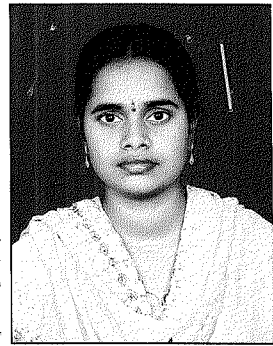


**Details of Appointment:** (For office use only – Do not write on this page)



Name	S. NAVANITHA
Salary	Rs 6000/- PM
Conveyance	<input 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>200</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 type="checkbox"/> Next April -12
Employee company	PARAMOUNT BUILDERS
Designation	SALES EXECUTIVE - FD
Site	PMA
Date of joining	11.07.11
Report to	NARENG DEEPA
Commitment	Committed to work for atleast <u>2</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 <u>pan card</u> <input type="checkbox"/> Fathers employment details / Copy of ID card. <input type="checkbox"/> Surety from <u>Swagone</u> <input type="checkbox"/> Surety from _____ <input type="checkbox"/> 1 yr bank statement _____ <input checked="" type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	She was referred by Mrs. Swagone. (Her letter in la)

Approved by Shankar Reddy	Approved By MD
Date: 13/07/11	Date: 13 JUL 2011
Sign: <i>[Signature]</i>	Sign: <i>[Signature]</i>

**APPROVED BY**  
 SOHAM MODI  
 MANAGING DIRECTOR

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 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 type="checkbox"/> Average <input type="checkbox"/> Poor
Other	

### Two Wheeler / Car

Make		Year	
------	--	------	--

Family Details	Name	Age	Occupation	Company
Father	Gr. Hallelsh	50	Clerk	MCH
Mother	Gr. Pushpa	45	Housewife	
29.6-85 Wife / Husband	S. Santosh	26	Fashion Designer	women's world
Brother / Sister	Gr. Naveen	20	B.Com II	
Brother / Sister	Gr. Saipraveen	19	B.Tech I	
Brother / Sister				
41-9-10 Son / daughter	S. Ivaan	0.9mn		
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	8000/-		
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	10,000/-		

### Surety

Can you provide 2 sureties from Govt. employees or employees of reputed companies?				<input type="checkbox"/> Yes <input type="checkbox"/> No
Surety 1:	Name	Gr. Hallelsh	Company	MCH
	Designation	Clerk	Your Relation	Father
Surety 2:	Name	P. Nagesh	Company	Defence.
	Designation	Storeman	Your Relation	Uncle

### Commitment

Can you commit to work for a minimum of 2 years?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
--	---

**Experience & Employment Details**

Years of experience in relevant field	9 months.
---------------------------------------	-----------

Name of Company	Hinduja Global Solutions		
Duration of employment	yrs	From date:	To date:
Location	Somajiguda.		
Designation	CRO		
Last drawn salary	8000/-		
Number of employees in the company / branch?	40	Number of employees in your dept. or division?	12
Brief description of work handled by you.	As a customer Related officer to deal with the issues of customers related to Airtel		
Reason for leaving	Due to night shifts		

**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)


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)


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.*

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

Background – Personal	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Background – Work	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Personality	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Appearance	<input type="checkbox"/> Good <input checked="" type="checkbox"/> Average <input type="checkbox"/> Poor
Communication skills	<input checked="" type="checkbox"/> Good <input 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	A 5500 to 6000/-
→ Communication skills are good	

**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:			



## CURRICULAM- VITAE

S.NAVANITHA,  
Flat no 101,Rohit Sadan Apts,  
Narsimha Reddy Nagar Colony,  
Old Malkajgiri,  
Secunderabad-500047.

Contact : 9293002449  
Email: navanitha\_sony@yahoo.com,

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### OBJECTIVE

To obtain a challenging responsible position in a professionally managed organization. I am looking forward to an opportunity where I can utilize my skills in contributing effectively to the success of the organization and also further to improve my personnel skills by challenging assignments.

### EDUCATIONAL PROFILE

- Completed Bachelor of Commerce from David memorial degree college.
- Completed **INTERMEDIATE** from Guruswamy Women's Junior college.
- Completed schooling from ST. Francis De'sales High School.

### TECHNICAL PROFILE

- Ms-WORD, EXCEL, ACSESS,.POWERPOINT,
- .TALLY 7.2

### STRENGTHS

- Dedication& Team involvement.
- Self confidence.
- Positive Attitude

### INTEREST AND HOBBIES

- Listening Music.
- Playing Games.

### EXPERIENCE

- Worked as CRO for Airtel in Hinduja Global Solutions for 9 months





**PERSONAL PROFILE**

Name : S. Navanitha  
Husband Name : S.Santosh  
Date of Birth : 30-11-1988  
Age : 22 years  
Sex : Female  
Marital Status : Married  
Nationality : Indian  
Religion : Hindu  
Languages Known : English and Telugu  
Hobbies : Playing Games, Listening music.

**DECLARATION:**

I here declare that the information stated above is true to the best of my knowledge.

Place:

Date:

(S. Navanitha)





# OSMANIA UNIVERSITY UE 349143

## CONSOLIDATED MARKS MEMORANDUM

EXAMINATION: B. Com. (YWS) OCT. / NOV. 2009

REF.NO. : 2097

DATE : 09/01/2010

NAME : G NAVANITHA  
FATHER'S NAME : G MALLESH

ROLL NO. : 166-07-01516

PART I SUBJECTS	MAX. MARKS	PASS MARKS	MARKS SECURED	YEAR OF PASSING
FIRST YEAR: ENGLISH 1	100	36	61	A07
HINDI I (SEC. LANG)	100	36	75	A07
SECOND YEAR: ENGLISH 2	100	36	69	A08
HINDI II (SEC. LANG)	100	36	71	A08

TOTAL MARKS SECURED IN PART I  
IN FIGURES : 276  
IN WORDS :

**\*\* TWO SEVEN SIX \*\***

PART I DIV : FIRST

PART II SUBJECTS	THEORY MARKS				PRACTICAL MARKS			
	MAX. MARKS	PASS MARKS	MARKS SECURED	YEAR OF PASSING	MAX. MARKS	PASS MARKS	MARKS SECURED	YEAR OF PASSING
FIRST YEAR:								
BUSINESS ECONOMICS	100	36	51	A07	==	==	==	===
FINA. ACCOUNTING I	100	36	59	A07	==	==	==	===
INDUSTRIAL ORG. MGMT.	100	36	41	A07	==	==	==	===
QUANT. TECHNIQUES I	100	36	48	A07	==	==	==	===
FUNDAMENTAL OF I.T.	70	25	37	A07	30	11	25	A07
*IND. H. CULTURE	50	18	39	A07	==	==	==	===
SECOND YEAR:								
FINAN. ACCOUNTING II	100	36	52	A08	==	==	==	===
BUS. MATHS/Q. T-2	100	36	36	A08	==	==	==	===
BANKING&FIN. SYSTEM.	100	36	69	A08	==	==	==	===
E-COMMERCE	70	25	55	S08	30	11	29	A08
D. B. M. SYSTEMS	70	25	56	A08	30	11	26	A08
*ENVI. STUDIES	100	36	87	A08	==	==	==	===
THIRD YEAR:								
BUSINESS LAWS	100	36	59	A09	==	==	==	===
ACCOUNTING SYSTEM	70	25	38	A09	30	11	25	A09
WEB PROGRAMMING	70	25	34	S09	30	11	24	A09
A&B. COMMUNICATION	100	36	70	A09	==	==	==	===
INCOME TAX	100	36	64	A09	==	==	==	===
COST ACCOUNTING	100	36	85	A09	==	==	==	===
CORPORATE ACCOUNTING	100	36	85	A09	==	==	==	===
MANAGEMENT ACCOUNT.	100	36	85	A09	==	==	==	===
*SCI. AND CIVI.	050	18	43	A09	==	==	==	===

TOTAL MARKS } IN FIGURES : ===  
SECURED IN PART II } IN WORDS : ===  
}

PART II DIV COMPLETED

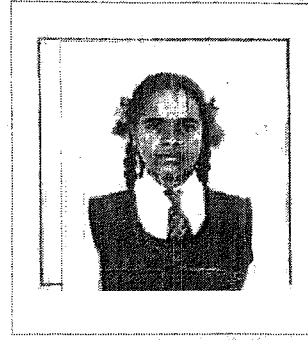
\* INDIAN HERITAGE & CULTURE AND SCIENCE AND CIVILISATION MARKS ARE NOT INCLUDED IN THE PART II AGGREGATE AND DIVISION.

HYDERABAD, A.P.

*Signature*  
REGISTRAR



# BOARD OF SECONDARY EDUCATION ANDHRA PRADESH



## SECONDARY SCHOOL CERTIFICATE

CC 130813

PC/03/02060/23830/3

CERTIFIED THAT **G NAVANITHA**  
**D/O G MALLESH** Bearing Roll No **0147097**  
 belongs to **ST.FRANCIS DE SALES H S, NORTH LALAGUDA**  
 has appeared and PASSED at the SSC EXAMINATION held in **MARCH 2004** in **FIRST**  
 Division with **ENGLISH** as the medium of instruction.

DATE OF BIRTH OF THE CANDIDATE	DAY	MONTH	YEAR
30/11/1988	THREE ZERO	NOVEMBER	ONE NINE EIGHT EIGHT

### THE CANDIDATE SECURED THE FOLLOWING PERCENTAGE OF MARKS

SUBJECT	Marks Secured (in figures)	Marks Secured (in words)
FIRST LANGUAGE : ( <b>HINDI</b> )	74	SEVEN FOUR
THIRD LANGUAGE : <b>ENGLISH</b>	76	SEVEN SIX
MATHEMATICS :	72	SEVEN TWO
GENERAL SCIENCE :	67	SIX SEVEN
SOCIAL STUDIES :	76	SEVEN SIX
TOTAL :	365	( THREE SIX FIVE )
SECOND LANGUAGE : ( <b>TELUGU</b> )	66	SIX SIX
GRAND TOTAL :	<b>431</b>	( FOUR THREE ONE )

Life Skills Education : **GRADE SECURED : A**

Marks of Identification : 1. *A Mole on the right little finger*

Head of Institution  
with School Stamp

**HEAD MASTER**  
**S.F.S. HIGH SCHOOL**  
**SHANTINAGAR**  
**SECUNDERABAD-17**

*S. B. Hanumanth*

**SECRETARY**  
**BOARD OF SECONDARY EDUCATION**  
**A. P. HYDERABAD**

Date of issue : 30-04-2004

1. Life skills Education : The Grade shall be incorporated by the respective Heads of the Institutions before delivery of the certificates to the candidates.
2. Any corrections in the certificate will not be entertained after one year from the date of issue.
3. Any unauthorised correction in the certificate will result in cancellation of certificate.
4. The Marks with asterisk indicates the old marks secured in previous appearances.



2004



Sl. No. **F274439**

23/23040/F274439



# Board of Intermediate Education, A. P.

Vidya Bhavan, Nampally, Hyderabad - 500 001



## INTERMEDIATE PASS CERTIFICATE CUM MEMORANDUM OF MARKS

This is to certify that **G NAVANITHA** daughter  
of **G MALLESH** bearing  
Registered No. **062348449** has appeared at the Intermediate Public  
Examination held in **MARCH-2006** and passed **in C GRADE**  
with **ENGLISH** as the Medium of Instruction.

The subjects in which **she** was examined and the marks awarded are as follows :

Subject	I Year		II Year	
	Maximum Marks	Marks Secured	Maximum Marks	Marks Secured
Part - 1 : <b>ENGLISH</b>	<b>100</b>	<b>065</b>	<b>100</b>	<b>077</b>
Part - 2 : <b>HINDI</b>	<b>100</b>	<b>070</b>	<b>100</b>	<b>076</b>
Part - 3 : Optional Subjects				
<b>ECONOMICS</b>	<b>100</b>	<b>037</b>	<b>100</b>	<b>038</b>
<b>COMMERCE</b>	<b>100</b>	<b>052</b>	<b>100</b>	<b>035</b>
<b>CIVICS</b>	<b>100</b>	<b>050</b>	<b>100</b>	<b>047</b>
<b>Total Marks In Figures</b>	<b>547</b> ➡			
<b>In words</b>	<b>*FIVE**FOUR**SEVEN</b>			
<b>Date</b>	<b>24-04-2006</b>			

Principal

Signature of the Principal and College Seal  
**Amritha Women's Christian Junior College**  
**Tarnaka, Secunderabad**

Controller of Examinations

NOTICE: IF ANY RECES ARE OVERLEAP \* INDICATES MARKS OBTAINED AT AN EARLIER EXAMINATION

062348449

