

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

Name	B. RAJU
Salary	12,000/-
Conveyance	<input type="checkbox"/> Included in salary <input checked="" type="checkbox"/> Extra Rs. <u>As per Actuals</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 <u>2014</u>
Employee company	Paramount Estates
Designation	Admin. Officer
Site	Paramount Avenue and Paramount Residency
Date of joining	26-08-2013
Report to	K. Shrivish Kumar, APM
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 checked="" type="checkbox"/> Surety from _____ <input checked="" 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>→ Through Ad.</p> <p>→ Need One week training to understand Database and Company procedures etc.</p>

Approved by Manager - HR & Admin.		Approved by Managing Director	
Date:	23-08-2013	Date:	24 AUG 2013
Sign:	<u>Dai</u>	Sign:	SCHAM MOSE MANAGING DIRECTOR

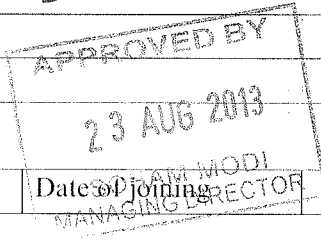
**Remarks by Admin.:** (For office use only – Do not write in this box)

Background – Personal	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Background – Work	<input 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 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	12000/-
<u>OK</u>	

**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 checked="" type="checkbox"/> Employ <input type="checkbox"/> Reject <input type="checkbox"/> Short list & decide later
Recommended salary	12,000/-
Appoint at <u>PMRT</u>	
	

**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	22/08/13	
Application through	<input checked="" type="checkbox"/> Advertisement	<input type="checkbox"/> Referred by:

**Personal Details**

Name	B. RAJU		
Age	29 years	Date of Birth	21-09-1983
Fathers Name	B. DASHRATH GOUD		
Address for Correspondence	H. No. 12-11-290, waranguda Sec-Bad		
Phone & Mobile	9989886645		
Permanent Address	H. No. 12-11-290, waranguda Sec-Bad		

→ Rented  
5500/-

**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 / BC / Open

Degree	A.V College of Arts & Science		
Name of college			
Location	Hyderabad		
Course type	<input checked="" type="checkbox"/> Regular course	<input type="checkbox"/> Correspondence Course	
Year of completion	2008	Medium of Instruction	English
Percentage marks	60%		

Name of Inter/ Jr. College	Sri Rambhadra Jr. College		
Location	Hyderabad		
Year	2002	Medium of Instruction	English

Name of school	Sri Durga High School		
Location	Lampeta, Hyd.		
Year	2000	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 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 checked="" type="checkbox"/> Poor
Other	

### Two Wheeler / Car

Make	Bajaj	Year	2008
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Family Details	Name	Age	Occupation	Company
Father	B. Dabhrath	52	Business	Consultancy - <i>Three wheel.</i>
Mother	B. Vijaya	48	House wife	-
Wife / Husband				
Brother / Sister	Bala Krishna	27	working	MOL Infrastructure (Hbr city)
Brother / Sister	Hema Bindu	25	House wife ( <del>Business</del> )	
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	16,000/-		
Does the above salary include:	ESI: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	PF: <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Conveyance: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Mobile Allowance: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Expected Salary	18,000/- (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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→ He can submit *Income letter, pay slip*  
 → He can give references - after appointment.

**Experience & Employment Details**

Years of experience in relevant field	6 years
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Name of Company	Holistic Health Care Ltd (Therapy ayurveda)		
Duration of employment	6 yrs	From date: <del>2007</del>	To date: <del>2013</del>
Location	Hyderabad (06/07/2007) (May-2013)		
Designation	Admin Manager		
Last drawn salary	16,000/- p/m		
Number of employees in the company / branch?	Mr. vijay	Number of employees in your dept. or division?	10
Brief description of work handled by you.	Day to Day Banking, Office Maintenance, purchases & Inventory - Interacting with vendors etc.		
Reason for leaving	The company has closed		

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

→ Net Salary - 16,000/-

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.*

## CURRICULUM VITAE

**B.RAJU**  
H.No-12-11-290  
Warisguda  
Secunderabad – 500 061.  
Email Id: rajugoud21@rediffmail.com  
Mobil No-9989886645



### **Career Objective:**

A challenging position where I can utilize my skills and knowledge and play an important role in achieving the targeted goals and develop myself along with Organization

### **Summary:**

Dynamic highly motivated, result oriented & persevering individual with excellent communication & interpersonal skills, strong analytical skills blended with creativity.

### **Professional Qualification**

- Graduation from A.V College of Arts Science & Commerce, Osmania University in the Year March – 2008.  
*(Managed with Alternative and Regular degree)*
- Intermediate from Sri Rambhadra Jr. College, Board of Intermediate in the Year March – 2002.  
*due to financial problems, discontinued Education between 2003 to 2006*
- SSC from Sri Durga High School in the Year March 2000.

### **Technical Skill**

- Good Keyboard Skills
- Good command in Excel formulas.
- Operation System like Windows 98, Windows XP and Windows 2000
- Prof. Software like Microsoft office Packages. ✓





- Good knowledge in Office Administration Work, Accounting work.

### Experience

- Worked as a **Front Office Executive** for **Amrutha Castle Hotel**, Hyderabad, From May 2002 to July 2003.,
- Worked as a **Call Center Executive** for **WWS Sky Shop Pvt Ltd**, Hyderabad, From Aug 2003 to May 2005.,
- ~~Working as a Admin Manager~~ <sup>Worked as an.</sup> for **Holistic HealthCare Ltd** (Therapy ayurveda) From 06-07-2007 to May-2013.

*Due to health (physical) problem  
Not worked for  
1 year 2006 to 2007 the*

### Job Responsibility

- Day to day Banking
- Office Maintenance
- Purchases & Inventory
- Interacting With the Vendors
- Taking Care of ESI, PF & Attendance
- Salary Statement preparation
- TDS, Income Tax payments
- Commercial Tax office related works
- Guest House Maintenance
- Existing Branches Maintenance
- Revenue collection from Branches
- Travel Desk
- Stock Maintenance of Treatment room equipments and Brass Items
- Dispatch of new Branch setup material
- Work allotment for sub staff
- Payments Follow ups
- Interacting with employees on a regular basis to understand their issues / concerns and resolve them in a mutually satisfying way



### Personal Details

Name : B.Raju  
Father's Name : B.Dashrath Goud  
Date of Birth : 21-09-1983  
Nationality : Indian  
Religion : Hindu  
Sex : Male  
Marital Status : Single  
Languages Known : English, Telugu & Hindi.  
Hobbies : Music etc

### Declaration

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

Date: 22/08/13

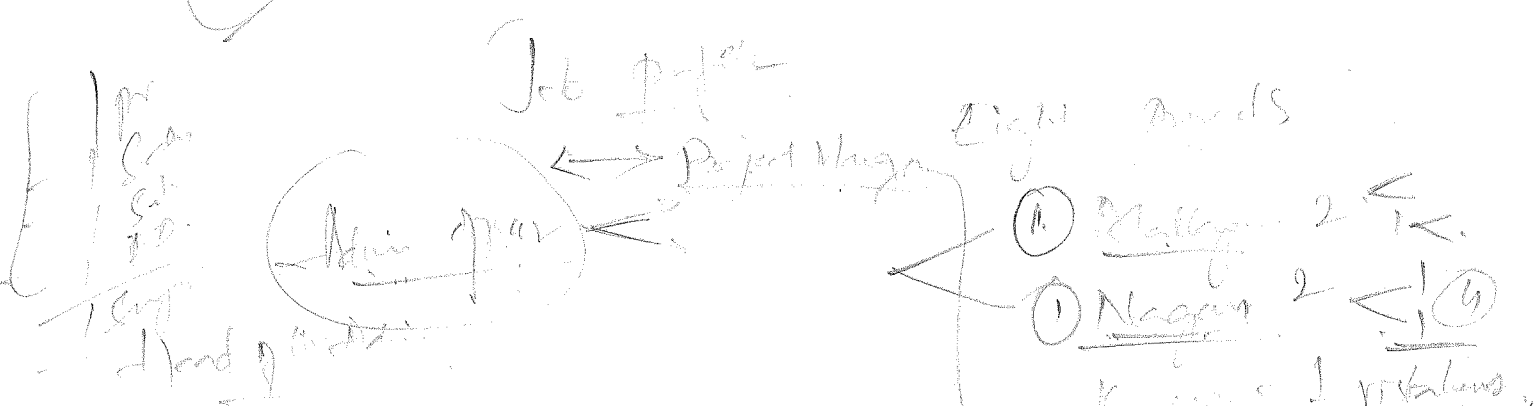
Place: Hyderabad.



(B.RAJU)

① Salary 12,000/-

Admin  
Asst  
Admin



Requirements

- ① Above up.
- ② Below up.

- ① Day's Diary attendance & list
- ② Data Entry & Status + Synthesis
- ③ Safety - list
- ④ Maintenance
- ⑤ Co-ordinator - list
- ⑥ Transport
- ⑦ Events Management

9:30 to 6 pm

9:30

10:30

10:30

6 Am to 9:30

12 noon

12 noon

1 year

