

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



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|--------------------|---|
| Name | M. NAGA LAXMI |
| Salary | 16,000/- |
| 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 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 - 13. |
| Employee company | VISTA HOMES |
| Designation | ENGINEER |
| Site | VISTA |
| Date of joining | 01-10-2012 |
| Report to | A RAMESH |
| 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 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 _____ <input type="checkbox"/> Surety from _____ <input checked="" type="checkbox"/> 1 yr bank statement _____ <input checked="" type="checkbox"/> Reference letter from <u>Comfort Designers</u> <input checked="" type="checkbox"/> Reference letter from <u>SS Constructions.</u> <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____ |
| Remarks | → EX-EMPLOYEE |

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| Approved by Manager - HR & Admin. | | Approved by Managing Director | |
| Date: | 29-09-2012 | Date: | |
| Sign: | <i>Daini</i> | Sign: | |

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

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|-----------------------|--|
| Background – Personal | <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor |
| Background – Work | <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor |
| Personality | <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor |
| Appearance | <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor |
| Communication skills | <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 | |
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Remarks by Divisional Manager: (For office use only – Do not write in this box)

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

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

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|----------------|--|-----------------|--|
| Salary offered | | Date of joining | |
| Remarks: | | | |
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Bio-Data

Note: Attach copy of Resume / Bio-data

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|-------------------------|--|---------------------------------------|
| Application for post of | Auto-Cad | |
| Date of application | | |
| Application through | <input type="checkbox"/> Advertisement | <input type="checkbox"/> Referred by: |

Personal Details

| | | |
|----------------------------|---|---------------|
| Name | M. Nagalaxmi | |
| Age | | Date of Birth |
| Fathers Name | M. Srinivas | |
| Address for Correspondence | H.No: 4-12/11, Boduppal | |
| Phone & Mobile | 9246824547 | |
| Permanent Address | H.No: 4-12/11, Sai Durga Nagar, Boduppal, uppal - 39 | |

Husband

Education

| | | |
|--------------------|---|--|
| Degree (PG) | | |
| Name of college | | |
| Location | | |
| Course type | <input type="checkbox"/> Regular Course | <input type="checkbox"/> Correspondence Course |
| Year of completion | | Medium of Instruction |
| Percentage marks | | Category |
| | | SC / ST / BC / Open |

| | | |
|--------------------|---|--|
| Degree | | |
| Name of college | | |
| Location | | |
| Course type | <input type="checkbox"/> Regular course | <input type="checkbox"/> Correspondence Course |
| Year of completion | | Medium of Instruction |
| Percentage marks | | |

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|----------------------------|-------------------------|-----------------------|
| Name of Inter/ Jr. College | Kasturba Junior College | |
| Location | Marredpally | |
| Year | | Medium of Instruction |

| | | |
|----------------|-----------------------|-----------------------|
| Name of school | St. Johns High School | |
| Location | West Marredpally | |
| Year | 1990 | Medium of Instruction |
| | | English |

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|--|------------------------|
| Description of other courses or training | Diploma in Civil Engg. |
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Computer Skills

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| 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 checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor |
| Other | |

Two Wheeler / Car

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|------|---|------|---|
| Make | — | Year | — |
|------|---|------|---|

| Family Details | Name | Age | Occupation | Company |
|------------------|-------------|-----|------------|---------------------------|
| Father | S.K. Rao | 65 | Retired | Central govt. (Air force) |
| Mother | S. Devi | 58 | House wife | |
| Wife / Husband | M. Srinivas | 42 | Accountant | Disha children's Hospital |
| Brother / Sister | Pramila | 34 | House-wife | |
| Brother / Sister | S.V.S. Rao | 29 | Manager | Cognizent (MNC Company) |
| Brother / Sister | — | — | — | — |
| Son / daughter | — | — | — | — |
| Son / daughter | Arinudh | 11 | Student | |
| Son / daughter | Priyanka | 9 | Student | |

Salary Details

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

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|--------------------------------|--|--|--|
| Last Drawn Salary | 18,500/- | | |
| 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 | | | |

Surety

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|--|-------------|--|---------------|--|
| Can you provide 2 sureties from Govt. employees or employees of reputed companies? | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Surety 1: | Name | | Company | |
| | Designation | | Your Relation | |
| Surety 2: | Name | | Company | |
| | Designation | | Your Relation | |

Commitment

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| 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 years

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|--|--|--|-----------------------|
| Name of Company | N.S.S. Associates | | |
| Duration of employment | 2 yrs | From date: 2004 | To date: 2006 (April) |
| Location | Amberpet | | |
| Designation | Draughtsman | | |
| Last drawn salary | 4000/- | | |
| Number of employees in the company / branch? | 10 | Number of employees in your dept. or division? | |
| Brief description of work handled by you. | Road Cross-sections, Architectural Drawings | | |
| Reason for leaving | Got better opportunity | | |

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|--|--|--|---------------------|
| Name of Company | Modi Properties & Investment Pvt. Ltd. | | |
| Duration of employment | 4-10 yrs | From date: 2006 (May) | To date: 2011 (Jan) |
| Location | Ravi Ganga | | |
| Designation | Asst. Engg. | | |
| Last drawn salary | 13000/- | | |
| Number of employees in the company / branch? | | Number of employees in your dept. or division? | |
| Brief description of work handled by you. | Billing database & Cad drawings | | |
| Reason for leaving | Got better opportunity | | |

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| Name of Company | S.S. Const ructions | | |
| Duration of employment | 1 yrs | From date: 2011 (Feb) | To date: 2012 (Apr) |
| Location | Habsiguda | | |
| Designation | Billing Engineer | | |
| Last drawn salary | 18000/- | | |
| Number of employees in the company / branch? | 30 | Number of employees in your dept. or division? | 2 |
| Brief description of work handled by you. | labour bills checking & preparing final bills | | |
| Reason for leaving | Not satisfied with the job. | | |

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| Name of Company | Comfert Designers | | |
| Duration of employment | yrs | From date: 2012 (Apr) | To date: Till date |
| Location | Tarnaka | | |
| Designation | Auto cad Draughtsman | | |
| Last drawn salary | ? 18,500 - ? | | |
| Number of employees in the company / branch? | 15 | Number of employees in your dept. or division? | 6 |
| Brief description of work handled by you. | Municipal drawings, working plans, layouts | | |
| Reason for leaving |) | | |

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Ask for additional sheets if required.

CURRICULUM VITAE

M.NAGALAXMI
W/o M.Srinivas
H.No:-4-12/11
Sai Durga Nagar
Boduppal, Uppal
Hyderabad-500039

Cell: 9246824547

CAREER OBJECTIVE:- To pursue a challenging carrier, which utilizes my knowledge and skills in CAD field to the maximum extent in an organization that can exploit my present skills and provide platform for career growth and learning.

Technical Skills

Operating system: MS-OFFICE,
Softwares : Auto cad- 2000

Educational Qualifications

Diploma in Civil Engineering from Kamala Nehru Polytechnic Exhibition Grounds Nampally, Hyderabad.

Work Experience

- Worked as Autocad operator in N.S.S. Associates for 2 years.
- Worked as Asst.Engg in Modi Properties & Investments Pvt Ltd. for 4 years 8 Months.
- Worked as Billing Engg in S.S.Constructions for 1 year.
- Presently working in Comfort Designers as Cad-operator.

PERSONAL DETAILS

Name : M.Nagalaxmi
Husbands Name : M.Srinivas
Date of Birth : 22-10-1973
Marital status : Married
Religion : Hindu
Nationality : Indian
Languages Known : Telugu, Hindi, and English
Present Salary : Rs.18, 500/-

Place:

Date: (M.Nagalaxmi)

