/We agree to abide. I/We have also received the Bharatgas instruction card.

भारतगैस वितरक का प्रमाणपत्र: कंपनी के टैरिफ के अनुसार भारतगैस सिलिन्डर (सं) और प्रेशर रेग्युलेटर (सं) ऋण पर डिपॉजिट के रूप में भारत पेट्रोलियम कॉर्पोरेशन लिमिटेड की ओर से उपरलिखित राशि प्राप्त की

BHARATGAS DISTRIBUTOR'S CERTIFICATE: Received on behalf of Bharat Petroleum Corporation Ltd., the amount mentioned above being the deposit on Bharatgas Cylinder(s) and Pressure Regulaor(s) loan in accordance with Company's tariff.

मैं एतद्वारा श्री / श्रीमती _____
को वर्तमान में चालु जमा दर पर कनेक्शन लेने के लिए नामित करता/ती हूँ।"I hereby nominate Shri/Smt. _____
to avail connection at the current prevailing deposit rate

उपभोक्ता का हस्ताक्षर

वितरक के हस्ताक्षर

CONSUMER SIGNATURE

DISTRIBUTOR SIGNATURE

CONSUMER

100

100

100

**INDIAN UNION DRIVING LICENCE
ANDHRA PRADESH**

DRIVING LICENCE



DLRAPH010306082007

ASHOK KUMAR
M CHANDRAIAH

12-11-708
WARASIGUDA

SECUNDRABAD

Signature
18/08/2007

Issuing Authority
RTA, SECUNDRABAD

M1219532/07 Class Of Vehicle Validity

Non-Transport MCWG 19/08/2017

Transport
Hazardous Validity

Badge No.

Reference No. 33971990

Original LA. RTA SECUNDRABAD

DOB 20/08/1967

Blood Gr.

Date of 1st Issue 14/05/1990





OSMANIA UNIVERSITY

PROVISIONAL CERTIFICATE AND CONSOLIDATED MARKS MEMORANDUM

NO: 03464

all

This is to certify that M. ASHOK KUMAR
 son/daughter of M. CHANDRALAH was
 declared to have passed the Bachelor of COMMERCE (5 year degree course)
 examination after qualifying in the following subjects with Roll No: 093-88-448

PART I SUBJECTS	MAX	PASS	MARKS	YEAR OF
	MARKS	MARKS	SECURED	PASSING
FIRST YEAR:				
ENGLISH I	100	36	43	A88
SANSKRIT I (SEC. LANG.)	100	36	41	A88
SECOND YEAR:				
ENGLISH 2	100	36	51	A89
SANSKRIT II (SEC. LANG.)	100	36	45	A89
TOTAL MARKS SECURED IN PART I				
IN FIGURES: 180				
IN WORDS: *ONE*EIGHT*ZERO*				
PART I DIV. PASS				

PART II SUBJECTS	THEORY MARKS				PRACTICAL MARKS			
	MAX	PASS	SECURED	YR OF PASS	MAX	PASS	SECURED	YR OF PASS
FIRST YEAR:								
BUSINESS ECONOMICS	100	36	46	A88	==	==	==	==
ACCOUNTANCY I	100	36	80	S88	==	==	==	==
BUSINESS STATISTICS	100	36	63	A88	==	==	==	==
SECOND YEAR:								
ACCOUNTANCY II	100	36	61	A89	==	==	==	==
CURRENCY & BANKING	100	36	46	A90	==	==	==	==
BUSINESS ORG. MANAG.	100	36	36	A89	==	==	==	==
IND. H. CULT. SCI & CIV.	100	36	37	A89	==	==	==	==
THIRD YEAR:								
ADV. ACCOUNTANCY	100	36	65	A90	==	==	==	==
COST ACCOUNTANCY	100	36	46	A90	==	==	==	==
IND. INDL. ECONOMY	100	36	41	A90	==	==	==	==
COMMERCIAL & IND. LAW	100	36	41	A90	==	==	==	==
COMPANY LAW & AUDIT.	100	36	36	A90	==	==	==	==
INCOME TAX GR-V	100	36	36	A90	==	==	==	==
==	==	==	==	==	==	==	==	==
==	==	==	==	==	==	==	==	==

TOTAL MARKS SECURED IN PART II } IN FIGURES: **597**
 IN WORDS: **FIVE*NINE*SEVEN*** PART II DIV. **SECOND**

DATE: 19-05-90
 HYDERABAD, A.P.



[Signature]
 REGISTRAR



Board of Intermediate Education HYDERABAD (A.P.)



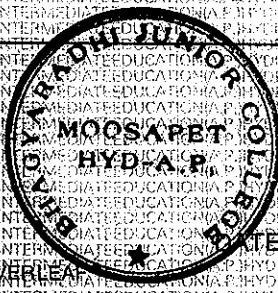
PASS CERTIFICATE-CUM-MEMORANDUM OF MARKS

THIS IS TO CERTIFY THAT
M ASHOK KUMAR
 SON/DAUGHTER OF
M CHANDRAIAH
 WITH REGISTRATION NUMBER **230828** PASSED THE
INTERMEDIATE EXAMINATION HELD IN
MARCH 1987
AND WAS PLACED IN **SECOND** **DIVISION**

THE SUBJECTS IN WHICH THE CANDIDATE WAS EXAMINED AND THE MARKS
 SECURED WERE

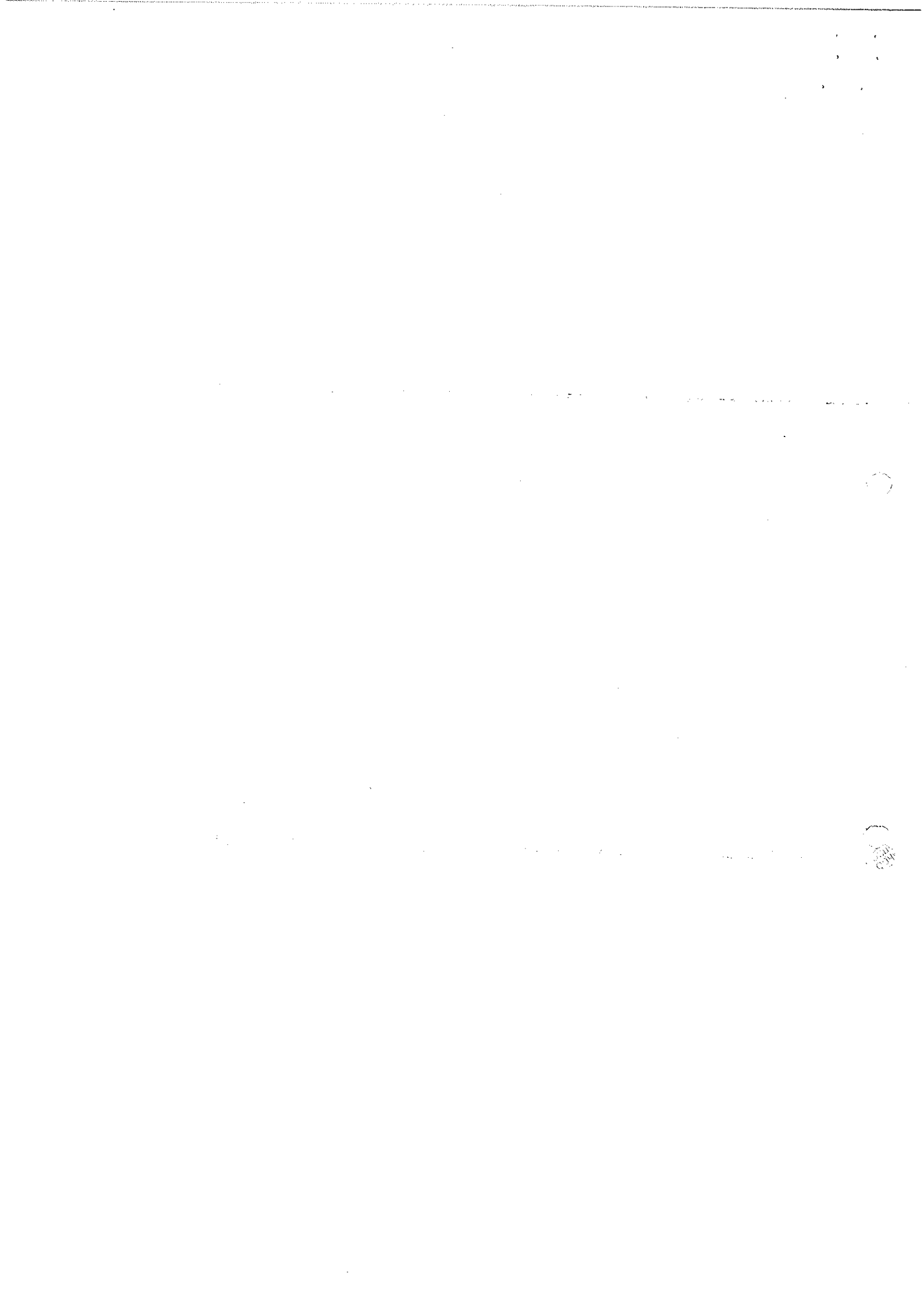
SUBJECTS	PAPER-I		PAPER-II	
	MAXIMUM MARKS	MARKS OBTAINED	MAXIMUM MARKS	MARKS OBTAINED
PART-1: ENGLISH	100	035	100	054
PART-2: (SANSKRIT)	100	062	100	057
PART-3: OPTIONAL SUBJECTS				
ECONOMICS	100	046	100	062
COMMERCE	100	050	100	062
CIVICS	100	042	100	044
GRAND TOTAL				

IN FIGURES **514** IN WORDS *****FIVE***ONE***FOUR*****



P. Narayanaiah
 Joint Deputy Secretary
 (Examinations)
 28-05-87

Sd/-
 Joint Deputy Secretary
 (Examinations)
 Moosapet
 Hyderabad (A.P.)



**BOARD OF SECONDARY EDUCATION
ANDHRA PRADESH**



AT 696A
అంబేద్కర్ వార్డు
హైదరాబాద్

658606

SECONDARY SCHOOL CERTIFICATE

PC/01/400550

Certified that **MANCHIKANTHA ASHOK KUMAR** bearing

R. No. **013430** Son/Daughter of **MANCHIKANTHA CHANDRAIAH**

and belonging to **PRIVATE** appeared

at the SSC EXAMINATION held in **OCT, 1983** and PASSED the Examination in

COMPARTMENT **English** with **ENGLISH** as the medium of instruction.

The Date of Birth of the Candidate is

DATE OF BIRTH	DAY	MONTH	YEAR			
20/08/1967	TWO	ZERO	AUG	ONE	NINE	SIX SEVEN

The candidate Secured the following Percentage of marks.

FIRST LANG.	MARKS	THIRD LANG.	MARKS	MATHEMATICS	MARKS
TELUGU	49*	ENGLISH	40*	COMPOSITE	40*
GENERAL SCIENCE	39	SOCIAL STUDIES	38*	TOTAL (in Figs.)	206

TOTAL (In Words) TWO ZERO SIX

SECOND LANGUAGE (HINDI) FOUR ZERO 40*

Marks of Identification

- 1
- 2

Head of Institution

G. K. Thirumala Rao
Principal,
Sri Chaitanya College High School,
Secunderabad.

[Signature]

Date of issue

12TH DEC 1983

Addl./Jt. Secretary

HYDERABAD

Board of Secondary Education

The marks with the asterisk indicate the marks secured in the Previous Examinations.

1
2
3
4

5

6

