



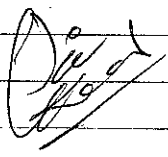
**Details of Appointment:** (For office use only – Do not write on this page)

Name	D. V. MAHA LAKSHMI.
Salary — CTC	9,000/-
Conveyance	<input checked="" type="checkbox"/> Included in salary <input type="checkbox"/> Extra Rs. — per month <input type="checkbox"/> As per actuals
Mobile Allowance	<input type="checkbox"/> Nil <input type="checkbox"/> Rs. 249 per month.
PF & ESI	<input type="checkbox"/> No PF & ESI <input type="checkbox"/> Only after 3 months <input type="checkbox"/> Pay ESI & PF <input checked="" type="checkbox"/> PF & ESI included in above salary
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 - 2015
Employee company	GREENWOOD LAKE SIDE (HYDERABAD) LLP.
Designation	ACCOUNTANT
Site	VILLAS ORCHIDS, KOLAKUR
Date of joining	27-11-2014.
Report to	ADMIN OFFICER / PROJECT MANAGER
Commitment	Committed to work for at least <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 checked="" type="checkbox"/> Copy of drivers license <input checked="" 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 <u>Lavanya</u> <input checked="" type="checkbox"/> Service Certificate from <u>S M Brothers</u> <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	Referred by D Lavanya

Approved by Manager - HR & Admin.		Approved by Managing Director	
Date:	27-11-2014	Date:	
Sign:		Sign:	

**APPROVED BY**  
27 NOV 2014  
SOHAM MODI  
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 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 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 checked="" type="checkbox"/> Employ <input type="checkbox"/> Reject <input type="checkbox"/> Short list & decide later
Recommended salary	9000/-
	

**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	
Renewal for employment. VDC site. Send for <del>interview</del> interview to Mr. Ran Reddy.	
24/11/14	

**Offer Details**

Salary offered		Date of joining	
Remarks:			

**Bio-Data**

**Note:** Attach copy of Resume / Bio-data

Application for post of	ASSISTANT ACCOUNTANT		
Date of application	24 <sup>th</sup> NOV 2014		
Application through	<input type="checkbox"/> Advertisement	<input type="checkbox"/> Referred by:	D. Lavanya

**Personal Details**

Name	D.V. MAHALAKSHMI		
Age	25	Date of Birth	27/02/89
Fathers Name	D.M. UIVEKANAND		
Address for Correspondence	HNO 9-159/1, Plot no - 47, Employees Colony, Bapuji nagar, Yaprak, Secbad, Telangana - 87		
Phone & Mobile	9397329951		
Permanent Address	- Same -		

**Education**

Degree (PG)	MBA (FINANCE)		
Name of college	GEETHANJALI COLLEGE OF ENGG & TECHNOLOGY		
Location	CHEERYAL (KESARA)		
Course type	<input checked="" type="checkbox"/> Regular Course <input type="checkbox"/> Correspondence Course		
Year of completion	MAR 2013	Medium of Instruction	ENGLISH
Percentage marks	77%	Category	✓ SC/ST/BC/Open

Degree	B.COM (GENERAL)		
Name of college	JAGRUTI DEGREE & P.G. COLLEGE		
Location	NARAYANA GUDA		
Course type	<input checked="" type="checkbox"/> Regular course <input type="checkbox"/> Correspondence Course		
Year of completion	APR 2010	Medium of Instruction	ENGLISH
Percentage marks	72%		

Name of Inter/ Jr. College	BADRUKA JUNIOR COLLEGE		
Location	KACHIGUDA		
Year	MAR 2007	Medium of Instruction	ENGLISH

Name of school	HOLY FAMILY HIGH SCHOOL		
Location	TRIMULGHERRY		
Year	MAR 2005	Medium of Instruction	ENGLISH

Description of other courses or training	ACCOUNTING PACKAGES (2) M.S. OFFICE
	TALLY ERP-9, FOCUS, WINGS, TATA-EX

**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 ERP-9, FOCUS, WINGS, TATA-EX

**Two Wheeler / Car:**

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

Family Details:	Name	Age	Occupation	Company
Father	D.M.VIVEKANAND	55	COMMERCIAL HELPER	AIR LINES (AIR INDIA)
Mother	D.V.SAUVITHRI	50	HOME-MAKER	-
Wife / Husband				
Brother / Sister	D.V.KRISHNANAND	23	LEADER OF THE TEAM	AVINEON - MNC Company
Brother / Sister	D.V.SHIVANAND	21	STUDENT	B.Com - 1 <sup>st</sup> year
Brother / Sister				
Son / daughter				
Son / daughter				
Son / daughter				

*Still working*  
*Left project*  
*Hitech City*  
*Correspondence*  
*Teacher*  
*Geetans University*

**Salary Details :**

(Copy of 1 yr bank statement form salary account will have produced at time of employment)

Last Drawn Salary	₹ 9000/-		
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	₹ 10,000 to 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	LAVANYA	Company	MPIPL
	Designation	ACCOUNTANT	Your Relation	FRIEND
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	1 YEAR
---------------------------------------	--------

Name of Company	EXIDE INDUSTRIES FRANCHISE OFFICE (S.M. BROTHERS AGENCIES)		
Duration of employment	1 yrs	From date: 01 <sup>st</sup> Jun 2013	To date: 31 <sup>st</sup> July 2014
Location	YAPRAL		
Designation	ACCOUNTANT		
Last drawn salary	₹ 9000/-		
Number of employees in the company / branch?	3	Number of employees in your dept. or division?	3
Brief description of work handled by you.	I am an accountant in the Company handling all the books of accounts, Tally, Bills preparation and also all the managerial activities.		
Reason for leaving	Heavy work load and less salary		

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

<p>★ 9000/- Salary by Cash. no Bank deposit/transfer</p> <p><i>[Signature]</i></p>	<p>1) Communication - average 2) Subject - ok 3) overall good</p> <p><i>Short listed</i></p>	<p><i>Interview taken by Accounts Manager Sambha Siva Rao</i></p>
--	--	---

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)


Referred by  
Lavanya

## **CURRICULUM VITAE**

**Name : D.V.Mahalakshmi**

H-No: 9-159/1,

Employees Colony, Yapral,

Secunderabad 500087

Mail Id: [Mahalakshmi.dandu@gmail.com](mailto:Mahalakshmi.dandu@gmail.com)

Mobile No: +91-9397329951

### **CAREER OBJECTIVE**

I LOOK FORWARD TO COMMIT MY SKILLS AND ABILITIES WITH AN ORGANIZATION WHERE THERE IS A POTENTIAL FOR GROWTH AND RECOGNITION FOR HARD WORK AND TO PUT MAXIMUM CONTRIBUTION FOR GROWTH OF COMPANY.

### **WORK EXPERIENCE**

- Worked in Exide Industries Franchise office for 1 year (i.e) from June 2013 to July 2014.

### **EDUCATIONAL QUALIFICATION**

ಬಸಿಗು

- MBA(Finance) with 77% from Geethanjali college of engg and technology JNTUH , Cheeryal
- B.com(regulars) with 72% from Jagruti Degree and P.G. college OU , Narayanaguda
- INTERMEDIATE(CEC) with 61% from Badruka Junior college , Kachiguda
- SSC with 61% from Holy Family High School , Trimulgherry.

### **SOFTWARE SKILLS**

- Operating System : Windows
- Application Software : MS-Office , Tally ERP 9, Accounting package.

### **KEY STRENGTH**

- DEDICATED TO WORK.
- SELF MOTIVATED.
- WELL DISCIPLINED.
- CAN EASILY MINGLE.

**Project Details**

**Title** : **A Study on Stock Market Index Analysis**  
**Description** : The stock markets have become attractive investment options for the common man. But the need is to be able to effectively and efficiently manage investments in order to keep maximum returns with minimum risk. My project is all about the indexes of stock market (i.e) bombay stock exchange , national stock exchange.

**PERSONAL PROFILE**

**Name** : **D.V.Mahalakshmi**  
**Father's Name** : **D.M.Vivekanand.**  
**Date of Birth** : **27-02-1989**  
**Sex** : **Female.**  
**Languages Known** : English, Hindi, and Telugu.  
**Hobbies** : Listening Music.  
**Nationality** : **INDIAN.**  
**Mobile** : +91-9397329951

**DECLARATION**

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

**Date:** 24/11/14

**Place:** Secunderabad

  
**(D.V.Mahalakshmi)**

# BOARD OF SECONDARY EDUCATION ANDHRA PRADESH



13. PHOTOGRAPH



## SECONDARY SCHOOL CERTIFICATE

**DD 602808**

**REGULAR**

HOLY FAMILY HIGH SCHOOL  
PC/36/35806/522976/5

**CERTIFIED THAT MAHALAKSHMI D V**  
**D/O VIVEKANAND D M** bearing Roll No **0984284**  
belongs to **HOLY FAMILY H SCHOOL - TRIMULGHERRY**  
has appeared and **PASSED** at the **SSC EXAMINATION** held in **MARCH 2005** in **FIRST**  
Division with **ENGLISH** as the medium of instruction.

DATE OF BIRTH  
OF THE  
CANDIDATE

27/02/1989

DAY

MONTH

YEAR

TWO SEVEN

FEBRUARY

ONE NINE EIGHT NINE

### THE CANDIDATE SECURED THE FOLLOWING PERCENTAGE OF MARKS

SUBJECT	Marks Secured (in figures)	Marks Secured (in words)
FIRST LANGUAGE : ( HINDI )	71	SEVEN ONE
THIRD LANGUAGE : ENGLISH	73	SEVEN THREE
MATHEMATICS :	67	SIX SEVEN
GENERAL SCIENCE :	57	FIVE SEVEN
SOCIAL STUDIES :	65	SIX FIVE
TOTAL :	333	THREE THREE THREE
SECOND LANGUAGE : ( TELUGU )	62	SIX TWO
GRAND TOTAL :	395	THREE NINE FIVE

Life Skills Education : GRADE SECURED :

Marks of Identification : *1 A mole on the tongue.*  
*2 A mole on the right hand ring finger*

Head of Institution  
with School Stamp

HEADMISTRESS

SECRETARY

Date of Issue : 30-04-2005

HOLY FAMILY HIGH SCHOOL  
TRIMULGHERRY

BOARD OF SECONDARY EDUCATION  
A. P. HYDERABAD

*Verified  
Date*

This Certificate after Grade shall be impounded by the responsible officer of the institution before delivery of the certificate to the candidates.



2005



Sl. No. **G336097**

27/27153/G336097



# Board of Intermediate Education, A. P.

Vidya Bhavan, Nampally, Hyderabad - 500 001



## INTERMEDIATE PASS CERTIFICATE CUM MEMORANDUM OF MARKS

This is to certify that **MAHALAKSHMI D V** daughter  
of **VIVEKANAND D M** bearing  
Registered No. **072760576** has appeared at the Intermediate Public  
Examination held in **MARCH-2007** and passed in **B 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>	100	073	100	079
Part - 2 : <b>SANSKRIT</b>	100	046	100	056
Part - 3 : Optional Subjects				
<b>ECONOMICS</b>	100	044	100	069
<b>COMMERCE</b>	100	061	100	055
<b>CVICS</b>	100	051	100	078
<b>Total Marks in Figures</b>	<b>612</b> →			
<b>In words:</b>	<b>*SIX**ONE**TWO**</b>			
<b>Date:</b>	<b>24-04-2007</b>			

**Principal and College Seal**  
Sri Sri Lakshmi Junior College  
Kuchiguda, Hyderabad

*[Signature]*  
Controller of Examinations

072760576

UK 184286



# Osmania University

FACULTY OF COMMERCE

Ref. No. 508455 Provisional Certificate

Roll No. 186-08-00804

This is to certify that MAHALAKSHMI D V  
son/daughter of VIVEKANAND D M  
passed the BACHELOR OF COMMERCE  
Examination of this University, held  
in APRIL/MAY 2010 and that he/she was placed in

Part I : FIRST DIVISION

Second Language : SANSKRIT

Part II : FIRST DIVISION

Hyderabad A.P.

Dated 02/07/2010



*Shivraj*  
for Registrar

Section - Incharge



# OSMANIA UNIVERSITY UE 379237

## CONSOLIDATED MARKS MEMORANDUM

EXAMINATION: B. Com. (YWS) APRIL/MAY 2010

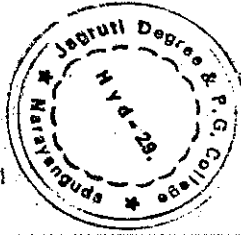
REF. NO.: 8501

DATE: 02/07/2010

NAME: MAHALAKSHMI D V

ROLL NO.: 186-08-00804

FATHER'S NAME: VIVEKANAND D M



PART I SUBJECTS	MAX. MARKS	PASS MARKS	MARKS SECURED	YEAR OF PASSING
FIRST YEAR ENGLISH I	100	36	58	A08
SANSKRIT I (SEC. LANG)	100	36	44	A08
SECOND YEAR ENGLISH 2	100	36	67	A09
SANSKRIT II (SEC. LANG)	100	36	72	A09

TOTAL MARKS SECURED IN PART I  
IN FIGURES: 241  
IN WORDS:

\*\* TWO FOUR ONE \*\*

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	36	A08	==	==	==	===
FINAN. ACCOUNTING I	100	36	63	A08	==	==	==	===
INDUSTRIAL ORG. MGMT.	100	36	50	A08	==	==	==	===
QUANT. TECHNIQUES I	100	36	68	A08	==	==	==	===
IND. H. CULTURE	50	18	36	A08	==	==	==	===
SECOND YEAR								
FINAN. ACCOUNTING II	100	36	67	A09	==	==	==	===
BUS. MATHS/G T-2	100	36	81	A09	==	==	==	===
BANKING&FIN. SYSTEM.	100	36	69	A09	==	==	==	===
FUNDAMENTAL OF COM.	70	25	46	A09	30	11	26	A09
ENVY STUDIES	100	36	92	A09	==	==	==	===
THIRD YEAR								
BUSINESS LAWS	100	36	63	A10	==	==	==	===
B.Y.D.P. AND A SYSTEM	70	25	49	A10	30	11	28	A10
AS&B COMMUNICATION	100	36	56	A10	==	==	==	===
INCOME TAX	100	36	77	A10	==	==	==	===
COST ACCOUNTING	100	36	84	A10	==	==	==	===
CORPORATE ACCOUNTING	100	36	81	A10	==	==	==	===
MANAGEMENT ACCOUNT.	100	36	59	A10	==	==	==	===
PSY. AND CIVIL	050	18	40	A10	==	==	==	===

TOTAL MARKS SECURED IN PART II } IN FIGURES: 1003  
IN WORDS: \*\* ONE ZERO ZERO THREE \*\*

PART II DIV FIRST

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

HYDERABAD, A.P.

*Shiva*  
REGISTRAR

**JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD**

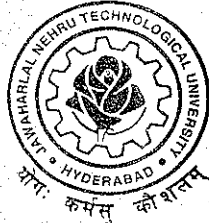
**HYDERABAD - 500 085, ANDHRA PRADESH, INDIA**

College: R1 - GCET, KEESARA

30114010457

HT No: 10R11E0030

SI. No. PC 00412068



**PROVISIONAL CERTIFICATE**

20114009681

This is to certify that Ms. MAHALAKSHMI D V  
daughter of Mr. VIVEKANAND D M  
passed Master of Business Administration degree  
examination of this University, held in March, 2013 and that she was  
placed in FIRST CLASS WITH DISTINCTION.

She has satisfied all the requirements for the award of the degree.

Hyderabad - A.P.

*A. V. S. S. S. S.*  
Controller of Examinations

*N. V. M.*  
REGISTRAR

Date: April 17, 2013





**JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD**  
**HYDERABAD - 500 085, ANDHRA PRADESH, INDIA**



**CONSOLIDATED MARKS MEMO / CREDIT SHEET**

**Master of Business Administration**

CMM. No.: **c 0303687**

Serial No.: 20114009681

Name: MAHALAKSHMI D V

Hall Ticket No.: 10R11E0030

Year of Admission: 2010-2011

Name of the College: GCET, KEESARA

Month & Year of Final Exam: March, 2013

Class Awarded: FIRST CLASS WITH DISTINCTION

S.No	SUBJECT TITLE	INT	EXT	Total	Pass(P)/ Fail(F)
		MARKS	MARKS	MARKS	
	Maximum Marks in Theory	40	60	100	

I SEMESTER

1	MANAGEMENT & ORGANIZATIONAL BEHAVIOR	29	38	67	P
2	MANAGERIAL ECONOMICS	36	46	82	P
3	RESEARCH METHODOLOGY & STATISTICAL ANALYS.	39	32	71	P
4	FINANCIAL ACCOUNTING & ANALYSIS	39	45	84	P
5	BUSINESS LAW & REGULATION	34	27	61	P
6	BUSINESS COMMUNICATION & SOFT SKILLS	34	47	81	P
7	COMPUTER APPLICATION IN BUSINESS	40	57	97	P

II SEMESTER

1	MARKETING MANAGEMENT	35	28	63	P
2	BUSINESS ENVIRONMENT	36	48	84	P
3	HUMAN RESOURCE MANAGEMENT	35	42	77	P
4	FINANCIAL MANAGEMENT	37	45	82	P
5	PRODUCTION AND OPERATIONS MANAGEMENT	37	41	78	P
6	QUANTITATIVE ANALYSIS BUSINESS DECISIONS	30	48	78	P
7	MANAGEMENT INFORMATION SYSTEMS	31	36	67	P

III SEMESTER

1	ENTREPRENEURSHIP & GOOD GOVERNANCE	34	44	78	P
2	COST & MANAGEMENT ACCOUNTING	39	39	78	P
3	MANAGEMENT OF TECHNOLOGY	30	38	68	P
4	STRATEGIC MANAGEMENT	37	40	77	P
5	SECURITY ANALYSIS & PORTFOLIO MNGT.	33	53	86	P
6	FINANCIAL INSTITUTIONS, MARKETS & SERVICES	34	45	79	P
7	DERIVATIVES	34	45	79	P

IV SEMESTER

1	RISK MANAGEMENT AND INSURANCE	35	34	69	P
2	STRATEGIC INVESTMENT AND FINANCING DECISIONS	38	36	74	P
3	INTERNATIONAL FINANCIAL MANAGEMENT	36	42	78	P

Aggregate Marks Secured: 1838 OUT OF 2400 (76.58%)

Date of Issue: April 17, 2013

(see overleaf for Rules concerned to award of class)



(\*Courses registered but not counted for calculation of aggregate)

CONTROLLER OF EXAMINATIONS

# GEENI Computer Education

(A Unit of GEENI Educational Society)  
(A Govt. of AP Registered Society & Sponsored by Ministry of HRD - Govt. of India)  
Admn. Office : Plot No. 34, Near Ganesh Temple, Vanasthalipuram, Hyderabad - 500 070, INDIA.



## Certificate

GEENI Computer Education  
Hyderabad, (A.P.), INDIA

855500

*This is to certify that*

Registration No. 009-5555/ECIL/HYD

Sri / Smt / Kumari ..... D. V. MAHALAKSHMI

Son / Wife / Daughter of ..... P. M. VIVEKANAND

has successfully completed ..... SIX ..... months Course in ADAP

[..... ADVANCED DIPLOMA IN ACCOUNTING PACKAGES.....]

from ..... AUGUST 2013 ..... to ..... JANUARY 2014 .....

at ..... ECIL, HYDERABAD ..... Branch and has obtained "A" Grade.

Branch Director  
K. B. Venkatesh  
Branch Director Hyderabad

Course Co-ordinator

Office Seal

Managing Director  
GEENI Computer Education  
Andhra Pradesh 5 MAR 2014

### An ISO 9001 Certified Institution

## Computer Education

[A Govt. of Andhra Pradesh Registered Society & Sponsored by Ministry of HRD-Govt. of India]  
(Under the Management of GEENI Educational Society Regd. No. 2157)

Admn. Office : Plot No. 34, Above Canara Bank, Near Ganesh Temple, Vanasthalipuram, Hyderabad, INDIA.  
www.geenicomputereducation.com e-mail : geeni\_admn@yahoo.com

### MEMORANDUM OF MARKS

Name of the Candidate : D. V. MAHALAKSHMI  
Son / Daughter /Wife of : D. M. VIVEKANAND  
Registration No. : 009-5555/ECIL/HYD.  
Branch : ECIL, HYDERABAD.  
Course : ADAP (ADVANCED DIPLOMA IN ACCOUNTING PACKAGES)  
Semester No. : -  
Semester/Course Duration : SIX MONTHS  
Semester/Course Period : AUGUST 2013 TO JANUARY 2014

Subjects	Theory			Practical		
	Maximum Marks	Marks Secured	Secured Marks in figures	Maximum Marks	Marks Secured	Secured Marks in figures
FUNDAMENTALS, MS-DOS & MS-WINDOWS	50	37	THREE SEVEN	50	46	FOUR SIX
TALLY WINGS	50	40	FOUR ZERO	50	48	FOUR EIGHT
MS-OFFICE	50	35	THREE THREE	50	47	FOUR SEVEN
FOCUS TATA EX.	50	38	THREE EIGHT	50	48	FOUR EIGHT
Maximum Marks Total	Total Marks Secured in Words			Total Marks Secured		
400	THREE * THREE * NINE			339		
Percentage of Marks	Result		Grade	Memo Issued on		
85%	PASSED		"A"	25-03-2014		

*K. P. Venu*  
Branch Director  
with Seal

*B. S. S.*  
Course  
Co-ordinator



*[Signature]*  
Head of the  
Institution

Permitted by Department of Employment & Training, Govt. of Andhra Pradesh Circular No. J1/27932/06

An ISO 9001 : 2000 Certified Institution

SMBA

**EXIDE**  
INDUSTRIES LIMITED

# S M BROTHERS AGENCIES

**C & F Agents for M/s. Exide Industries**

Plot No. 401, Raja Rejeswari Residency, Bapuji Nagar, Yapral, Secunderabad - 500 087

Ph. : 040 -065266803, Mobile : 9963427656/ 9246805671 / 9966923747 Email : smbrosthersagencies@yahoo.com

Date : 02/08/14

TO WHOM SO IT MAY CONCERN

This is to inform that Miss. D.V.Mahalakshmi has worked in our organization as an Accountant from 1<sup>st</sup> June 2013 to 31<sup>st</sup> July 2014,

During her working period in our organization we found her that she is hard working, intelligent, honest and sincere in her work.


We do not hesitate to recommend her for a good job in any organization.

I wish her all the best.

Thanking you,

Your's faithfully,

For S.M.Brothers Agencies

  
D.B.Sarma

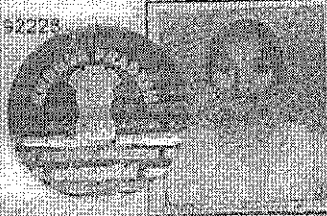
Mg Partner



భారత విదేశాల సంఘము  
ELECTION COMMISSION OF INDIA

IDENTITY CARD

ZDR1192228



ఎలక్టర్ పేరు: డి.వి. బాలాకృష్ణ

Elector's Name : D.V. Balakrishna

అండ్ పేరు: డి.వి. వీరవరాహం

Father's Name : D.M. Veerabharani

లింగం : పు. ప

జన్మ తేదీ : 27/02/1969

పేరా సంఖ్య: ZDR1192228

సంఖ్య: 59-1597

అధికారి: డి.వి. బాలాకృష్ణ

పేరు: డి.వి. బాలాకృష్ణ

చిరునామా: 59-1597

Address: 59-1597

Employees Colony Yarra

Makajji Nagar

Makajji 500057

తలసరి ఆదాయం: 110000

రాష్ట్రం: ఆంధ్రప్రదేశ్

జిల్లా: మహబూబ్ నగర్

సంఖ్య: 59-1597

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ZDR1192228


14 / 721

భారత ప్రభుత్వం  
GOVERNMENT OF INDIA


ద వ మహా లక్ష్మి  
D V Maha Lakshmi

పుట్టిన సంవత్సరం / Year of Birth : 1989  
స్త్రీ / Female

5671 5677 5546 

ఆధార్ - సామాన్యుని హక్కు

భారత విశిష్ట గుర్తింపు ప్రాధికార సంస్థ  
UNIQUE IDENTIFICATION AUTHORITY OF INDIA



చిరునామా:

D/O దండు వివేకానంద్  
కాంప్లెక్స్/ని, ఏమ్కొలనీ కాలనీ  
సాయి బాబా టెంపు  
యప్రల్, అల్వల్  
రంగారెడ్డి, ఆంధ్ర ప్రదేశ్, 500087

Address :

D/O Dandu Vivakanand  
9-159/1, employees colony  
sai baba temple  
yapral, ALWAL  
Rangareddi, Andhra Pradesh, 500087

Aadhaar - Saamanyuni Hakku

आयकर विभाग  
INCOME TAX DEPARTMENT

भारत सरकार  
GOVT. OF INDIA

DANDU VIVEKANAND MAHALAKSHMI  
VIVEKANAND DANDU MUKUNDAM

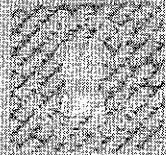
27/02/1989

Permanent Account Number

BKPPD0563D

*D.V. Mahalakshmi*

Signature



23012012

Date:- 17/12/2014

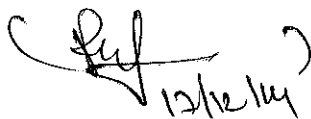
To,  
The MD, Manager,  
Medi Properties & Investment Pvt Ltd  
Rouhani.

Sub:- Reference to Mahalakshmi D.V. for implement  
in your company.

Respected Sir,  
I R. Vasanth working at MDInfo Pvt Ltd  
as an Search Engine Optimisation (SEO) and I refer  
D.V. Mahalakshmi as your employee as I know her  
from childhood. she is hard working and has a  
good behaviour.

I don't have any objection to  
refer her.  
Hence you can give job to her in your  
company.

Thanking you  
yours faithfully.

R. Vasanth  
  
12/12/14

company :- MDInfo Pvt Ltd

Mobile No :- 9701797110

Address :- MDInfo Pvt Ltd

Plot no 1. 21

Kolhapur

Dt: 17/12/2014

To,

The Manager,

Modi Properties & Investments Pvt Ltd.  
Ranigunj.

Sub: Reference to Mahalakshmi D.V. for  
introducing in our Company.

Respected Sir,

I D. Lavanya working at Modi  
Properties & Investments Pvt Ltd as an  
Accountant and I refer D.V. Mahalakshmi  
as our employee as I know her from  
past 1 year. She is hard working and  
has completed MBA (Finance) and is  
suitable for the accountant job.

I don't have any objection in referring  
her for the job.

Kindly provide a job opportunity to her  
in our Company and do the needful.

Thanking you  
yours faithfully  
D. LAVANYA

Lavanya P.  
17/12/14

COMPANY : MPIPL  
Mobile no : 7416103165  
Address : 5-4-187/3&4  
Soham Mansion  
M.G. Road  
Sec'bad

**SMBA**

**EXIDE**  
INDUSTRIES LIMITED

# S M BROTHERS AGENCIES

**C & F Agents for M/s. Exide Industries**

Flot No. 401, Raja Rejeswari Residency, Bapuji Nagar, Yaprak, Secunderabad - 500 087

Ph. : 040 -065266803, Mobile : 9963427656/ 9246805671 / 9966923747 Email : smbrosersagencies@yahoo.com

Date : 12/12/14

## TO WHOM SO IT MAY CONCERN

This is to inform that Miss. D.V.Mahalakshmi has worked in our organization as an Accountant from 1<sup>st</sup> June 2013 to 31<sup>st</sup> July 2014, she has drawn her salary every month Rs: 9000/- (cash) per month and we are relieving her on 31<sup>st</sup> July 2014.

During her working period in our organization we found her that she is hard working, intelligent, honest and sincere in her work.

We do not hesitate to recommend her for a good job in any organization.

I wish her all the best.

Thanking you,

Yours faithfully,

For S.M.Brothers Agencies

  
D.B.Sarma

Mg Partner

**S.M. BROTHERS AGENCIES**

**Partners**

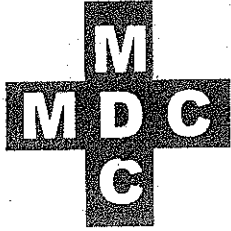
**S.M. BROTHERS AGENCIES**

Flat No. 401, Rajarajeswari Residency

Bapuji Nagar, Yaprak

SECUNDERABAD-500 087

Call No: 9246805671



# MANOJ DIAGNOSTICS

## LAB INVESTIGATION

# 717, Opp. Sripal Medical Hall, Sardar Bazar, Bolarum, Secunderabad - 10.  
Mobile : 9849163104

NAME . MS.D.V. MAHALAXMI

SEX : FEMALE

ID NO : 9027

AGE : 25 YRS

DR: SELF

DAE : 9. 12.14

### INVESTIGATION

### RESULT

BLOOD GROUP

: " O "

RH (D) TYPING

: POSITIVE

INCHARGE

**SRI SAI RAGHAVENDRA CLINIC**

Near Yapral Bus Stand, Yapral, Secunderabad - 500 087.

Modi Properties & Inv. Pvt. Ltd – New Employee Joining – Check list

Name:	D. V. Mahalakshmi	Joining Date:	27-11-2014
Designation:	Accountant	Division:	Accounts
Company:	GLS	Prepared by:	Jai Kumar
Site/Project:	VOC	Sign:	<i>[Signature]</i>
Sl. No.	Description	Status Yes / No / NA / Done	
1.	SSC Marksheet collected?	Yes	
2.	HSC/Inter /Diploma Marksheet collected?	Yes	
3.	Graduation Mark sheet//certificate collected?	Yes	
4.	P.G. Marksheet/certificate collected? MBA	Yes	
5.	Experience Certificate collected? S. M. Brothers	Yes.	
6.	Proof of salary of previous companies collected? ( Salary Slip/certificate/ Form 16A) <i>By Cash - try to ask letter from them in 1st week.</i>		
7.	Relieving Letter collected?	"	
8.	4 Passport Size Photographs collected?	Yes.	
9.	2 Postcard Size Family Photographs collected?		
10.	Residence Proof collected? Voter ID	Yes.	
11.	Photo ID Proof collected? Aadhar Card	Yes	
12.	PAN Card collected? BKPPD0563D	Yes.	
13.	2 Reference Letters collected?	Yes	
14.	Blood group certificate collected? Pending.	Yes	
15.	Employee ID Card form filled?	Yes.	
16.	Bank Account form filled? 50100075704069 A/c no.	Yes.	
17.	P.F. Declaration form filled?	NA	
18.	E.S.I. Declaration form filled?	NA	
Task to be explained?			
1.	Send introduction email/inform through viber to staff	Done.	
2.	Desk - Prepare employee work area or arrange Desk Site office	Done.	
3.	Laptop - Arrange computer access/laptop New Laptop (Lenovo)	Done.	
4.	SIM - CUG Airtel new connection/portability 9000113882	Done.	
5.	Smart mobile phone – check / provide	Done	
6.	Viber - Add in Groups	.	
7.	Create employee email ID mahalakshmi@modiproperties.com	.	
8.	Visiting Cards		
9.	Uniform, wherever required	NA.	
10.	Office Rules : Timings, leave policy, & uniform etc., as per circulars	Yes.	

Remarks:
