

Friday
10/7/09

27/06/2009

CURRICULUM VITAE

M.JAGADISH BABU ✓
63/2RT, MCH COLONY
MALAKPET, ✓ - Rented
HYDERABAD - 500 036
Mobile : 92908 67715
EMAIL : mannava_jagadish@yahoo.co.in

30/6
Can be interviewed as Admin / Site Incharge

From Andhra University
Having 2 wheels Bajaj XCD.

PERSONAL PROFILE :

NAME : JAGADISH BABU MANNAVA
FATHER'S NAME : Late.M.B.B.V.NARASIMHA RAO
DATE OF BIRTH : 10-07-1963
MARITAL STATUS : MARRIED → 1 Son - IT - 20 yrs.
NATIONALITY / RELIGION : INDIAN - HINDU
MOTHER TOUNGE : TELUGU
LANGUAGES KNOWN : ENGLISH, TELUGU & HINDI
EDUCATIONAL QUALIFICATIONS : B.Com (Andhra University) Completed 52%
TECHNICAL QUALIFICATIONS : COMPUTERS (MS OFFICE)
Typing - 120 wpm.

ORGANISATIONAL EXPERIENCE :

1. 10 Years experience in INDIAN EXPRESS (M) LTD in the positions of Officer (Personnel & Administration) (1985, to 1996). In Vijayawada
2. 3 Years experience in DAIRY ICECREAMS & FROZEN FOODS PVT LTD (viz. JUMANI ICECREAMS) from 1996 to 1999 in the position of Personnel Officer.
3. 4 years experience in PANKAJ POLYMERS LIMITED from 2000 to 2004 in the position of Personnel Officer.

10/7/09
Interviewed on 10/7. Found Suitable.
To sit with MBK/JH by 13/7 & Finalise Contd..page.2

:: 2 ::

4. 2 years experience in BHASKAR MEDICAL COLLEGE Administrative Officer.
5. Presently working in Modi Properties & Investments Pvt. Ltd as Admin. Officer. - 9:30-6:00

2 Yrs

FUNCTIONAL RESPONSIBILITIES :

As a Admin Officer at Construction Site I am handling the following responsibilities :

A : LABOUR WELFARE AND SAFETY :

MANAGEMENT OF SECURITY & MAINTENANCE OF STORES / MATERIAL & HOUSE KEEPING :

1. Ensuring that material and tools are properly arranged in stores and maintaining a stock register at site.
2. Ensuring that Building materials like Sand, Brick, Ballies, Metal, etc., and storing them in designated bins / areas.
3. Ensuring that small items, scrap, etc , is storing in designated areas.
4. Checking the stores weekly once and seeing it will be cleaned and checking of the stock physically with comparison of stock register.
5. Monitoring and managing the security personal and their work at site
6. Providing adequate training to the Security personnel at the site to do their duties perfectly.
7. Complete supervision of House Keeping and controlling the staff of House keeping and maintaining in order .

B. MAINTENANCE AND CERTIFICATION OF REGISTERS & VOUCHERS:

1. Certifying all the registers on daily basis (Workers Attendance Register, Workers ID Cards Register, Building Material Register, Cement Register, Vehicles Hire Charges Register, General Material Inward Register, Outward Register, Electricity Meter Reading Register, Staff Movement Register, Staff Muster Roll, Security Muster Roll)
2. Ensuring that all the above registers are certifying by the Site Engineers
3. Certifying all the Labour Payments, Material Payments and Hire Chargers Payments .

C. OTHER DUTUES IN ADDITION TO THE ABOVE :

1. Maintenance of Company's Statutory Records(Muster Roll, PF, ESI, P.TAX)etc.,
2. Preparation & Disbursement of Employees Salaries & Wages:
3. Maintenance of Employees Leave Registers & Personal Records

Contd. page..3

4. Filing of PF, ESI & Returns under Factories / Establishment Acts
5. Time Office Supervision
6. Liaison with Banks, MCH, ROC, Labor Depts., Electricity, Telephones, Pollution Control, Police, Central Excise, DGFT & other Govt. Depts.
7. Transport – Vehicles Maintenance check up (Licenses, Servicing, Pollution, Meter Reading – Mileage)
8. Supervision on Drivers and their duties
9. Supervision on Security and their duties
10. Maintenance of AMC for Computers/Telephones and other & Maintenance of Petty Cash Account

At Bhaskar Medical College As a Admin. Officer I handled the following responsibilities :

- 1 Maintenance of Students data under category wise
- 2 Maintenance of Admissions Register
- 3 Supervising of All Academic Activities of College
- 4 Having good relations with Academics Department, Admissions Department and Examinations Cell of DR NTR UHS, VIJ
- 5 Having Counseling experience at the time of Admissions
- 6 Transport Management for Students Transportation and Teaching Faculty Transportation.
- 7 Having experience in MCI Inspections
- 8 Declarations preparation for all teaching faculty at the time of MCI Inspection.
- 9 Assistance to the Head / Dean of the College in all matters.
- 10 Assistance in conducting of Internal and University Examinations.
- 11 General Correspondence to Dr.NTR UHS, Vijayawada

STRENGTHS :

- 1 Proficiency in typing on Computers with the speed of 120 words per minute.
- 2 Good Interpersonal Skills
- 3 Trained in KRISH PERSONALITY DEVELOPMENT WORK SHOP
- 4 Ability to tune myself according to the requirements of the Organisation
- 5 Capability of handling any type of work

7:30 ✓ - (7)
9:00

:: 4 :

PRESENT SALARY DRAWING : Rs.12,000/- p.m. + Conveyance

EXPECTED SASLARY : Rs.15,000/- p.m. + Conveyance

→ 14000/-
Incl Conveyance

JOINING TIME IF SELECTED : 30 days

PASSPORT NUMBER : G0368373

DATE OF ISSUE : 17-10-2006

DATE OF EXPIRY : 16-10-2016

ADDRESS FOR COMMUNICATION : M.Jagadish Babu, 63/2RT, MCH Colony,
Malakpet, Hyderabad – 500 036
Andhra Pradesh,
India
Mobile 9290867715

Part Time - 2 Yrs.
Asst to M. Reddannaiah
High Court Hyderabad

M. Jagadish Babu
M.JAGADISH BABU

Admission
→
Licensing
Legal Aid

Scope of Work as an Office Administrator

1. Complete office Administration.
2. Filing Index.
3. P.F., ESI. STATUTORY Return filing
4. General Correspondence.
5. Supervision on Security and House keeping.
6. Customer Relations.
7. Supervision on stores and other Building materials.
8. Supervision on Annual maintenance contracts (AMC).
9. Liaison with Govt. Depts.
10. Maintaining strict Discipline in office.
11. Having Computer knowledge especially in MS office.
12. Internet Browsing and Email Correspondence.
13. Controlling on stationery.
14. maintaining of petty Cash and Auditing on Daily Vouchers.
15. Ready to take other works also in to my knowledge.

ALPINE ESTATES

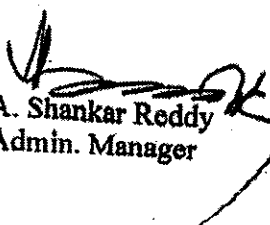
5-4-187/3&4, Soham Mansion, II floor, M.G. Road, Secunderabad.
Ph: 66335551

Date : 27-06-09

SERVICE CERTIFICATE

This is to certify that Mr.M.Jagadish Babu, Administrative Officer, has worked in our organization for the period from 01-08-2006 to 27-06-2009. At the time of leaving the organization his monthly Salary is Rs.20,000/- (Rupees Twenty Thousand Only). He has resigned his present job for his better prospects in his future and he has given sufficient notice period to the Management.

Yours sincerely,


A. Shankar Reddy
Admin. Manager