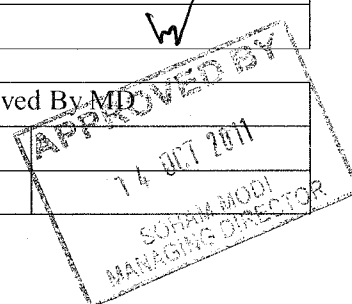


Details of Appointment: (For office use only – Do not write on this page)

Name	B. MALLI KARTUN.
Salary	R 8000/-
Conveyance	<input type="checkbox"/> Included in salary <input type="checkbox"/> Extra Rs. _____ per month
Mobile Allowance	<input type="checkbox"/> Nil <input type="checkbox"/> Rs. 250/- per month.
PF & ESI	<input type="checkbox"/> No PF & ESI <input type="checkbox"/> Only after 3 months <input checked="" 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 type="checkbox"/> Next April -12
Employee company	GWE
Designation	Asst. Engineer
Site	GWE
Date of joining	26/09/11
Report to	Mr. RANJITH PRAKASH
Commitment	Committed to work for atleast 2 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 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 <input checked="" type="checkbox"/> Reference letter from <u>GANE - KAPPA</u> <input checked="" type="checkbox"/> Reference letter from <u>GANE -</u> <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	He was referred by Mr. Nagarjun, Suley

Approved by Shankar Reddy	Approved By MD
Date: 22/09/11	Date: 14 OCT 2011
Sign: <i>[Signature]</i>	Sign: <i>[Signature]</i>



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 type="checkbox"/> Good <input checked="" type="checkbox"/> Average <input type="checkbox"/> Poor
Communication skills	<input type="checkbox"/> Good <input checked="" 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>→ He has no knowledge in residential construction.</p> <p>→ Salary seems to be higher level</p> <p>→ He has entered town</p>	

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		Date of joining	
Remarks:			

Ref: Nagayyan (His classmate)

OK
R

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	Jr. Engineer
Date of application	
Application through	<input type="checkbox"/> Advertisement <input checked="" type="checkbox"/> Referred by: M. Nagarjuna (Asst. Sales manager)

Personal Details

Name	B. Mallikarjuna		
Age	29	Date of Birth	14.11.1982
Fathers Name	B. Sarfameshwar		
Address for Correspondence	H.no: 1-10-1/20/85, Manethi Colony, Cheruvu, Ruzhiginde, Hyd - 500 062		
Phone & Mobile	9441114139		
Permanent Address	- Same as above -		

data
write

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/BET/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			

Name of ^{Diploma} Inter/Jr. College	S. N. L. Polytechnic College		
Location	Ramanthapur		
Year	1999 - 2002	Medium of Instruction	English

Name of school	St Georges High School		
Location	Moula Ali		
Year	1998	Medium of Instruction	English

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 type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
MS Excel	<input 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	Splender pro	Year	2011
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Family Details	Name	Age	Occupation	Company
Father	Sangameshwar	58	work inspector	Irrigation Dept. <i>Malabar</i>
Mother	Kalarathi	50	Housewife	-
Wife / Husband	Sridevi	25	Housewife	-
Brother / Sister	Anji Babu	27	O.C. Dept	add stone, cherlapathy
Brother / Sister	veeresh	25	Lab	vivo Biotech
Brother / Sister	Ajay	23	student	(MBA)
Son / daughter	shirvanhi	ob.mnts	-	-
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	Rs. 10,000 - ∞		
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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Mobile Allowance: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Expected Salary	Rs. 12,000 - ∞		

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	Sangameshwar	Company	Irrigation Board
	Designation	work inspector	Your Relation	father
Surety 2:	Name	Anji babu	Company	add stone
	Designation	O.C. Dept	Your Relation	brother

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	
---------------------------------------	--

Name of Company	G.H.M.C. Kappa Circle		
Duration of employment	5 yrs	From date:	2003 To date: 2007 (2007)
Location	ECIL		
Designation	work Inspector		
Last drawn salary	Rs 7,500		
Number of employees in the company / branch?		Number of employees in your dept. or division?	10
Brief description of work handled by you.	Construction works like open drains, slabs laying works like such lanes (pipelines) and C.C. roads etc. and also M.B recordings		
Reason for leaving	salary		

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

He is knowledge in Drainage, Road works, En Resurveys. Residential construction like bit of knowledge in their. We can train him, look like he can learn fastly. Computer knowledge M.S. Office like bit of overall we can take him like a fresher.

2/19/11

Name of Company	(present) semi-regularly, etc		
Duration of employment	yrs	From date:	2010 To date:
Location	Diagonally		
Designation	work Inspector		
Last drawn salary	Rs 10,000		
Number of employees in the company / branch?		Number of employees in your dept. or division?	12
Brief description of work handled by you.			
Reason for leaving			

PTO

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

Name of Company	Uppal circle, (GHMC) & Alwal circle (GHMC)				
Duration of employment	yrs	From date:	2008	To date:	2010
Location	Uppal & Alwal				
Designation	work inspector				
Last drawn salary	Rs 9,000-00				
Number of employees in the company / branch?		Number of employees in your dept. or division?	7		
Brief description of work handled by you.	Laying works like sewer pipe lines, C.C roads and construction of open drains, estimation preparing and m.B. recording and construction of host buildings				
Reason for leaving	Salary				

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

Name of Company	Savitripally circle (GHMC)				
Duration of employment	yrs	From date:	2010	To date:	present working
Location	Savitripally				
Designation	work inspector				
Last drawn salary	Rs 10,000-00				
Number of employees in the company / branch?		Number of employees in your dept. or division?	12		
Brief description of work handled by you.	Laying works like sewer pipe lines, C.C roads and construction of host buildings and open drains, preparing of estimations and m.B. recording				
Reason for leaving					

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

Ask for additional sheets if required.

CURRICULUM VITAE

B. MALLIKARJUN
H.No. 1-10-1/200/85,
Maruthi Colony,
Chakripuram, Kushaiguda,
Hyderabad - 500 062.

9441114139
Mobile: ~~02828210~~

CAREER OBJECTIVE:

Seeking an opportunity for professional growth and increasing responsibilities in an organization and to work in intellectually stimulating environment, developing innovative skills.

EDUCATIONAL QUALIFICATION:

Academic

- SSC from Board of Secondary Education.
- Diploma in Civil Engineering from Jawaharlal Nehru Polytechnic College, Ramanthapur.
- Completed six months training in Medical Transcription at Unicorn Soft labs.

Computers:

- M.S.Office

EXPERIENCE:

- Worked as Work Inspector at Kapra Municipal Office for 5 (five) years

STRENGTHS:

- Positive thinking
- Self confidence
- Hard working

PERSONAL PROFILE:


Name	:	B. MALLIKARJUN
Father's Name	:	B. SANGAMESHWAR
Date of Birth	:	14-11-1982
Gender	:	Male
Marital Status	:	Married
Nationality	:	Indian
Languages Known	:	Telugu, Hindi & English

DECLARATION:

I hereby declare that the above information is true and correct to the best of my knowledge.

Date: 20/09/2011

Place: Hyderabad


(B. MALLIKARJUN)

