

13665

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

Name	THOMAS JOSEPH
Salary	12,500/-
Conveyance	<input checked="" type="checkbox"/> Included in salary <input type="checkbox"/> Extra Rs. <del>AIA</del> per month
Mobile Allowance	<input type="checkbox"/> Nil <input checked="" 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 checked="" type="checkbox"/> Next April - 2013
Employee company	MEHTA & MODI HOMES
Designation	ADMIN. OFFICER
Site	CHERLAPALLY - SOR / VSC.
Date of joining	17-10-2012
Report to	PROJECT MANAGER
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 type="checkbox"/> Copy of degree certificates <input checked="" 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 _____ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	→ Referred by Harry Daniel.

Approved by Manager - HR & Admin.		Approved by Managing Director	
Date:	15.10.2012	Date:	
Sign:	<i>[Signature]</i>	Sign:	

**APPROVED BY**  
 15 OCT 2012  
 SOHAM MODI  
 MANAGING DIRECTOR

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

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 checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Appearance	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Communication skills	<input checked="" type="checkbox"/> Good <input 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	15006/- (include Conveyance)

**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:			

**Bio-Data**

Note: Attach copy of Resume / Bio-data

Application for post of	ADMIN - OFFICER		
Date of application	11-10-12		
Application through	<input type="checkbox"/> Advertisement	<input checked="" type="checkbox"/> Referred by: Mr. Daniel	

**Personal Details**

Name	THOMAS JOSEPH		
Age	41 years	Date of Birth	04-12-1969
Fathers Name	I.A. JOSEPH		
Address for Correspondence	H.NO - 12-1-508/79 Laxminagar Lalapit 500017 Lane opp SFS School gate Secunderabad		
Phone & Mobile	9248079791, 9248079792		
Permanent Address	As above		

**Education**

Degree (PG)	Badhachalam		
Name of college	Mount Carmel Boys town ITI, Indian technical institute Secbad		
Location	Kothagudem		
Course type	<input checked="" type="checkbox"/> Regular Course <input type="checkbox"/> Correspondence Course		
Year of completion	1991, 1994	Medium of Instruction	ENGLISH
Percentage marks	75% 80%	Category	SC/ST/BC/Open

*Electronic*

Degree			
Name of college	INDIAN TECHNICAL INSTITUTE ITI		
Location	SECUNDERABAD		
Course type	<input checked="" type="checkbox"/> Regular course <input type="checkbox"/> Correspondence Course		
Year of completion	1994	Medium of Instruction	ENGLISH
Percentage marks	80%		

Name of Inter/ Jr. College			
Location			
Year		Medium of Instruction	

Name of school			
Location			
Year		Medium of Instruction	

*Confirmation taken with HR Manager Mr. Joseph resigned for his personal problems. OK*

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 type="checkbox"/> Good <input checked="" 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	Bajaj	HUNK	Year	2008	Make	May
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Family Details	Name	Age	Occupation	Company
Father	I.A. Joseph	71	Emp PP Transco	APSEB
Mother	V. Joseph	67	H wife	—
Wife / Husband	Cloria Joseph	38	Employee	Pvt Company
Brother / Sister	Vincent Joseph	42	Employee	PP Transco
Brother / Sister	Mary Madeline	44	Employee	Loyola College
Brother / Sister	Rabucan	38	H wife	Australia PR
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	20,000/- PM.		
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	20,000/- PM. (Negotiable)		

**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		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
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**Experience & Employment Details**

Years of experience in relevant field	17 years
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Name of Company	ESSEN COMPUTERS				
Duration of employment	5 yrs	From date:	1995 June	To date:	2000 June
Location	Bangalore				
Designation	Maintenance Supervisor				
Last drawn salary	5,000/- pm				
Number of employees in the company / branch?	12	Number of employees in your dept. or division?			
Brief description of work handled by you.	Day to Day duties assignments Inward & Outward material Inventory of Computers Customer Support by phone				
Reason for leaving	Better prospects				

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


Name of Company					
Duration of employment	4 yrs	From date:	2000 July	To date:	2004 June
Location	Hyderabad				
Designation	Clerk cum Computer Lab Supervisor				
Last drawn salary	7,000/- pm				
Number of employees in the company / branch?	24 +	Number of employees in your dept. or division?			
Brief description of work handled by you.	Interaction with Parents Students Grooming & discipline Fee Collection Library Maintenance, Meeting info data etc				
Reason for leaving	Better prospects				

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


Name of Company	MODI BUILDERS PVT Ltd.		
Duration of employment	1 yrs	From date: 2004 July	To date: 2005 Aug
Location	Bulbulla pur, Silver Springs Site.		
Designation	Site incharge		
Last drawn salary	5,000/- pm.		
Number of employees in the company / branch?	-	Number of employees in your dept. or division?	7
Brief description of work handled by you.	Calling Customers with the help of database Maintaining attendance of Mktg Executives Sales info updates Model flat maintenance, Sale chart update etc.		
Reason for leaving	Personal problems		

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


Name of Company	Ssoft solutions of Transnet solutions		
Duration of employment	4 yrs	From date: 2005 Sep	To date: 2009 Dec
Location	Bangalore		
Designation	Asst Admin Manager		
Last drawn salary	15,000/- pm.		
Number of employees in the company / branch?	20	Number of employees in your dept. or division?	20.
Brief description of work handled by you.	Managing day to day duties + Sales target Customer Interactions Coordination with team for quality Maintaining complete office information.		
Reason for leaving	Moved to Hyd		

24/11  
Jan Aug  
2010 - 2012  
F

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


Ask for additional sheets if required.

Name of Company	TRAVELNET SOLUTIONS		
Duration of employment	2 yrs	From date: 2010 Jan	To date: 2012 Aug
Location	Secunderabad		
Designation	Manager Administration		
Last drawn salary	rs. 20,000/- PM.		
Number of employees in the company / branch?	30	Number of employees in your dept. or division?	15
Brief description of work handled by you.	Managing day to day duties/ operations Customer interactions Coordination with team functions Maintenance of office information/ Data		
Reason for leaving	Company has closed down.		

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.





Ref:- Harry David.

## CURRICULUM VITAE

### **THOMAS JOSEPH**

H.No:12-1-508/79

Lane opp: SFS School Gate,

Laxminagar, Lalapet,.

Secunderabad 500017

Contacts: 9248079791

9248079792

Email Id: thomasjoseph412@yahoo.com

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### **Objectives:**

To work with a multinational organization and develop skill sets that help me refine my experience and current job to a higher level of efficiency.

### **Educational Qualifications:**

1988: SSC from St Gabriels High school, Kazipet.

1989 – 1991: Diploma in Electronics from Industrial Training Institute, Kothagudem.

1993 – 1994: Diploma in Refrigeration and Air Conditioning (R/AC) from Indian Technical Institute , Secunderabad.

### **Work Experience:**

1995 June – 2000 June: Worked as a Maintenance Supervisor for  
**ESSEN Computers**, Richmond Town, Bangalore.

2000 July -2004 June: Worked as a Clerk cum Computer Lab Supervisor for  
**JBHMCT**, Yenkapally, Hyderabad.

2004 July – 2005 Aug: Worked as a Site Incharge for Silver Springs site, at  
Quthbullapur, for **Modi Builders**, Secunderabad. ✓

2005 Sep – 2009 Dec: Worked as an Asst Admin manager for **S Soft Solutions**,  
Hebbal, Bangalore.

2010 Jan – 2012 Aug: Worked as a Manager administration for **Travelnet solutions**,  
Secunderabad.



**Responsibilities Involved:**

1. Managing day to day duties and weekly sales target.
2. Customer interaction and retention.
3. Following up with customers to ensure support is provided.
4. Coordinating with the support team functions.
5. Maintaining professionalism in official interactions.

**Hobbies / Interests:**

Listening to Music and Long drives.

**Strengths:**

Immense Patience

Can mingle with people of any age.

**Weaknesses:**

Believing people easily

Cannot keep up Hunger.

**Personal Information:**

Father's Name	:	Late I.A Joseph
Date of Birth	:	4 <sup>th</sup> Dec 1969
Nationality	:	Indian
Mother Tongue	:	English
Marital status	:	Married
Languages Known	:	English, Hindi, Telugu, and Tamil.

**Conclusion:**

I hereby confirm that all the above details are true to the best of my knowledge.

Date : 11 - 10 - 12

Place: Hyderabad.

  
(THOMAS JOSEPH)

9:30  
+  
6:00

6 days  
Sunday w/ off

15 mins.

2. hours

9:45

9:31

9:35

9:42 ✓ late

9:50 ✓

9:50 ✓

9:46 ✓

9:41 ✓

9:32 ✓

26 to 25

17 to 25