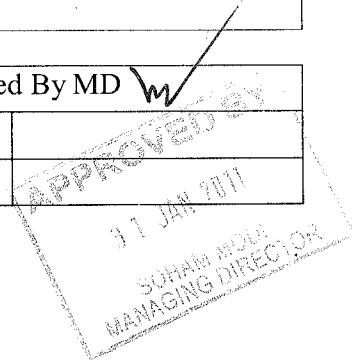




Details of Appointment: (For office use only – Do not write on this page)

Name	N. RENUKA DEVI
Salary	5,000/- + Rs 500 Advance <i>enclosure</i> check
Conveyance	<input checked="" type="checkbox"/> Included in salary <input type="checkbox"/> Extra Rs. <u>Nil</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 checked="" 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
Employee company	KADAKIA & MEDI HOUSING
Designation	SALES EXECUTIVE – FRONT DESK
Site	BLOOMDALE, SHAMEERPET
Date of joining	18.01.2011
Report to	SALES MANAGER – KNM
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 certificated <input checked="" type="checkbox"/> Copy of degree certificates <input type="checkbox"/> Copy of drivers license <input checked="" type="checkbox"/> Copy of passport, <i>if available</i> <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 type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Reference letter from _____ <input checked="" type="checkbox"/> Other <i>EXPENSE letter from LASER SYSTEMS LTD.</i> <input checked="" type="checkbox"/> Other <i>ADDRESS PROOF & ID PROOF</i>
Remarks	

Approved by Shankar Reddy	Approved By MD <i>W</i>
Date: <i>22/01/11</i>	Date:
Sign: <i>[Signature]</i>	Sign:



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	Tally, HTML, Oracle.

Two Wheeler / Car

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

Family Details	Name	Age	Occupation	Company
Father	N. Kamchander	50	Private	Maxima Design & Layout.
Mother	N. Krishnaveni	45	Home Maker	
Wife / Husband				
Brother / Sister	N. Megamala	24	Private employee	Blue Dart Express
Brother / Sister				
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	8,000/-		
Does the above salary include:	ESI: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	PF: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	Conveyance: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Mobile Allowance: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Expected Salary	9,000/-		

Surety

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

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 | Sales coordination & coordinator operations

Name of Company	Laser Systems Ltd. July		
Duration of employment	1 1/2 yrs	From date: July 12 th 2009	To date: Dec 30 th 2010
Location	West Marnedpally		
Designation	Sales coordinator & operations		
Last drawn salary	8000/-		
Number of employees in the company / branch?	75	Number of employees in your dept. or division?	20
Brief description of work handled by you.	First 6 Months handled in sales department total purchases to sales of APC UPS & Xerox Machines preparing orders, reports etc & later promoted as coordinator operations i.e Inventory & Admin work for 1 year.		
Reason for leaving	office shifted to 9th head office Vijay.		

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 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 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	
→ Front Desk Executive - 1st Shift	

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	5000 + 500	Date of joining	18/01/11
Remarks:			

CURRICULAM VITAE

N.RENUKA DEVI

H.NO.242/A,

Sanjeevaiah Nagar Colony,

West Marredpally,

Secunderabad-5000016.

Mobile: 9666848606, 8099308980.

Email ; renukadevi47@yahoo.com

CAREER OBJECTIVE:

To obtain a challenging and responsible position in a professional oriented organization where I can utilize my skills in contributing effectively to the success of the organization.

STRENGTH:

Self-confidence, positive thinking, hard working, keen to learning.

EDUCATIONAL QUALIFICATION:

- S.S.C from Govt Girls High School in the year April 2004.
- Intermediate from Ken Junior College in the year March 2006.
- B.com(computers) from Ken Degree College(O.U) in the year March 2009.

MY PROFILE:

- Flexible and Ready to accept the challenge.
- Ability to work hard sincerely and ready to take responsibility.

ADDITIONAL QUALIFICATION:

- MS.Office, Tally, HTML, Oracle.

HOBBIES:

- Reading Books.
- Playing Shuttle.

EXPERIENCE:

- Worked in Laser Systems Limited as a Sales Co-ordinator for 6 Months and Promoted as Co-ordinator Operations for 1 Year.

PERSONAL DETAILS:

Name : N.RENUKA DEVI
Father's Name : N.RAMCHANDER
Date of Birth : 29-12-1988
Languages Known : English, Hindi, Telugu
Nationality : Indian

Date: 17/1/11

Place: Secunderabad.



(N.RENUKA DEVI)



UJ 333906

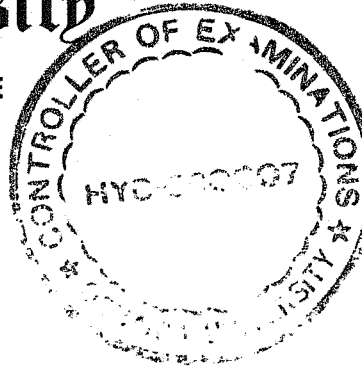
Osmania University

FACULTY OF COMMERCE

Ref. No. 409977

Provisional Certificate

Roll No. 311-07-01517



This is to certify that N RENUKA DEVI
son/daughter of N RAMCHANDER
passed the BACHELOR OF COMMERCE

Examination of this University, held
in MARCH/APRIL 2009 and that he/she was placed in

Part I : FIRST DIVISION

Second Language : TELUGU

Part II : FIRST DIVISION

Hyderabad A.P.

Dated 11/06/2009

Shivaloj

for Registrar

W
Section - incharge



OSMANIA UNIVERSITY OF 304475

CONSOLIDATED MARKS MEMORANDUM

EXAMINATION B. Com. (YWS) MARCH/APRIL 2009

REF. NO. 9977

DATE 11/06/2009

NAME N RENUKA DEVI
FATHER'S NAME N RAMCHANDER

ROLL NO. 311-07-01517

PART I SUBJECTS	MAX. MARKS	PASS MARKS	MARKS SECURED	YEAR OF PASSING
FIRST YEAR :				
ENGLISH 1	100	36	69	A07
TELUGU I (SEC. LANG)	100	36	81	A07
SECOND YEAR :				
ENGLISH 2	100	36	67	A08
TELUGU II (SEC. LANG)	100	36	76	A08

TOTAL MARKS SECURED IN PART I
IN FIGURES 293
IN WORDS

** TWO NINE THREE **
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	65	A07	===	===	===	====
FINA. ACCOUNTING I	100	36	71	A07	===	===	===	====
INDUSTRIAL ORG. MGMT.	100	36	59	S07	===	===	===	====
QUANT. TECHNIQUES I	100	36	53	A07	===	===	===	====
FUNDAMENTAL OF I. T.	70	25	42	A07	30	11	20	A07
*IND. H. CULTURE	50	18	35	A07	===	===	===	====
SECOND YEAR :								
FINAN. ACCOUNTING II	100	36	67	A08	===	===	===	====
BUS. MATHS (Q. T-2)	100	36	60	A08	===	===	===	====
BANKING&FIN. SYSTEM.	100	36	57	A08	===	===	===	====
E-COMMERCE	70	25	50	A08	30	11	20	A08
D. B. M. SYSTEMS	70	25	57	A08	30	11	26	A08
*ENVI. STUDIES	100	36	80	A08	===	===	===	====
THIRD YEAR :								
BUSINESS LAWS	100	36	43	A09	===	===	===	====
ACCOUNTING SYSTEM	70	25	43	A09	30	11	29	A09
WEB PROGRAMMING	70	25	35	A09	30	11	25	A09
A&B. COMMUNICATION	100	36	65	A09	===	===	===	====
INCOME TAX	100	36	60	A09	===	===	===	====
COST ACCOUNTING	100	36	76	A09	===	===	===	====
CORPORATE ACCOUNTING	100	36	53	A09	===	===	===	====
MANAGEMENT ACCOUNT.	100	36	65	A09	===	===	===	====
*SCI. AND CIVI.	050	18	25	A09	===	===	===	====

TOTAL MARKS SECURED IN PART II } IN FIGURES : 1141
IN WORDS : ** ONE ONE FOUR ONE ** PART II DIV FIRST

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



OSMANIA UNIVERSITY

MEMORANDUM OF MARKS

UD 667548

EXAMINATION: B. Com. III YEAR MARCH/APRIL 2009

REF. NO.: 22716

DATE: 11/06/2009

NAME: N RENUKA DEVI

ROLL NO.: 311-07-01517

FATHER'S NAME: N RAMCHANDER

SL. NO.	SUBJECT NAME	UNIVERSITY EXAMINATION			
		MAXIMUM MARKS	PASS MARKS	MARKS SECURED	RESULT
1	BUSINESS LAWS	100	36	43	PASS
2	ACCOUNTING SYSTEM	70	25	43	PASS
3	ACCOUNTING SYSTEM PR	30	11	29	PASS
4	WEB PROGRAMMING	70	25	35	PASS
5	WEB PROGRAMMING PRA.	30	11	25	PASS
6	A&B. COMMUNICATION	100	36	65	PASS
7	INCOME TAX	100	36	60	PASS
8	COST ACCOUNTING	100	36	76	PASS
9	CORPORATE ACCOUNTING	100	36	53	PASS
10	MANAGEMENT ACCOUNT.	100	36	65	PASS
11	SCI. AND CIVI.	050	18	25	PASS
	=====	=====	=====	=====	=====
TOTAL				494	

TOTAL IN WORDS: * FOUR * NINE * FOUR *

GRAND TOTAL AT THE END OF THE COURSE: * ONE * ONE * FOUR * ONE *

RESULT: I DIVISION

CLERK-IN-CHARGE

SUPERINTENDENT

CONTROLLER OF EXAMINATIONS

11/06/2009

ASER

LASER SYSTEMS LTD.



N RENUKA DEVI
Coordinator - Operations

S. Kaur
Issuing Authority

Plot No. 50, Sarvasukhi Colony,
West Marredpally,
Secunderabad - 500 026.
Ph. 27702685, 27702687, Fax - 27716985.
Email : laserhyd@lasersystems.in

Address: H No. 242 A
Sanjeeviah Nagar Colony
West Marredpally
Secunderabad
Ph. 9666848606

INSTRUCTIONS

1. Please carry this card while on duty. Loss of this card must be reported immediately.
2. Duplicate will be given on payment of prescribed fee.
3. Card must be surrendered on leaving the company's service.
4. If found, please return to the address mentioned on the card.

CHINTA, APART 6635314

