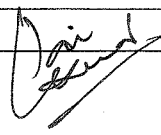
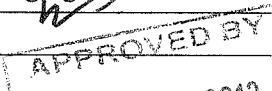


**Details of Appointment: (For office use only – Do not write on this page)**

Name	P. SAIKUMAR REDDY
Salary	10,100/-
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 checked="" type="checkbox"/> Rs. <u>250/-</u> 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 - 2014
Employee company	GREENWOOD ESTATES-
Designation	Engineer
Site	Greenwood Residency, Rowkan
Date of joining	13-07-2013
Report to	Ranjith Prakash
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 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 type="checkbox"/> 1 yr bank statement _____ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	<p>→ Fresher - B.Tech Civil</p> <p>→ Son of P. Prabhakar Reddy, Landlord Sob-Chalappally.</p> <p>→ Committed 2 years.</p> <p>→ Until instructions, he shall work at GWE upto 30-10-13.</p>

Approved by Manager - HR & Admin.		Approved by Managing Director	
Date:	15-07-2013	Date:	
Sign:		Sign:	

APPROVED BY  
17 JUL 2013  
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 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 checked="" type="checkbox"/> Short list & decide later
Recommended salary	
→ fresher	

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

Relevant experience	<input type="checkbox"/> Good <input checked="" type="checkbox"/> Average <input type="checkbox"/> Poor
Knowledge of subject	<input type="checkbox"/> Good <input checked="" 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	
High fresher, 6 months training required, i	
P. Samell	
05/07/2013	

**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	13-Jul-2013.
Remarks:			

Dr,  
Taj Kumar.

MAH

**Bio-Data**

Note: Attach copy of Resume / Bio-data

Application for post of	CIVIL ENGINEER
Date of application	05/07/2013
Application through	<input type="checkbox"/> Advertisement <input type="checkbox"/> Referred by:

**Personal Details**

Name	Palle . Saikumar veddy .		
Age	22	Date of Birth	09-05-1991
Fathers Name	Palle . Prabhakar veddy .		
Address for Correspondence	H-NO : 73 , Modi - Bungalows , Phase - I , chinna cherlapally , Ahattesar Mandal .		
Phone & Mobile	91 81 79 85 80 55		
Permanent Address	H- No : 73 , Modi Bungalows , Phase - I , chinna cherlapally , Ahattesar mandal , RR Dist .		

**Education**

Degree (PG)	B-TECH - CIVIL		
Name of college	Nishnu Sree institute of Technology		
Location	Jalalpur , Bomalaramaram mandal , Nalgonda dist .		
Course type	<input checked="" type="checkbox"/> Regular Course <input type="checkbox"/> Correspondence Course		
Year of completion	2009-2013	Medium of Instruction	
Percentage marks	60.1.	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			

Name of Inter/ Jr. College	Sri chaitanya Junior college		
Location	ECIL .		
Year	2007-2009	Medium of Instruction	

Name of school	Sri Krishnaveni Talent school		
Location	ECIL .		
Year	1997-2007	Medium of Instruction	

Send to P. Ramakrishna for his <sup>Page</sup> Opinion  
g

Description of other courses or training	—
	—

### Computer Skills

MS Office	<input type="checkbox"/> Good <input checked="" type="checkbox"/> Average <input type="checkbox"/> Poor
MS Word	<input type="checkbox"/> Good <input checked="" 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 checked="" type="checkbox"/> Average <input type="checkbox"/> Poor
Other	

### Two Wheeler / Car

Make	HERO	Year	2012
------	------	------	------

Family Details	Name	Age	Occupation	Company
Father	Prabhakar reddy	45	Business	
Mother	Sukanya	40	Housewife	
Wife / Husband	—	—	—	
Brother / Sister	Sowmaya	20	student	
Brother / Sister	Navya	18	student	
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	— NO — fresher		
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	12,000 /-		

### 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	P. Prabhakar Reddy	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
--	---

Informal to P. Prabhakar Reddy, <sup>Page 2 of 6</sup> his father that Mr. Sai Kumar reddy has to work at least 2 years with our company. *(Sai Kumar)*

**Experience & Employment Details**

Years of experience in relevant field	- NIL -
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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)


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.*

## RESUME

**Palle Sai Kumar Reddy**

Mobile No: +91 8179858055

Mail Id : pallesaikumarreddy8055@gmail.com

### CAREER OBJECTIVE

Looking for the best opportunity in your esteemed organization where I would be able to utilize and enhance my potential while being resourceful, innovative and flexible.

### EDUCATION PROFILE

Duration of study	Qualification	Institution	Board/ University	Percentage of Marks
2009-2013	B.Tech (Civil)	Vishnu Sree Institute of Technology	Jawaharlal Nehru Technological University	60
2007-2009	10+2 (M.P.C)	Sri Chaitanya Junior College	Board of Intermediate Examination	60
1997- 2007	S.S.C	Sri Krishnaveni Talent School	Board of Secondary Education	70

### SKILL SET

- Good communication skills
- In drafting i have experience in hand drawing and archietural planning and designing.
- Well experience in Auto Cad and MS Office
- Others: Data Entry Operator.

### INDUSTRIAL TOUR

- Undergone industrial based training program in PothireddyPadu [Kurnool (dist)] which includes study of flow of Water in the channel and different types of Tunnells from 18-11-2010 to 20-11-2010 at Kurnool, A.P.  
Training Guide: Mr. Satyanarayana

### ACADAMIC PROJECTS

#### **Mini Project:**

Report on RCC cracks in structures

#### **Main Project:**

High way development





**PERRSONAL PROFILE:**

Father's Name : Mr. PALLE PRABHAKAR REDDY  
Mother's Name : Mrs. PALLE SUKANYA  
Date Of Birth : 09-05-1991  
Permanent Address : S/O PALLE PRABHAKAR REDDY  
H.no-73, phase – I,  
Modi Bungalows,  
China cherlapally, Hyderabad-501301.  
Andhra Pradesh, India.  
Gender : Male  
Nationality : Indian  
Marital Status : Single  
Blood group : -  
Linguistic ability : Telugu (Mother tongue), English, Hindi.  
Hobbies : Listening to music, Internet Surfing.  
E-mail : pallesaikumarreddy8055@gmail.com

**DECLARATION:**

I here by declare that all the information provided by me in this application is factual and correct to the best of my knowledge and belief.

**Date: 15.06.2013**

Yours Sincerely

**Place: Hyderabad**

**PALLE SAI KUMAR REDDY**

M. S. word : OK ✓

M. S. Card : Average ✓

Ann CAD : ~~Average~~ ✓

P. Samal  
08/07/2013