

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

Name M	LUMA MA	AHESHNAA	y
Salary	Rs. 10,000 }	_ PM.	,
Conveyance	Included in salary		per month
Mobile Allowance	□ Nil □ Rs. 250	per month.	
PF & ESI	□ No PF & ESI Nonl	y after 3 months Pay	ESI & PF
Probation Period			
Salary revision	□ After 3 months □ No	ext April — 2	
Employee company	MPIPL		
Designation	P.A. to M.	D	
Site	HO.		
Date of joining	26/08/01		
Report to	M.D.		
Commitment	Committed to work fo	or atleast yrs.	
Documents required	☐ Surety from ☐ Surety from ☐ 1	ificates  nse  t details / Copy of ID ca  m Beelay L  m Senior Da	leel Associates .
Remarks	Newagn	+ fAssistant c wefollsti	Clouits Clim note Jecouts
Approved by S	hankar Reddy	Approve	d ByMD
Date:	29/09/01/	Date:	9 350 1011
Sign:	1000 oda	Sign:	A STATE OF

Description of othe courses or training	1 11 11 11 11 11 11 11 11 11 11 11 11 1	g High S	peed, Co	m putro		
coarses or training		7+ Long	proge-			
Computer Skills			3			
MS Office	► Good [	©Good □ Average □ Poor				
MS Word	Good	Cood   Average   Poor				
MS Excel	Cood	Good   Average   Poor				
Auto CAD	☐ Good [	□ Good □ Average □ Poor				
Other	Tall	ERP 9.	2 (AC	counts)		
Two Wheeler / Ca	ır					
Make		Year				
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Family Details	Name	Age Occupati		Company		
Father	baldu.	67 kmplo	1 6 1	102093 3 100ks	Heden be	
Mother	<u>Khowathi</u>	52 House h	rife !	•	te are no	
Wife/ Husband	h-Shellhar	31 10101	Bk. LCIC	1 Banke	I Ned Ine	
Brother / Sister	-	·		···		
Brother / Sister						
Brother / Sister	· ·					
Son-/ daughter	Pavani	vani 5+ Andering -				
Son / daughter	Alshwariga	4+ Ander	. / 1	·		
.Son / daughter	Te pashwini	27 Crech	- 10			
Salary Details	4					
-	statement form	salary account will h	ave produced at t	time of employment)		
Last Drawn Salary	1000		yance"			
Does the above	ESI: 🗆 Yes		PF: □ Yes □ No	) 2		
salary include:	Conveyanc	e: 🗆 Yes 🗆 No	Mobile Allowar	nce: 🖪 Yés 🗆 No		
Expected Salary	Aloe	ve 10,00	90f-+	Couveyante	].	
Surety			and the state of t	t .		
Can you provide 2		ovt. employees or em	ployees of	Xes □ No		
reputed companies		<u> </u>				
Surety 1:	Name	P. Raju	Company	Rley's		
	Designation	Lection Inch	- \	n Uncle		
Surety 2:	Name	P. Marasing 1		Rly's		
	Designation	1 Justation	Your Relation	n Uncle		
Commitment						
Can you commit to	work for a mini	mum of 2 years?	1	Yes 🗆 No		

Experience & Employmer	it Details
Years of experience in relevant	
None of Common	12010 10 10 10 10 10 10 10 10 10 10 10 10
Name of Company	M.S. Beelcay Steel Associate,
Duration of employment	yrs From date: Apadapo To date: 2008
Location	1DPL dactory
Designation	Hech Asst
Last drawn salary	10,000 + Conveyance.
Number of employees in the company / branch?	Nu Survede Number of employees in your dept. or division?
Brief description of work	Handling of all the Accounts
handled by you.	works and diaffing letters
	Juvalunghecking maitie motomess
	Dayment totlow ups etc.
Reason for leaving	Due to The timings ( Old Inje)
Remarks: (For office use of	only – Do not write in this box)
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Name of Company	MS. hemini Distillences Hei
Duration of employment	yrs From date: 19018 To date: 2001
Location	Narayonda, Hyderakas
Designation	P.A. L Harlesting Tangger & Decount
Last drawn salary	5000 /- t. Couveyance. Offices
Number of employees in	Number of employees in your dept, or division?
the company / branch? Brief description of work	your dept. or division:
handled by you.	Dearne with the executives
	Deafting the letter's Handling
	The dales & Durchase Registers
Reason for leaving	Maintaining the fethy Cash
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Remarks: (For office use o	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?			of employees t. or division?	in	
Brief description of work handled by you.					
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Name of Company .					
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Ask for additional sheets if required.

	or office use only – Do not write in this box)
Background – Personal	☐ Good ✓ Average ☐ Poor
Background – Work	☐ Good ☐ Average ☐ Poor
Personality	☐ Good ☐ Average ☐ Poor
Appearance	☑ Good ⊔ Average □ Poor
Communication skills	☐ Good ☐ Average ☐ Poor
Recommendation	☐ Employ ☐ Reject 🗹 Short list & decide later
Recommended salary	
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> 000d	Steppo.
	Manager.: (For office use only – Do not write in this box)
Relevant experience	☐ Good ☐ Average ☐ Poor
Knowledge of subject	☐ Good ☐ Average ☐ Poor
Recommendation	☐ Employ ☐ Reject ☐ Short list & decide later
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Recommended salary  Offer Details	
Recommended salary  Offer Details  Salary offered	
Recommended salary  Offer Details  Salary offered	
Offer Details Salary offered	

### **Curriculum Vitae**

G. Uma Maheshwari H. No. 10-8-108, Droupathi Devi Temple, Chilkalguda, Secunderabad – 500 025 Cell No. 97057 27915

### <u>Career Objective</u>:

To acquire a career in the field of lastest information technology which is challenging and gives opportunity to learn and work with latest technologies.

Experience Worked with various Firms

1. Worked with M/s. Gemini
Distilleries (P) Ltd., Narayanaguda,
Hyderabad. From 1998 – 2001.
As a P.A. to Marketing Manager
and Accounts Officer.

2. Worked with M/s. Beekay Steel Associates, Opp. IDPL Factory, Balanagar, Hyderabad from 2001 to till date. Worked in Accts. Dept

a Jr. Accountant.

Present Drawing Salary

Rs. 10,000/- + Conveyance Per Month

### Job Profile at M/s. Beekay Steel Associates:

- > Preparing the DC's and Cash Vouchers.
- > Preparing the Invoices
- Preparing the salary statement
- Issue the Salary Cheques and Bonus
- Updating the Debtors and Creditors List.
- Maintaining the stock position and issued stock
- Updating the bank statements and BR's

- ➤ Issuing the weekly debtors list to the Executives
- > Preparing the pending list of the party
- > Collecting the pending payments from the parties
- > Follow up of the "C" Forms
- ➤ Issuing and receiving the "C" forms from the concern parties
- > Preparing the Quotations
- > Going through the E mails
- > Preparing the quarterly statement of the stock position
- > Updating LIC Policy Statement & Vehicle Policies of the staff
- ➤ Prepare the Excise Bill
- Prepare Debtors and Creditors Letters to the party
- Attend the phone calls and take the requirement from the parties
- Maintaining the Sales and Purchase Bills
- Maintain the Sales, Purchase Bills and Purchase Orders Registers
- Updating day to day accounts.

### Personal Profile:

Name

G. Uma Maheshwari

Husband Name

G. Chandra Shekhar

Husband Working

ICICI Bank as a Team Leader

with

at High Tech City.

Date of Birth

13-09-1974

Languages Known

Tamil, English, Telugu, Hindi & Kanada.



### **Education & Technical Qualification:**

✓ S.S.C. : from St. Philomena Girls High School.

New Bhoiguda, Secunderabad.

In the year 1993.

Computers : Done P.C.A. from Sita Information

Technologies Academy, Sec'bad.

from 1993-1994.

/ Intermediate : Wesely Jr. College, Secunderabad.

From 1994-1996.

✓ Degree : Wesely Degree College. Secunderabad.

From 1997-2000. (Bachelor of Arts)

Typing Lower Grade: Royal Institute of Technology, Sec'bad.

In the year 1995 -1996

/ Typing Higher Grade: Royal Institute of Technology, Sec'bad.

In the year 1997 - 1998

✓ Typing High Speed : Royal Institute of Technology, Sec'bad.

In the year 1999 - 2000

C + + Language from Sankrus Technologies

Training and Development Institute, Hyd' bad

In the year 2001.

✓ Personal Strength : Positive Attitude, Co-Operative, Work with

Good team spirit & Dedication towards work.

Place : Secunderabad

Date :

Signature

(G. UMA MAHESHWARI)



## BOARD OF SECONDARY EDUCATION ANDHRA PRADESH

173087





SECONDARY SCHOOL CERTIFICATE

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# STATE BOARD OF TECHNICAL EDUCATION AND TRAINING





### **TECHNICAL EXAMINATION**

### LOWER GRADE

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The candidate has secured the following percentage of marks:

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REPAIREDOARDOFFEGANEGAS FEGGETERS - YELLEN	PERSONAL SELECTION OF TRACE OF
	GRESTIAN ROARDOWLESS AND SECURATIONANED

FIRST CLASS: 75% and above in each paper SECOND CLASS: 45% and above in each paper

SPONSORED BY

LAST DATE OF EXAMINATION:

30/12/95

Given under the seal of the Board

27-02-96

ASSISTANT SECRETARY

SECRETARY
STATE BOARD OF TECHNICAL EDUCATION

(2) THAPAR FORMS 1 2 3 D

### STATE BOARD OF TECHNICAL EDUCATION AND TRAINING ANDHRA PRADESH





### TECHNICAL EXAMINATION

HIGHER GRADE

This is to certify that

S UMA MAHESHWARI NAINEE

SXX ADaughter of Shri.

BALAN NAINEE

With Reg. No. 365653

has passed the

TYPEWRITING ENGLISH HIGHER (45 W.P.M.)

EXAMINATION held in

JULY 1998

DSTC. SECUNDERABAD

and has been placed in

SECOND CLASS

The Candidate has secured the following percentage of marks:

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' FIRST CLASS : 75% and above in each paper

SECOND CLASS: 45% and above in each paper

· Sri Vaishoevi Typewriting in the ste,

SPONSORED BY

LAST DATE OF EXAMINATION:

Given under the sent of the Floar's

Hyderabad A.P.

EXAMINATIONS

STATE BOARD OF TECHNICAL EUGLEDICE





### SOFTWARE TRAINING AND DEVELOPMENT

1-10-195, Ashok Nagar, Hyderabad - 500 020, INDIA Phone Nos. (040) 7644482, 7650373; E-mail : Sankrus@hdl.vsnl.net.in

### CERTIFICATE



Enis is to certifi) that Her./Wiiss./Hers. P UMA M. AH. EXHAMAKI
bas been trained in this institute for a period ofAME
from 1515 MAY 2001 to 1515 JUNE 2001
in the course named
consists of ALL IMPORTANT CONCEPTS OF CLANSUAGE; and
awarded
completion of the course.

Course Director

Place HYDERABAL

Date: 08-04-230.

Authorised Signatory

Office Seal







# INFORMATION TECHNOLOGY ACADEMY

SECUNDERABAD

# CERTIFICATE

This is to certify that Mrd Ms Urra Maheswart

has successfully completed a course on Til A

conducted during the period 12 12 15 Jan '94

His Her performana was

FA/8

70-85% VERY GOOD

> 85% EXCELLENT

PERFORMANCE

COURSE DIRECTOR

60-70% GOOD

< 60% FAIR

DIRECTOR (TRAINING)

KWM 80der, Profeet

To The Managing Director, Modi Properties & Investments Pvt Ltd

Sir,

### Sub: Request to shift my salary from Modi Properties to other Companies wherein PF & ESI deductions are not there.

l (Uma Maheswari) am working as P.A to M.D. Presently my salary is in the rolls of Modi Properties & Investments Pvt Ltd where in P.F & E.S.I are deducting. After deductions I am getting a net salary of Rs. 10,541/-. I request you to transfer my salary account from Modi Properties & Investments Pvt. Ltd. to other companies where in E.S.I & P.F deductions are not there so that I can get an extra amount of Rs. 12,500/-.

Please consider my request and do the needful.

Thank You Sir,

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