



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

Name	M. MAHESH KUMAR
Salary	10,500
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. 250/- per month.
PF & ESI	<input type="checkbox"/> No PF & ESI <input type="checkbox"/> Only after 3 months <input checked="" 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 type="checkbox"/> Next April
Employee company	MEHTA AND MODI HOMES
Designation	ADMIN. OFFICER.
Site	SOB & VSC.
Date of joining	08.05.2013
Report to	A SURESH & KSN CHARY
Commitment	Committed to work for atleast <u>02</u> yrs.
Documents required	<input checked="" type="checkbox"/> 4 photographs <input checked="" type="checkbox"/> Copy of school certificates <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"/> Surety from <u>JAYA PRAKASH,</u> <input type="checkbox"/> Surety from _____ <input checked="" type="checkbox"/> 1 yr bank statement <u>AXIS BANK</u> <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	<p>→ Referred by Jayaprakash</p> <p>→ praveen has to train him up for 15 days</p> <p>→ Rambabu and Ravi has to assist him for next 2 months</p>

Approved by Manager - HR & Admin.	Approved by Managing Director
Date: 07-05-2013	Date: 08 MAY 2013
Sign: <i>[Signature]</i>	Sign: <i>[Signature]</i>

APPROVED BY  
08 MAY 2013  
SOHAM MODI  
MANAGING DIRECTOR

Salary may be offered 10,000/-  
 CPF - 480 Company  
 ESI - 452 Contribution 932  
 932 10,932/-

**Remarks by Admin.:** (For office use only – Do not write in this box)

Background – Personal	<input type="checkbox"/> Good <input checked="" type="checkbox"/> Average <input type="checkbox"/> Poor
Background – Work	<input type="checkbox"/> Good <input checked="" type="checkbox"/> Average <input type="checkbox"/> Poor
Personality	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Appearance	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Communication skills	<input type="checkbox"/> Good <input checked="" type="checkbox"/> Average <input type="checkbox"/> Poor
Recommendation	<input type="checkbox"/> Employ <input type="checkbox"/> Reject <input checked="" type="checkbox"/> Short list & decide later
Recommended salary	10,000/-
<i>OK - work profile -</i>	
<i>knows Computers</i>	

**Remarks by Divisional Manager:** (For office use only – Do not write in this box)

Relevant experience	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Knowledge of subject	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Recommendation	<input type="checkbox"/> Employ <input type="checkbox"/> Reject <input type="checkbox"/> Short list & decide later
Recommended salary	

**Remarks by MD** (For office use only – Do not write in this box)

Recommendation	<input type="checkbox"/> Employ <input type="checkbox"/> Reject <input type="checkbox"/> Short list & decide later
Recommended salary	

**Offer Details**

Salary offered		Date of joining	
Remarks:			

**Bio-Data**

Note: Attach copy of Resume / Bio-data

Application for post of	ADMIN. OFFICER		
Date of application	7/5/13.		
Application through	<input type="checkbox"/> Advertisement	<input checked="" type="checkbox"/> Referred by:	Jaya prakash, Brother-in-law

**Personal Details**

Name	M. Mahesh Kumar		
Age	31 yrs.	Date of Birth	19/02/1982
Fathers Name	M. Balagov.		
Address for Correspondence	Plot. No. 1, Ram Gopal Enclave, Mahathma Nagar, Bowenpally, Secunderabad. - 11.		
Phone & Mobile	9246595916.		
Permanent Address	Same as above.		

**Education**

Degree (PG)			
Name of college			
Location			
Course type			
Year of completion		Medium of Instruction	
Percentage marks		Category	SC / ST / BC / Open

Degree	B.com.		
Name of college	Y.M.R.F Deemed University.		
Location	Salem. Chennai.		
Course type	<input type="checkbox"/> Regular course	<input checked="" type="checkbox"/> Correspondence Course	
Year of completion	2005	Medium of Instruction	English.
Percentage marks	65%.		

Name of Inter/ Jr. College	National open school.		
Location	Hyderabad.		
Year	2002.	Medium of Instruction	English.

Name of school	Presidency High School.		
Location	Hyderabad.		
Year	1999.	Medium of Instruction	English.

Description of other courses or training	Tally. 90. ms office.
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**Computer Skills**

MS Office	<input checked="" type="checkbox"/> Good   <input checked="" type="checkbox"/> Average   <input type="checkbox"/> Poor
MS Word	<input checked="" type="checkbox"/> Good   <input type="checkbox"/> Average   <input type="checkbox"/> Poor
MS Excel	<input checked="" type="checkbox"/> Good   <input type="checkbox"/> Average   <input type="checkbox"/> Poor
Auto CAD	<input type="checkbox"/> Good   <input type="checkbox"/> Average   <input checked="" type="checkbox"/> Poor
Other	Tally. 90.

**Two Wheeler / Car**

Make	Hero Honda	Year	2011
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Family Details	Name	Age	Occupation	Company
Father	M. Bharaj	62	S.B.S.	expired.
Mother	Mangamma.	55	H. Maker	
Wife / Husband	Srilatha.	27	Teacher.	G.School Teacher
Brother / Sister	-			
Brother / Sister	-			
Brother / Sister	-			
Son / daughter	Vedant	3	Schooling.	
Son / daughter	Joshini	2	-	
Son / daughter				

**Salary Details**

(Copy of 1 yr bank statement form salary account will have produced at time of employment)

Last Drawn Salary	10.00.		
Does the above salary include:	ESI: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	PF: <input checked="" type="checkbox"/> Yes <input 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	Same.		

**Surety**

Can you provide 2 sureties from Govt. employees or employees of reputed companies?				<input type="checkbox"/> Yes <input type="checkbox"/> No
Surety 1:	Name	M. Srilatha.	Company	Govt. Teacher
	Designation	Teacher.	Your Relation	wife.
Surety 2:	Name	M. Krishnamurthy	Company	R.B.S
	Designation	Key. man.	Your Relation	uncle.

**Commitment**

Can you commit to work for a minimum of 2 years?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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**Experience & Employment Details**

Years of experience in relevant field	3 Years.
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Name of Company	Warrior Fms India Pvt Ltd.		
Duration of employment	3 yrs	From date: 2010	To date: 2013 (MARCH)
Location	Secunderabad. (Actual).		
Designation	Admin cum Accounts Asst.		
Last drawn salary	10,000.		
Number of employees in the company / branch?	1200 members	Number of employees in your dept. or division?	20 members.
Brief description of work handled by you.	Handling Admin works of office. Working under the Accounts manager to enter the tally software. Bank works.		
Reason for leaving	shifted to Tamil nadu.		

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

→ Security Service providing - Company.  
 → Look after parking, maintenance of equipments, petrol expenses maintain all files.

Name of Company	Kms Land Developers India Pvt Ltd.		
Duration of employment	6 months	From date: 2009.	To date: -
Location	Secunderabad. Clock tower.		
Designation	Sr. Asst.		
Last drawn salary	7,000/-		
Number of employees in the company / branch?	4	Number of employees in your dept. or division?	4
Brief description of work handled by you.	Working under The Branch manager. to prepare I/E R/P statements. Commissions, expenses, incentives. Day to day book maintenance.		
Reason for leaving	its in MLM. So. CID was seized.		

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

→ MLM type (Chain linked Business).  
 Multi level Marketing Company - Desk Job.  
 → Maintenance of Cash Book  
 → Payment of Bills, Commissions of agents

Name of Company	Choice Solutions Limited.				
Duration of employment	2 yrs	From date:	2007	To date:	2009.
Location	Hyderabad. Jubilee Hills.				
Designation	Call-Co Coordinator.				
Last drawn salary	8,600/-.				
Number of employees in the company / branch?	50.	Number of employees in your dept. or division?	8.		
Brief description of work handled by you.	to receive the calls from Ape call center and rectify the problem through service engineer. and report same to field office.				
Reason for leaving	2 years bond finish.				

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

→ APC - UPS Company. (Agency).
→ through email.
→
→

Name of Company					
Duration of employment	yrs	From date:		To date:	
Location					
Designation					
Last drawn salary					
Number of employees in the company / branch?		Number of employees in your dept. or division?			
Brief description of work handled by you.					
Reason for leaving					

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


Ask for additional sheets if required.

# RESUME

M.MAHESHKUMAR  
91 – 9246595996

maheshkumar82@gmail.com

## CAREER OBJECTIVE:

“Seeking a Position to utilize my skills and abilities in a concern that offers security and Professional Growth while being resourceful, innovative and flexible”.

## EDUCATIONAL QUALIFICATION

Education	Institution
B.Com	Vinayaka Mission's Research Foundation Deemed University.
Intermediate	National Open School. ✓
SSC	Presidency High School

## TECHNICAL SKILLS

Databases	Tally-9.0, MS Office 2007/2000/97 ✓
Operating Systems	Windows 98/XP, Red Hat LINUX ✓
Front End Tools	HTML, DHTML, Java Script, XML, UML.

## PRESENT JOB EXPERIENCE

Organization : WARRIOR FMS INDIA (PVT) LIMITED

Designation : Admin Executive cum Accountant Asst

- Handled the tasks of providing executive -level administrative support to the concerned executive managers
- Prepared management reports and maintained proper records of files
- Responsible for arranging training sessions for the employees
  
- Compiling MIS Reports of all sites for budgeting like Electricity, Stationary, Telephones etc
- Maintenance of records Liaisoning with various agencies for AMC's of office equipments for EPBX, UPS, Air conditioners, Fax and photocopier machine, Elevator and follow-up of AMC renewals.





- Provision of Office Stationery and maintain stock level and issue details.
  - Maintenance of Office Communication Systems.
  - Monthly telephone bill and vendor bill payments. ✓
  - Assisting with Purchase department and confirm Purchase Orders & issue work orders to vendors. ✓
  - Supervision of House keeping & maintenance of office premises, furniture etc. ✓
  - Supervision of Movement register, visitors register. ✓
  - In charge for issuing Mobiles and visiting cards to staffs. ✓
- 8/11/15*
- ❖ Prepare and verify daily reports
  - ❖ Prepare daily income/sales and prepare daily journal entry
  - ❖ Prepare daily deposits of sales receipts
  - ❖ Maintain returned check account
  - ❖ Prepare monthly balance sheet schedules
  - ❖ Prepare Accounts Payable will encompass the processing of all accounts payable transactions including bills, credit card charges and invoicing client bills, ensuring accuracy of each bill and proper classification.
  - ❖ Prepare Accounts Receivable will encompass the accurate posting and classification of the daily receivable transactions, preparing deposit slips when needed, and maintaining accurate and comprehensive records of each day's transactions
  - ❖ Utilizes computerized accounting and payables software programs (Tally, Excel, and Word) to perform duties and responsibilities.
  - ❖ Prepare Payment of Travel Advance and settlements of travel bills and employee advances. ✓

**Organization** : **KMJ LAND DEVELOPERS INDIA LTD**

**Designation** : **Sr.Asst**

- Handling customer queries.
- Preparation of I/E, R/P statements.
- Verification of due commission, expenses, incentives and other payments.
- Developing and maintain close report with external & regular customers.
- Preparing invoice, day book maintenance.
- Maintain data within the CRM (customer relationship management) software



**Organization** : **CHOICE SOLUTIONS LIMITED.**

**Designation** : **Call- Coordinator**  
**Service Partner of APC (American Power Conversion)**

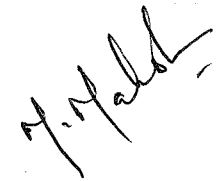
- To attend the inbound calls and assign the service queries to respective service engineer and responding through the mail for the same.
- To screen incoming calls and correspondence and responds independently when possible.
- To prepare routine and advanced correspondence including AMC letters, Invoices and Service reports, review for accuracy and proper receivables.
- To record entries and file commercial documentations.
- To assist in calculations and preparation of reports.
- To perform other related duties as required and assigned. ✓

**PERSONAL PROFILE**

<b>Father's Name</b>	<b>M.Balaraju</b>
<b>Date of Birth</b>	<b>19<sup>th</sup> Feb 1982</b>
<b>Sex</b>	<b>Male</b>
<b>Marital Status</b>	<b>Married</b>
<b>Languages Known</b>	<b>English, Hindi &amp; Telugu</b>
<b>Permanent Address</b>	<b>Plot no: - 1 ,Ram Gopal Enclave, Mahathmanagar, Bowenpally, Secunderabad – 500011</b>

**Declaration:**

I hereby declare that the information furnished above is true to the best of my knowledge.

  
**(M. Mahesh Kumar)**

9:30 to 6:00

Sunday holiday

6:00 to 8:45

2 hr 45 mins

to

~~2~~ 4:50 mins

1/2 day