

Name	K. ARUNA				
Salary	13,884 -				
Conveyance	✓ Included in salary □ Extra Rs per month				
Mobile Allowance	□ Nil ¬Rs. <u>950</u> per month.				
PF & ESI	□ No PF & ESI □ Only after 3 months □ Pay ESI & PF				
Probation Period					
Salary revision	□ After 3 months ☑ Next April - 2013.				
Employee company	Satish Modi Alc.				
Designation	P.A to Satish Modi				
Site	Head office.				
Date of joining	Head office. 35/11-2012.				
Report to	Satish Medi				
Commitment	Committed to work for atleast yrs.				
	☐ Copy of degree certificates ☐ Copy of drivers license ☐ Copy of passport ☐ Fathers employment details / Copy of ID card. ☐ Surety from ☐ Surety from ☐ I yr bank statement ☐ Reference letter from ☐ Other ☐ Other				
Remarks	-> Ex-Employee -> worked with Modi proporties from 2006 to 2/2011				
	-> worked with Modi properties from book to 2/2011				
11. 14	IID e Admin DRY				
	ager - HR & Admin. Approved by Managing Tyro VE. 1.				
Date:	09-11-2012 Date: 15 NOV 2012				
Sign:	Sign: 15 NOV				

Remarks by Autim.: (For office use c	mry – 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						
- कि						
Remarks by Divisional Manager: (Fo	or 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					
Recommended salary						
·						
Remarks by MD (For office use only-						
Recommendation	☐ Employ ☐ Reject ☐ Short list & decide later					
Recommended salary						
-						
Offer Details	Data of islains					
Salary offered	Date of joining					
Remarks:						

Bio-Data Note: Attach copy of Resume / Bio-data

Date of application OS-10. 2012 Application through I Advertisement I Referred by: Personal Details Name K. Alund Age 34 Years Date of Birth 6.2. 1974 Fathers Name Address for Correspondence Plot. No. 60, Readwall regar Phone & Mobile To 211 2245 Permanent Address Surve as above Education Degree (PO) Name of college Location Percentage marks Age The Regular Course Regular Course Degree Name of completion Percentage marks Age To and the factorise Regular course Course type Regular course Regular course Course type Percentage marks Age Regular course Regular course Course type Regular course Regular course Course type Regular course Regular course Cotrespondence Course Percentage marks Rame of completion Rame of completion Regular course Regular course Course type Regular course Reg	Application for post of	Secretary				
Application through						
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Name Record Reco		1.77 To vertiseinent	☐ Referred by:			
Age Fathers Name Address for Correspondence Phone & Mobile Permanent Address Beducation Degree (PA) Course type Vear of completion Course type Name of college Location Course type Degree Name of college Name of completion Name of school Name of Inter/ Jr. College Name of Inter/ Jr. College Name of School						
Fathers Name Address for Correspondence Phone & Mobile Permanent Address Same as above Education Degree (Per) Name of college Location Percentage marks Name of college Name of later/ Jr. College Name of later/ Jr. College Name of later/ Jr. College Name of school	Name	K. ARUNF				
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	ı cal	1979	Medium of Instruction	Erycish		

Description of oth courses or training	er					
Computer Skills						
MS Office	Good [Avera	ge 🗆 Poor			
MS Word			ge 🗆 Poor			
MS Excel			ge 🗆 Poor			
Auto CAD			ge □ Poor			
Other						
Two Wheeler / C	กร					
Make			Year			
Family Details	Name	T 4				
Father		Age	Occupation	on	Company	
Mother	K. Anjaneyel	 	Docher			
Wife/Husband	L. Komeswan	<u> </u>	Howr wit			
Brother / Sister	K.S.L. Murther	+	SV. Aceon	tent	variety polysles	
Brother / Sister	Raylard					
Brother / Sister	- Carperon	 				
Son / daughter	K. Prevallika	<u> </u>	Student			
Søn / daughter		<u> </u>	STUDEN			
Son / daughter						
Salary Details (Copy of 1 yr bank statement form salary account will have produced at time of employment) Last Drawn Salary L. 21, 60 (
Does the above salary include:	ESI: □ Yes			PF: r	Yes 🗆 No	
	Conveyance: \square Yes \square No Mobile Allowance: \square Yes \square No			ile Allowance: □ Yes □ No		
Expected Salary	ed Salary — Same as above —					
Surety Can you provide 2 sureties from Govt. employees or employees of □ Yes □ No reputed companies?						
Surety 1:	Name		· · · · · · · · · · · · · · · · · · ·	10		
	Designatio	n —			ompany	
Surety 2:	Mana Tout Relation					
	Designation	n			ompany our Relation	
Commitment						
Can you commit to work for a minimum of 2 years 2						
Yes \square No						

nt Details
vant field
Rank (vam Consultats) 4 yrs From date: Jam 94 To date: May 97 Bayherb aph Sleve grapher 250 P 9 Number of employees in your dept. or division?
Arranging working lagited Talking Dictation, making project Regions and Submitting the Same to bank
Du te mamage
It knull team - due to hu marriage
Swith Compuler's yrs From date: Jam 98 To date: Dec 2000 Paradise. Stene grapher Hood - Number of employees in your dept. or division? Herd were Buriner, Hendling day to day correspondence as dictaled, Systematic praintenance
greerds.
greerds. Bur biller prospers

Name of Company	Surya lanni, cotton mills.
Duration of employment	2 yrs From date: Jan-2004 To date: - feb 2006
Location	Paradise Paradise
Designation	Steno.
Last drawn salary	75pm)-
Number of employees in the company / branch? Brief description of work	Number of employees in your dept. or division?
handled by you.	Into deyermental threads, production programs, stock, paving support to marketry
Reason for leaving	dulte laté higher -
	y u
Name of Company	mode properties & Just Put Utel.
Duration of employment Location	5 yrs From date: 3/12/06 To date: 5/2/20
Designation	Rem gung MU ROAD
Last drawn salary	P.A. to MD
Number of employees in the company / branch?	Number of employees in
Brief description of work handled by you.	your dept. or division? Construction Burner
Reason for leaving	Grot Railway Jun on contract bans.
Remarks: (For office use o	only - Do not write in this box)
	25 not write in this dox)

Well organised and highly analytical. Like to take up new challenges with positive mental attitude. Aspire for a career in **Secretarial Work**, where I can apply knowledge and experience to good use.

PROFESSIONAL EXPERIENCE:

Worked for M/s Rank Team Consultants (P) Ltd., a company involved in Project Management, Project Finance and Quality aspects having tie-up with World Bank Asian Wing, during the period from January 1994 to May 1997 as Stenographer. Apart from my regular secretarial work I was actively involved and used to assist the consulting team in preparation of Project Reports for various companies and.

Worked as Personal Secretary to M.D. in M/s Shweta Computers Ltd., (Hardware Division) from January 1998 to December 2000.

Worked as Steno/Secretary in M/s Nectar Laboratories Limited, a pharmaceutical Company promoted by Group of NRIs and co-promoted by IDBI from January 2001 to November 2003.

Presently working in Suryalakshmi Cotton Mills Ltd.,

Job Profile:

Handling day-to-day correspondence as dictated/advised.

Taking Dictations, typing, systematic maintenance of office records.

Providing support for the Marketing department by making quotation for the enquires received from the customers.

Self-correspondence & general follow-up.

Coordinating with inter departmental heads.

Preparing purchase orders and invoice.

Internal correspondence to the Factory.

Monthly Salary & OT statements of corporate office & factory.

Monthly pay slips of the Employees.

P.F. & ESI statements.

EDUCATIONAL QUALIFICATIONS

Academic:

Bachelor of Arts from Osmania University, Hyderabad (Kasturiba Gandhi College for Women) in year 1994.

Technical:

Shorthand 80 Words per minute.

Type Writing (Higher)
Diploma in Computer Applications

Computer Skills

Proficient with computer applications like MS Word, MS

Excel, Power Point.

Internet, E-mail.

Having accounting knowledge in accounting software Focus

Version 5.

PERSONAL DETAILS

Husbands Name

Sri K. S. R. Murthy

Date of Birth

06 February 1974

K. Aruna (K. Aruna)



Emergency Contact Phone : 040-30909901

Blood Group : O+ve

Residential Address:

H.No. 18-418/1, Malikarjuna Nagar, Hyderabad - 500 047.



Surya Towers, 6th Floor, 105, S P Road, Secunderabad - 500 003, A.P. INDIA. Ph: 27819856 / 7 / 8 Fax: 91-40-27846854

Code

: AA1197

Name

: K. Aruna

Designation: Stenographer

-- timber Issuing Authority



Ref - Mr. V-Similar - Receptation - Receptat

Application for post of	Seerclary.
Date of application	20-02-2006
Personal Details	
Name	K. ARUNA
Age	33 years Date of Birth 06-02-1974
Fathers Name	R. Anjaneyulu
Address for	H.NO-18-4/6/2, mallikarjuna Nagar, on
Correspondence	M.NO-18-416/2, mallikarjuna Nagar, omb malkajejisi, Hyderabad-500047.
DI	"Mukey 9154, 919 aleva Sala > 200 047.
Phone no. for	30909901 - (Comban) fr
Paragraph Address	00/0/101
Permanent Address	_ Do _
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Remarks: (For office use only	Do not write in this hay)
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Education Education	
Education Degree	B.A.
Degree	Kastunba Grandhi Wege for Lomen
Location	Kasturiba Grandhi Wellege for Lomen married pally.
Location	Kastunba Grandhi Wege for Lomen
Location Year	Kasturiba Grandhi Blege for Domen married Pally. 1994 Medium of Instruction English
Location Year	Kasturiba Grandhi Wellege for Lomen married pally.
Location Year Degree Name of college	Kasturiba Grandhi Blege for Domen married Pally. 1994 Medium of Instruction English
Location -Year Degree Name of college	Kasturi ba Grandhi Wellege for Lomen married pally. 1994 Medium of Instruction English
Location -Year Degree Name of college	Kasturiba Grandhi Blege for Domen married Pally. 1994 Medium of Instruction English
Location Year Degree Name of college Location Year	Kasturiba Grandhi College for Lomen marred pally. 1994 Medium of Instruction English Medium of Instruction
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Other courses or training						
8						
Remarks: (For office u	ise only	/ = Do not write ir	this box)			
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Computer Skills						
MS Office: 🗹 Exc	ellen	t □ Good t	∃ Avg.	□ Learnt but	neve	r worked on it □ Nil
MS Word: 🗹 Exce	llent	□ Good □	Avg. [☐ Learnt but i	never	worked on it □ Nil
			~			worked on it □ Nil
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Other:	CHU	n 🗀 0000 l	J 1xvg.	□ requirent	Heve	WORKER OFF IT INTE
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Two Wheeler	•					
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77 18 77 15	Γ	NI	1 4			Company
Family Details Father	<i>a</i> ,	Name	Age 68	Occupation Doctor	7	Company
Mother		Janegula reswari	60	Howse wif		
Wife / Husband		offer	35	Accountá		Construction Company.
Brother / Sister	1	satish	29	Team lead		· HDFC
Brother / Sister		arada	35	Architect		Rank leam
Brother / Sister	٧	ana/a	38	H. wife	<u></u>	
Brother / Sist er	Re	ghavendra	25	manager		Birla Sun life Insumance
Salami Dataila	Ü	•				ચ
Salary Details Last Drawn Salary	,	7500	1-		-	
Above salary		ESI: RU Ye		ì	рE	Yes 🗆 No
Included		ļ			 	bile Allowance: ☐ Yes ☐ No
Connected Colomi		Conveyan			IVIO	one Anowance, a res a 140
Expected Salary		Nyot	iable-			
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Married		- tan	ild -	Female		6 years.
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Experience & Employmen	
Years of experience in relev	ant field Year of Enperiere.
Name of Company	Pa-14 Trans Co. 1 1074
Duration of employment	Rank Team Consul lants From date: Jan' 94 To date: may'97 - 3yn
Location	
Designation	Bashler bagh.
Last drawn salary	Slenographer
Brief Description of work	2500 /-
Diter Description of Work	Talcing pictations, making project reports
	and Submitting to bank for the parton
	and submitting to bank for the purpose of Term loans & working Capital limits. Loudering
	after day to day Goutine.
	pro any resident
Reason for leaving	due to marriage.
Remarks: (For office use only - Do	not write in this box)
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Name of Company	Shweln computers Limited
Duration of employment	From date: Jan 48 To date: Del 2000 - 28
Location	Paradite
Designation ·	D. C
Last drawn salary	linna I
Brief Description of work	Hundling day to day correspondence as dictated
Brief Bescription of Work	Hunding way to day correspond to a contract
	Systamatic maintenance of Theorems. Support maintains
	systematic maintenance of new ds. Suffort & manketing people by malaine Quotations for the enquiries. Sufference of general follow-up.
	Suftenin ondence & general Politics-cit.
	monthly salery statements of I.F. & ESI statements
Reason for leaving	for better prospection.
Remarks: (For office use only - D	o not write in this box)
1	

Name of Company	Neutra Laboratories Limited
Duration of employment	From date: Jan 2001 NOV 2003
Location	
Designation	Sil-Nagar Sleno / secretary
Last drawn salary	
Brief Description of work	co-ordinating with Interdepartmental heads
1	Disperson Displace Addres & Possile
	preparing parkone order of Invoice. Inlamed arrespondence to feeting, monthly
	Interned arrespondence villa
	salary of ot statements. P.F. & ESE Records.
Reason for leaving	shiftled to dutbullepun mandal.
Remarks: (For office use only - Do	not write in this box)
	Company and the company of the compa
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Name of Company	Surya Lammi Cotton mills Limited From date: Jan'2004 tilldate
Duration of employment	From date: Jan 2004 fill dall
Location	Paradise Steno Island
Designation	Stano Secretary
Last drawn salary	76001-
Brief Description of work	Production programs, Developments, stock, providing support to marketing depl-
	Stock, providing support to marketing depl-
	Lusiens allo barelline of CFO Rocking
	About grapes buttoning of Coop Bush
	of structure and some steems and the bound of the state o
Paggan for location	inumal correspondence to truing through to mail
Reason for leaving	Louising after Cravelling of CEU, Booling of Hillets and hold Accomodation. Internal correspondence to frehry through E-nail late how up to 9:30 pm.
Remarks: (For office use only - D	o not write in this box)
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Dr L	di Di ille to No le in Home.

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