

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



Name	E. NAVANEETHA
Salary	8500/-
Conveyance	<input checked="" type="checkbox"/> Included in salary <input type="checkbox"/> Extra Rs. <u>NA</u> per month
Mobile Allowance	<input type="checkbox"/> Nil <input type="checkbox"/> Rs. <u>250/-</u> per month.
PF & ESI	<input checked="" type="checkbox"/> No PF & ESI <input 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 - 12
Employee company	KADAKIA & MODI HOUSING
Designation	ACCOUNTANT
Site	HEAD OFFICE
Date of joining	31.03.2011
Report to	A. SAMBASIVA RAO, Accounts Manager.
Commitment	Committed to work for atleast <u>02</u> yrs.
Documents required	<input type="checkbox"/> 4 photographs <input checked="" type="checkbox"/> Copy of school certificates <input checked="" type="checkbox"/> Copy of degree certificates <input type="checkbox"/> Copy of drivers license <input type="checkbox"/> Copy of passport <input type="checkbox"/> Fathers employment details / Copy of ID card. <input type="checkbox"/> Surety from <u>POORJA</u> <input type="checkbox"/> Surety from <u>RODHE</u> <input type="checkbox"/> 1 yr bank statement _____ <input checked="" type="checkbox"/> Reference letter from _____ <input checked="" type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	<p>Taken medical leave from 13/Jul/12 to 15/01/13 (Due to pregnancy).</p> <p><i>[Signature]</i></p>

Approved by Shankar Reddy
 Date: 31/03/11
 Sign: *[Signature]*

Approved by *[Signature]*
 Date: _____
 Sign: _____

APPROVED BY
 - 7 APR 2011
 SOHAM MODI
 MANAGING DIRECTOR

Description of other courses or training	

Computer Skills

MS Office	<input checked="" type="checkbox"/> Good <input 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 type="checkbox"/> Poor
Other	

Two Wheeler / Car

Make	Active	Year	
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Family Details	Name	Age	Occupation	Company
Father	E. Sadagiri	65	Rty Retired emp/ee	
Mother	E. Yellamma	68	Housewife	
Wife / Husband	P. Madhu			
Brother / Sister	E. Shyamkumar	31	Medical Executive	L.K. Hospital
Brother / Sister	E. Nagaraj	29	Medical Executive	L.K. Hospital
Brother / Sister				
Son / daughter	P. Nikhil Sai			
Son / daughter				
Son / daughter				

Salary Details

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

Last Drawn Salary	8000		
Does the above salary include:	ESI: <input type="checkbox"/> Yes <input type="checkbox"/> No	PF: <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Conveyance: <input type="checkbox"/> Yes <input type="checkbox"/> No	Mobile Allowance: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Expected Salary	10,000 +		

Surety

Can you provide 2 sureties from Govt. employees or employees of reputed companies?				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Surety 1:	Name	E. Dasgadar	Company	SBI
	Designation	Credit Card Team leader	Your Relation	Brother
Surety 2:	Name	J. Sujender	Company	NIN
	Designation	Technician	Your Relation	Brother in law

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 ~~10~~ ¹¹ years

Name of Company	Cherakuri Groups		
Duration of employment	1.5 yrs	From date: 11/9/06	To date: 29/04/07
Location	Hyderabad		
Designation	Accountant		
Last drawn salary	6500		
Number of employees in the company / branch?	100	Number of employees in your dept. or division?	7
Brief description of work handled by you.	Petty cash Maintenance		
	Dealing with Receipts & Payments		
	Bank, Cash, Sales Reconciliation		
Reason for leaving	Got a MBA st For Higher Education		

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

1) good at subject
2) good at English.
3) salary ? recommended. HS 29/3/11

Name of Company	Grafs (Life Style) Marketing India Pvt Ltd		
Duration of employment	1 yrs	From date: 20/02/10 21/03/10	To date: 1/2/11
Location	Hyderabad		
Designation	Accountant		
Last drawn salary	9000		
Number of employees in the company / branch?	200	Number of employees in your dept. or division?	3
Brief description of work handled by you.	Handling official & confidential doc.		
	Reconciliation		
	Maintain Books & Accounts		
Reason for leaving	inconvenient of timings.		

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

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)

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.

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

Background – Personal	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Background – Work	<input checked="" type="checkbox"/> Good <input 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 checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Recommendation	<input checked="" type="checkbox"/> Employ <input type="checkbox"/> Reject <input type="checkbox"/> Short list & decide later
Recommended salary	
→ She can join immediately.	
→ Salary – Previous Salary preferred	

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	8,500/- p.m	Date of joining	3/6/11
Remarks:			

CURRICULUM VITAE

E.NAVANEETHA

H.No:- 12-14-240/1

**Vinobhanagar,Lalapet,
Secunderabad - 500017.**

Contact No:+918978748666,+919391120424

E mail: erra.navaneetha@gmail.com

CAREER OBJECTIVE

To secure a position in a corporate sector where I can contribute my creativity, technical skills and experience, and be a part of a team where I can improve my skills to achieve the organization's success as I am highly resourceful, energetic and a positive of can-do attitude and self-motivated.

EDUCATIONAL QUALIFICATION

Examination	Board/institution	Percentage	Year of completion
MBA Finance	JNTU Hyderabad	81%	2009
B.COM.,	Osmania University, Hyderabad	65%	2006
Intermediate	Board of Intermediate Education.	62%	2003
SSC	Board of Secondary Education, A.P.	60%	2001

COMPUTER SKILLS

- ✓ Accounting package (Tally 7.2, Focus, Wings) and prowess.
- ✓ SAP - Finance & Controlling
- ✓ Operating Systems: - WINDOWS XP, Professional, Win98 & MS-office.
- ✓ WEB TECHNOLOGY - HTML , INTERNET

WORK EXPERIENCE

- 1) Working as an **Accounts Assistant** in M/s. **GRAFS MARKETING INDIA PVT LTD.,** at Head office in Dilsukhnagar, Hyderabad since one year.

JOB PROFILE

- ✓ Bank, Cash, Sales reconciliation and branch reconciliation
 - ✓ Liaison with User & Sales/Purchase departments for clarifications of expenses
 - ✓ Maintain records such as cash book, bank books, receipts and payment vouchers, unpaid salaries etc.
 - ✓ Dealings with receipts and payments of the customers.
 - ✓ Petty cash maintenance
 - ✓ Handling official & confidential documents
- 2) Worked as an **Accountant Assistant cum Cashier** in "CHERUKURI GROUPS" at Branch Office - ECIL for nearly two years.

JOB PROFILE

- ✓ Dealings with receipts and payments of the customers.
- ✓ Updating deposits applications and maintaining books of accounts.
- ✓ Preparing accounts in focus software and manually.
- ✓ Preparing letters & maintaining other administrative records
- ✓ Handling official & confidential documents

MBA PROJECTS

- ✓ Company Analysis Report
- ✓ Industry Analysis Report

Main Project:

TITLE :- A study on role of "Online Trading" with special reference to M/s. Sharekhan Ltd. Hyderabad.

OBJECTIVES:-

- To analyze the changes in trading after the exchange shifted from outcry to online trading system.
- To find out account opening charges, maintenance charges, initial margin and brokerage charges charged by Share khan and compare those charges with its competitors.
- To find out the opinion of investors on attractiveness of home page, Website layout, quickness in downloading pages, clarity of font size in reading Share khan's Website.
- To find out the opinion of investors on understandability with the content on the website, promptness in replying to general e-mail's, on-line enquiry form and on-line payments using credit and debit cards.
- To find out the investors rating of animation, sound clips and pop-up's, additional information on Website for investment decisions.

PERSONAL DETAILS

Name : **E.NAVANEETHA**

Father's Name : E.Yadagiri

Date of Birth : 29-06-1984

Marital status : Single

Nationality : Indian

Languages Known : English, Hindi, and Telugu.

DECLARATION

I, hereby declare that the above mentioned information is true up to my knowledge and bear complete responsibility for the correctness of above-mentioned particulars.


(E.NAVANEETHA)

JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY

HYDERABAD - 500 072, ANDHRA PRADESH, INDIA
College: N M R E C, DIVYANAGAR

HT No: 07B61E0006

2783139360



Sl. No. B 167505



PROVISIONAL CERTIFICATE

This is to certify that Ms. E NAVANEETHA

daughter of Shri E YADAGIRI

passed M.B.A. degree

examination of this University held in OCTOBER - 2009 and that she was placed in

**** First Class with Distinction ****

She has satisfied all the requirements for the award of the degree.

Verified by

K. Ram

Controller of Examinations

E. Sri Bala Reddy

REGISTRAR

Hyderabad - A.P.

Date: 10-3-2010

BOARD OF SECONDARY EDUCATION ANDHRA PRADESH



SECONDARY SCHOOL CERTIFICATE

NM **677326** PRIVATE PC/03/0004274/2

CERTIFIED THAT **E NAVANEETHA**
 D/O **E YADAGIRI** Bearing Roll No **0049746**
 belongs to **SRI DURGA H S LALAPET SECUNDERABAD**
 has appeared and PASSED at the SSC EXAMINATION held in **MAY/JUN-2001**
 in **COMPARTMENTAL** Division with **ENGLISH** as the medium of instruction.

DATE OF BIRTH OF THE CANDIDATE	DAY	MONTH	YEAR				
29/06/1984	TWO	NINE	JUN	ONE	NINE	EIGHT	FOUR

THE CANDIDATE SECURED THE FOLLOWING PERCENTAGE OF MARKS

SUBJECT	Marks Secured (in figures)	Marks Secured (in words)
FIRST LANGUAGE : (HINDI)	67 *	SIX SEVEN
THIRD LANGUAGE : ENGLISH	55 *	FIVE FIVE
MATHEMATICS :	64 *	SIX FOUR
GENERAL SCIENCE :	50 *	FIVE ZERO
SOCIAL STUDIES :	40	FOUR ZERO
TOTAL :	276	(TWO SEVEN SIX)
SECOND LANGUAGE : (TELUGU)	53 *	FIVE THREE
GRAND TOTAL :	329	(THREE TWO NINE)

Marks of Identification : 1. *A mole on the neck.*
 2. *A mole on the left hand -*

Head of Institution
with School Stamp

[Signature]
HEAD MASTER
SRI DURGA HIGH SCHOOL
E.M. Govt. Recognised
Lalapet, Sec'bad-17.
05/07/2001

[Signature]
SECRETARY

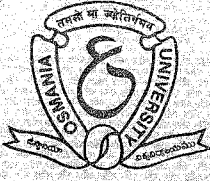
BOARD OF SECONDARY EDUCATION
A P, HYDERABAD

Date of issue :

Any corrections in the certificate will not be entertained after one year from the date of issue.
 Any unauthorised correction in the certificate will result in cancellation of certificate.
 The marks with an asterisk indicates the old marks secured in previous appearances.



677326



Osmania University

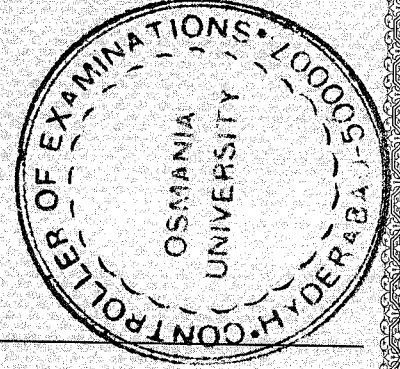
FACULTY OF COMMERCE

UJ 226736

Ref. No. 01120

Provisional Certificate

Roll No. 051-04-00962



This is to certify that E NAVANEETHA
son/daughter of E YADAGIRI
passed the BACHELOR OF COMMERCE

Examination of this University, held
in MARCH/APRIL 2006 and that he/she was placed in

Part I : SECOND DIVISION

Second Language : TELUGU

Part II : FIRST DIVISION

Hyderabad A.P.

Dated 14/06/2006

N Venkatar
for Registrar

[Signature]
Section Incharge

Osmania University



Faculty of Commerce

Roll No. 5104-962

This is to certify that E. Navaneetha

son / daughter of E. Yadagiri

has been admitted to the degree of

Bachelor of Commerce

(Medium English)

of this University, having been declared to have passed in,

Part - I

Year

Division

English

Second Language (Telugu)

April 2005

Second

Part - II Optionals

Electives

Advanced Mgmt. Acct.

April 2006

First

Corporate Accounting

Given under the seal of the University

BC0909180044



Hyderabad

Dated 23 Sep, 2009

T. Torupab ho

Vice-Chancellor



JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY

HYDERABAD - 500 072, ANDHRA PRADESH, INDIA

MEMO NO.: B 1904154

MEMORANDUM OF MARKS

S.No. 2201418

EXAMINATION: MBA I Sem. (R07) Regular

HALL TICKET NO:

07B61E0006

BRANCH:

MONTH & YEAR OF EXAM: January, 2008

NAME: E NAVANEETHA

INSTITUTION: N M R E C, GHATKESAR

S.No.	SUBJECT CODE	SUBJECT TITLE	Internal Marks	End Exam	Total Marks	Result	Credits		
1	MA111	MANAGEMENT THEORY & PRACTICE	35	46	81	P			
2	MA112	MANAGERIAL ECONOMICS	33	51	84	P			
3	MA113	RESEARCH METHODOLOGY & STATISTICAL TOOLS	31	38	69	P			
4	MA114	FINANCIAL ACCOUNTING & ANALYSIS	34	54	88	P			
5	MA115	BUSINESS LAW & REGULATION	38	26	64	P			
6	MA116	BUSINESS COMMUNICATION & SOFT SKILLS	18	23	41	P			
7	MA117	BUSINESS ENVIRONMENT	36	49	85	P			
8	MA118	INFORMATION TECHNOLOGY LAB	40	55	95	P			
9	MA119	BUSINESS COMM. & SOFT SKILLS LAB	16	25	41	P			
SUBJECTS REGISTERED: 9			APPEARED: 9	PASSED: 9	TOTAL	281	367	648	

AGGREGATE (IN WORDS)

*** Six Four Eight ***



B. Deay Kumar
CONTROLLER OF EXAMINATIONS

DATE: 01-03-2008

VERIFIED BY

CONTROLLER OF EXAMINATIONS

INSTRUCTIONS:

MAXIMUM MARKS

MINIMUM FOR PASS

	Internal	End Exam.	Total of Int. & End	End Exam	Total of Int. & End
THEORY/DRAWING./DESIGN SUBJECTS	40	60	100	24	50
PRACTICAL SUBJECTS	20	30	50	12	25

P: PASS

F: FAIL

AB: ABSENT



JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY

HYDERABAD - 500 072, ANDHRA PRADESH, INDIA

MEMO NO.: B 1867628

MEMORANDUM OF MARKS

S.No. 2601433

EXAMINATION: MBA II Sem. (R07) Regular

HALL TICKET NO:

07B61E0006

BRANCH:

MONTH & YEAR OF EXAM: July, 2008

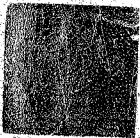
NAME: E NAVANEETHA

INSTITUTION: N M R E C, GHATKESAR

S.No.	SUBJECT CODE	SUBJECT TITLE	Internal Marks	End Exam	Total Marks	Result	Cre	
1	MA201	HUMAN RESOURCE MANAGEMENT	36	47	83	P		
2	MA202	FINANCIAL MANAGEMENT	39	37	76	P		
3	MA203	QUANTITATIVE ANA.FOR BUSINESS DECISIONS	39	38	77	P		
4	MA204	PRODUCTION&OPERATIONS MAGT.	35	37	72	P		
5	MA205	MARKETING MANAGEMENT	36	40	76	P		
6	MA211	ERP AND MIS	38	41	79	P		
7	MA212	COMPANY ANALYSIS - SEMINAR	48	--	48	P		
SUBJECTS REGISTERED: 7			APPEARED: 7	PASSED: 7	TOTAL: 271	240	511	

AGGREGATE (IN WORDS)

*** Five One One ***



DATE: 20-09-2008

VERIFIED BY


CONTROLLER OF EXAMINATIONS

INSTRUCTIONS:

	MAXIMUM MARKS			MINIMUM FOR PASS	
	Internal	End Exam.	Total of Int. & End	End Exam	Total of Int. & End
THEORY/DRAWING./DESIGN SUBJECTS	40	60	100	24	50
PRACTICAL SUBJECTS	40	60	100	24	50

P: PASS

F: FAIL

AB: ABSENT



JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY

HYDERABAD - 500 072, ANDHRA PRADESH, INDIA

MEMO NO.: B 2167885

MEMORANDUM OF MARKS

S.No. 3100601

EXAMINATION: MBA III Semester (R07) Reg.

HALL TICKET NO:

07B61E0006

BRANCH:

MONTH & YEAR OF EXAM: December, 2006

NAME: E. NAVANEETHA

INSTITUTION: N H R E C, GHATKESAR

S.No.	SUBJECT CODE	SUBJECT TITLE	Internal Marks	End Exam	Total Marks	Result	Credits	
1	MA301	LOGISTICS & SUPPLY CHAIN MANAGEMENT	32	37	69	P		
2	MA302	COSTS & MANAGEMENT ACCOUNTING	39	37	76	P		
3	MA306	SECURITY ANALYSIS & PORT FOLIO MNGT.	35	36	71	P		
4	MA310	FINANCIAL INSTI., MARKETS & SERVICES	37	32	69	P		
5	MA314	I A REPORT FOLLOWED BY SEMINAR VIVA	40	—	40	P		
6	MA315	ORGANIZATIONAL BEHAVIOUR	37	37	74	P		
7	MA319	ENTREPRENEURSHIP	35	40	75	P		
SUBJECTS REGISTERED: 7			APPEARED: 7	PASSED: 7	TOTAL	255	219	474

AGGREGATE (IN WORDS)

*** Four Seven Four ***



DATE: 25-02-2009

VERIFIED BY

CONTROLLER OF EXAMINATIONS

INSTRUCTIONS:

MAXIMUM MARKS

MINIMUM FOR PASS

Internal End Exam Total of Int. & End

End Exam Total of Int. & End

THEORY/DRAWING./DESIGN SUBJECTS

40 60 100

24 50

PRACTICAL SUBJECTS

P: PASS

F: FAIL

AB: ABSENT



JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD
HYDERABAD - 500 085, ANDHRA PRADESH, INDIA

MEMORANDUM OF MARKS

MEMO NO. : IM 00284269

S.No. : 3700415

EXAMINATION: MBA IV Sem. (R07) Regular

HALL TICKET NO. : 07B51E0008

BRANCH :

MONTH & YEAR OF EXAM : May, 2009

NAME : E NAVANEETHA

INSTITUTION : N M R E C, CHATKESAR

S. No.	SUBJECT CODE	SUBJECT TITLE	INTERNAL MARKS	END EXAM	TOTAL MARKS	RESULT	CREDITS
1	MB401	STRATEGIC MANAGEMENT	36	34	70	P	
2	MB402	MANAGEMENT OF TECHNOLOGY	30	40	70	P	
3	MB403	INTERNATIONAL MARKETING	37	38	75	P	
4	MB408	STRATEGIC INVESTMENT&FINANCING DECISIONS	36	36	72	P	

SUBJECTS REGISTERED : 4 APPEARED : 4 PASSED : 4 TOTAL : 139 148 287

AGGREGATE (IN WORDS) *** Two Eight Seven ***



DATE : 13-08-2009

VERIFIED BY

K. Ram
CONTROLLER OF EXAMINATIONS

INSTRUCTIONS :

	MAXIMUM MARKS			MINIMUM FOR PASS	
	Internal	End Exam.	Total of Int. & End	End Exam	Total of Int. & End
THEORY/DRAWING/DESIGN SUBJECTS	40	60	100	24	50
PRACTICAL SUBJECTS					

P: PASS

F: FAIL

AB: ABSENT

