

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

Name	M. KRISHNA
Salary	9,000/-
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 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, -2013
Employee company	
Designation	Asst. Accountant
Site	Head office.
Date of joining	26-11-2012
Report to	A. Sambasiva Rao
Commitment	Committed to work for atleast <u>02</u> yrs.
Documents required	<input checked="" type="checkbox"/> 4 photographs <input type="checkbox"/> Copy of school certificates <input type="checkbox"/> Copy of degree certificates <input checked="" type="checkbox"/> Copy of drivers license <input checked="" type="checkbox"/> Copy of passport <input type="checkbox"/> Fathers employment details / Copy of ID card. <input type="checkbox"/> Surety from _____ <input type="checkbox"/> Surety from _____ <input checked="" type="checkbox"/> 1 yr bank statement <u>Andhra Bank</u> <input checked="" type="checkbox"/> Reference letter from <u>Pratap.</u> <input checked="" type="checkbox"/> Reference letter from <u>D. Partham - email letter pure.</u> <input checked="" type="checkbox"/> Other <u>Expelure letter - Gevela Hotel - immediate</u> <input type="checkbox"/> Other _____
Remarks	- Management Contribution Pf, ESI may be added if applicable.

Approved by Manager - HR & Admin.		Approved by Managing Director	
Date:	26-11-2012	Date:	26 NOV 2012
Sign:	<i>[Signature]</i>	Sign:	<i>[Signature]</i>

APPROVED BY
 26 NOV 2012
 MANAGING DIRECTOR

[Handwritten signature]
 28/11/12

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 type="checkbox"/> Good <input checked="" 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 checked="" type="checkbox"/> Employ <input type="checkbox"/> Reject <input type="checkbox"/> Short list & decide later
Recommended salary	9000/-
<p>Sent back for Accounts Assistant after checking knowledge in Accounts.</p> <p>Completed MBA, having 6+ years</p> <p>We may re-demand 9000/-</p>	

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

Relevant experience	<input type="checkbox"/> Good <input checked="" type="checkbox"/> Average <input type="checkbox"/> Poor
Knowledge of subject	<input checked="" type="checkbox"/> Good <input 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	
<p>Short list for Assistant Accountant</p> <p>A. Sambasiva Rao 22/11/12</p>	

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

Recommendation	<input checked="" type="checkbox"/> Employ <input type="checkbox"/> Reject <input type="checkbox"/> Short list & decide later
Recommended salary	Talked / Agree to decide salary! - to join immediately!

Offer Details

Salary offered		Date of joining	
Remarks:			

4

Accountant
Accountant
etc

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	Accounts Executive / Accountant
Date of application	22/11/2012
Application through	<input checked="" type="checkbox"/> Advertisement <input type="checkbox"/> Referred by:

Personal Details

Name	M. KRISHNA		
Age	29	Date of Birth	21/09/1982
Fathers Name	M. Venkataiah-Late		
Address for Correspondence	Goud Hostel Street No-8, Himayathnagar Hyderabad 500020		
Phone & Mobile	9912430821, 8897595152		
Permanent Address	H.No.18-9-127, Kaseemabad Warangal		

Hostel
2000/-

Education

Degree (PG)	B.Com MBA		
Name of college	St Augustine P.G. college		
Location	Hyderabad		
Course type	<input checked="" type="checkbox"/> Regular Course	<input type="checkbox"/> Correspondence Course	
Year of completion	2012	Medium of Instruction	English
Percentage marks	64%	Category	SC/ST/BC/Open

Degree	B.Com.		
Name of college	C.K.M. college.		
Location	Warangal		
Course type	<input checked="" type="checkbox"/> Regular course	<input type="checkbox"/> Correspondence Course	
Year of completion	2001	Medium of Instruction	English
Percentage marks	64%		

64%

Inter/ Jr. College	P.E.C. In C.K.M. college.		
	Warangal		
	1998	Medium of Instruction	Telugu

59%

ool	S.S.C. Mahabubia High School		
	Warangal		
	1996	Medium of Instruction	Telugu

64%

Sir,
Salary may be fix
9000/- eligible.

6+ Years Experience

B Phrudhan we have
paid 11500/- with
2 years exp with
Narasimha Sai
Same.

Description of other courses or training	Tally, P.G. DCM in AIMS college.
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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 checked="" type="checkbox"/> Average <input type="checkbox"/> Poor
Other	

Two Wheeler / Car

Make		Year	
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Family Details	Name	Age	Occupation	Company
Father	M. Venkataiah			
Mother	M. Suguna	55	Housewife.	-
Wife / Husband				
Brother / Sister	M. Prathap	32	Advocate	
Brother / Sister	M. Lalitha	36	Married	
Brother / Sister	-			
Son / daughter	-			
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	8,500/-		
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 type="checkbox"/> Yes <input type="checkbox"/> No	Mobile Allowance: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Expected Salary	9,000/-		

Noted

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	Pavan	Company	Satyam Malinda
	Designation	Software Eng	Your Relation	Friend
Surety 2:	Name	Ashwathi	Company	Patny
	Designation	Software Eng	Your Relation	Friend

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 6 years

Name of Company	C.K. Associate		
Duration of employment	yrs	From date: <u>June 2010</u>	To date: <u>Aug. 2011</u>
Location	<u>Hyderabad</u>		
Designation	<u>Accounts Executive</u>		
Last drawn salary	<u>8,500</u>		
Number of employees in the company / branch?	<u>200</u>	Number of employees in your dept. or division?	<u>30</u>
Brief description of work handled by you.	<ol style="list-style-type: none"> 1) Day to day Transactions 2) preparation of Salary statements. 3) Enter all transactions in tally 4) Branch office petty cash maintenance 5) Bank Reconciliation 		
Reason for leaving	<u>For Higher Study</u>		

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

<u>→ P.P.O Company</u>	Commission - average - etc <u>Added</u> <u>22/11/12</u>
<u>→ due to spank left organization</u>	
<u>→ Present - Not working</u>	

Name of Company	Groud Hostel		
Duration of employment	<u>may 2007</u> yrs	From date: <u>may 2007</u>	To date: <u>may 2010</u>
Location	<u>Hyderabad, Himayat Nagar</u>		
Designation	<u>Accounts & Administration</u>		
Last drawn salary	<u>7,500</u>		
Number of employees in the company / branch?	<u>10</u>	Number of employees in your dept. or division?	
Brief description of work handled by you.	<ol style="list-style-type: none"> 1) maintenance of Receipt & payments ✓ 2) Bank Reconciliation 3) Audit work 4) management committee meetings works 5) maintenance of books of Accounts ✓ 		
Reason for leaving	<u>To Increase Accounts knowledge.</u>		

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<u>non-profit organisation</u>

Name of Company	Srivikas Sr college.				
Duration of employment	yrs	From date:	Aug 2006	To date:	April 2007
Location	Waxangal				
Designation	Accountant				
Last drawn salary	6500/-				
Number of employees in the company / branch?	10	Number of employees in your dept. or division?			
Brief description of work handled by you.	1) Day to Day Accounts Transactions 2) Bank Reconciliation statements 3) Audit work. 4) Finalisation of statements 4) petty cash of Branch				
Reason for leaving	To Increase Account Knowledge				

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.

Old
Exp



CURRICULUM VITAE

NAME: KRISHNA.M
GOUD HOSTEL
STREET NO.8
HIMAYATH.NAGAR,
HYDERABAD.
500029.

Mobile:9912430821 & 8897595152

CAREER OBJECTIVE:

TO SEEK A CHALLENGING CAREER WHERE MY KNOWLEDGE & EXPERIENCE CAN BE UTILIZED TO THE BEST OF MY ABILITIES, AT THE SAME TIME BE AN ASSET TO ORGANISATION & IMPROVE SKILLS IN ALL RESPECTIVE FIELDS.

EDUCATION

EXAM	NAME OF INSTITUTE	YEAR OF PASSING	%MARKS	BOARD/UNIVERSITY
MBA - Finance	St.Augustine P.G College	2012	64.0	Osmania University
PGDCA	Alluri Institute of Management	2003	63.0	Kakatiya University
B.Com	CKM College	2001	64.5	Kakatiya University
INTERMEDIATE	CKM College	1998	49.5	Board of Intermediate Education, A.P
S.S.C	Mahabubia High School	1996	68.3	Board of Secondary Education, A.P

TECHNICAL SKILLS

TALLY, M.S Office, Typing speed 40 wpm

EXPERIENCE

- Accounts Executive in CK ASSOCIATE from June, 2010 to Aug, 2011.
- Accounts & Administrative work in GOUD HOSTEL from May, 2007 to May, 2010.
- Accountant in SRIVIKAS Jr. COLLEGE from Aug, 2006 to Apr, 2007.

PERSONAL DETAILS

Name : Krishna.M
Father Name : Venkataiah.M
Permanent Address : H.No.18-9-127,
Near bommalagudi,Kareemabad,
Warangal,A.P. 506002
Date of Birth : 21st September,1981
Sex : Male
Marital status : Unmarried
Nationality : Indian
Contact number : 9912430821
Languages known : English, Hindi and Telugu.
Email ID : krishnagoudmanda@gmail.com
mkrishnagoud@yahoo.com

DECLARATION:

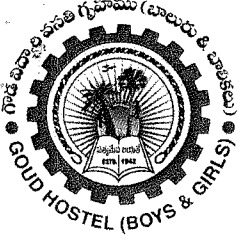
I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Date: 22/11/2012

Place: Hyderabad

Signature 

Name: KRISHNA.M



గౌడ్ విద్యార్థి వసతి గృహము

(బాలురు & బాలికలు)

GOUD HOSTEL

(REGD. No. 710/1976)

(BOYS & GIRLS)

ESTD : 1942

H.No.3-6-573/1, Himayathnagar, Hyderabad-500029. Ph : 27637986, 27602141, 27641250, GH : 27676686

President :

JANGAM RAO GOUD KANUKUNTA

Cell : 99088 27242

Vice-Presidents :

CHINTHALA MALLESHAM GOUD

Cell : 93475 23115

PAGADALA NARSING RAO GOUD

Cell : 98480 34440

GANNARAMU BHUPATHI GOUD

Cell : 99499 71009

PARAKALA LAXMAN GOUD

Cell : 98496 57062

General Secretary :

VARADA GYANESHWAR GOUD

Cell : 93910 20193

Joint Secretaries :

LINGALA ARVIND KUMAR GOUD

Cell : 98490 29966

SATOOR CHANDRA KUMAR GOUD

Cell : 94411 90377

KODIPAKA POCHA GOUD

Cell : 93921 92108

Treasurer :

GUNNALA VENKAT NARSIAH GOUD

Cell : 98480 50911

Date: 12/05/2010

To whom so ever concerned

This is to certify that Sri M.Krishna S/o M.Venkataiah worked as an accountant in our Goud Hostel since 1-1-2007 to 12-5-2010. During his service he was very active and he was very obedient to his superiors.

(Vardha Gyaneshwar Goud)
General Secretary

