

DECLARATION

From: A. Amar

Date: 23.10.2017.

H.No: 1-57

vi) Judoor

md) Pocham pally

vi) Yadhari Bhojanagiri.

To,
HR Manager,
Modi Properties Pvt. Ltd.,
M.G. Road, Secunderabad-03.

I have submitted my bio-data/ resume for a suitable post in your company and its associated firms/subsidiaries.

I hereby certify/declare that the details given herein are true to the best of my knowledge.

In case the information given by me is found to be un-true, I will be liable for consequences thereon.

I shall provide proof of last drawn salary as and when requested.

I shall provide letters of good conduct/recommendation from past employers as and when asked for.

I further undertake to work for a minimum period of 2 years, if I am offered employment in your company.

Thank you.

Yours sincerely,

Signature 

Name: A. Amar

Place: Hyderabad.

Date: 23.10.2017

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	Officer (Admin officer)
Date of application	28.10.2014
Application through	<input type="checkbox"/> Advertisement <input checked="" type="checkbox"/> Referred by: ch. Gopal Reddy. (facebook friend)

Personal Details:

Name	Akuti. Amar		
Age	33	Date of Birth	12.06.1983
Fathers Name	A. Achi Reddy (Late)		
Address for Correspondence	H.No: 1-57, (vi) Juloo (md) Pochampally Di) Yaddadri Bhovanagiri Pin) 508284		
Phone & Mobile	9948053935		
Permanent Address	H.No: 1-57, (vi) Juloo md) Pochampally (pin) 508284		

Education:

(P.G) Degree	MBA. St. Anthony's PG. college {finance & Marketing}		
Name of college	(O.U)		
Location	Ghatelkar		
Course type	<input checked="" type="checkbox"/> Regular Course <input type="checkbox"/> Correspondence Course		
Year of completion	2009	Medium of Instruction	English
Percentage marks	65%	Category	SC / ST / BC / Open (O.C)

Degree/ Diploma	B. com (General)		
Name of college	New Govt. Dr. College. (O.U)		
Location	Kharathabad, Hyd		
Course type	<input checked="" type="checkbox"/> Regular course <input type="checkbox"/> Correspondence Course		
Year of completion	2006	Medium of Instruction	Telugu
Percentage marks	52%		

Name of Inter/ Jr. College	.MKRM Jr. college (CEC)		
Location	(vi) Juloo, md) Pochampally		
Year	2003	Medium of Instruction	Telugu

Name of school	Z.P.H.S.		
Location	(vi) Juloo		
Year	2001	Medium of Instruction	Telugu.

Description of other courses or diploma	

Computer Skills:

MS Office	<input checked="" type="checkbox"/> Good <input 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 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 <input checked="" type="checkbox"/> N.A.
Email	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Other	

Two Wheeler / Car:

Make	Pagion Pro	Year	2011
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Family Details:	Name	Age	Occupation	Company
Father	Achi Reddy	70	(Late)	Farmer
Mother	Ponnamma	60	(Late)	"
Wife / Husband	Sandhya Sri	26	House wife	-
Brother / Sister	Padma Latha	38	House wife	-
Brother / Sister	-	-	-	-
Brother / Sister	-	-	-	-
Son / daughter	Veditha	2/1m	Kids	-
Son / daughter	1- half month		"	-
Son / daughter	-	-	-	-

Salary Details:

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

Last Drawn Salary	14,000/-		
Does the above salary include:	ESI: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	PF: <input checked="" 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	18,500/-		

Surety:

Can you provide 2 sureties from Govt. employees or employees of reputed companies?				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Surety 1:	Name	B. Lakshman	Company	RTC
	Designation	checking officer	Your Relation	my village
Surety 2:	Name	K. Sridhar Goud	Company	Police Dep
	Designation	police.	Your Relation	Friend

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	8 years of Experience		
Name of Company	medha college of Engineering		
Duration of employment	2 yrs	From date: 10 Jan 2009	To date: Feb 2011
Location	Hubbiguda street.no: 8 (office)		
Designation	Asst. Accountant		
Last drawn salary	8,000/-		
Number of employees in the company / branch?	10	Number of employees in your dept. or division?	5
Brief description of work handled by you.	students details, (fee receipts, payments, bank transactions) entry in the tally.		
Reason for leaving	my home consttution purpose		

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

Name of Company	Swamy Sons Agencies Pvt Ltd		
Duration of employment	9 months	From date: 1-3-11	To date: 30.11.11
Location	IDA. Uppal		
Designation	Asst. Accountant		
Last drawn salary	11,000/-		
Number of employees in the company / branch?	100	Number of employees in your dept. or division?	150
Brief description of work handled by you.	company is transport working my work is daily bill's exi- payments, receipts, entry in system.		
Reason for leaving	I am going to other company		

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

Name of Company	Sri Lakshmi Road Trary Post Co.		
Duration of employment	4 yrs	From date: 12.1.11	To date: 30.12.15
Location	IDA - Uppal		
Designation	Asst. Accountant		
Last drawn salary	14,000/-		
Number of employees in the company / branch?	150	Number of employees in your dept. or division?	50
Brief description of work handled by you.	this company also Transport work my work is daily transport cash payment, cash Receipts entry and bank work also		
Reason for leaving	mother health problems		

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

Name of Company	St. Mary's Group of Institutions		
Duration of employment	1y-4.11.15	From date: 8-Feb-16	To date: 28.6.17
Location	Deshmukhi (vi) (ml) Pochampally.		
Designation	Admin officer		
Last drawn salary	16,000/-		
Number of employees in the company / branch?	500	Number of employees in your dept. or division?	40
Brief description of work handled by you.	students memo's received and students marks list checking, Attandences, phone calls to students.		
Reason for leaving	mother health problems		

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 type="checkbox"/> Good <input checked="" 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 type="checkbox"/> Good <input checked="" type="checkbox"/> Average <input type="checkbox"/> Poor
Communication skills	<input type="checkbox"/> Good <input checked="" type="checkbox"/> Average <input checked="" type="checkbox"/> Poor
Recommendation	<input type="checkbox"/> Employ <input type="checkbox"/> Reject <input checked="" type="checkbox"/> Short list & decide later
Recommended salary	16,000/- CTC

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	Tar kam to reconal salary for voc.

Offer Details

Salary offered	15000/- CTC	Date of joining	
Remarks:	199 months allowance		

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

Name	
CTC Salary	
Conveyance	<input 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. _____ per month.
PF & ESI	<input type="checkbox"/> No PF & ESI <input type="checkbox"/> Only after 3 months <input type="checkbox"/> Pay ESI & PF <input type="checkbox"/> PF & ESI included in above salary
Probation Period	<input type="checkbox"/> 3 months <input type="checkbox"/> Nil
Salary revision	<input type="checkbox"/> After 3 months <input type="checkbox"/> Next April - _____
Employee company	
Designation	
Site	
Date of joining	
Report to	
Commitment	Committed to work for at least _____ yrs.
Documents required	<input type="checkbox"/> 4 photographs <input type="checkbox"/> Copy of school certificates <input type="checkbox"/> Copy of degree certificates <input 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"/> Service Certificate from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	

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

CURRECULAM VITAE

Ref: ch: Gopal Reddy.
Post: Admin officer

A.AMAR

Moble NO : 9948053935
E-Mail : akitiamar@gmail.com

CAREER OBJECTIVE :

5years experience as an accountant with in depth knowledge of accounting tools, procedures and transactions. Seeking to work in a challenging environment and grow with the company to achieve its goal and get additional knowledge.

EDUCATIONAL QUALIFICATION :

- M.B.A (Finance) as major from St.Anthony's PG College, OU.(2007-09)
- B.Com (Computers) from New Govt Dr College,OU. (2003-06)
- Intermediate (C.E.C) from MKRM Jr college. (2001-03)
- S.S.C ZPHS(1999-2000)

TECHNICAL SKILLS:

- ❖ Tally, Wings & Focus.
- ❖ Microsoft Office.
- ❖ SAP (fico).
- ❖ Operating System (Windows 2000, 2003, 2007 & XP).
- ❖ Internet Browsing

WORK EXPERIENCE:

- JOB TITLE : Jr. Accountant
COMPANY NAME : Medha College of Engineering.
TIME PERIOD : 10th Jan 2009 to 28th Feb 2011
- COMPANY NAME : Swamy Sons Agencies Pvt Ltd
TIME PERIOD : 1 March 2011 to 30 th Nov 2011
- COMPANY NAME : Sri Lakshmi Road Transport Company
TIME PERIOD : Dec 01 2011 to 30 Dec 2015
- COMPANY NAME : St Mary's Group Of Institutions(SMIC)
TIME PERIOD : 08-Feb-2016 to 28-June-2017

ROLES & RESPONSIBILITIES:

- Day to day Accounting Transactions in Tally ERP 9.
- Preparation of Bank Reconciliation Statement and petty cash handling.
- Maintaining Exel Worksheet cash inflows and outflows.

- Responsible for expenditure and collection transactions.
- Valuation of company assets and liabilities.
- Completing all the activities on same day without keeping any pending works..
- Assisted In carrying out Company's internal Audit.

NATURE OF WORK:

- Daily Bank operations of the company which would involve preparation of cheques, monitoring of the bank balances, opening and closing.
- Cheques deposits and withdrawal in with banks, bank reconciliation statement.
- Handling and maintaining of petty cash for meeting the office expenditure. This would also require the candidate to prepare vouchers.
- Recording transactions in daily basis in Tally, maintaining books of accounts.

PERSONALITY TRAITS:

- Ability to work in team as well as individually.
- Positive thinking and hardworking.
- Self Confidence

PERSONAL PROFILE :

Name : A.AMAR
Father's Name : ACHI REDDY
Date of Birth : 12-06-1983
Marital Status : Married
Gender : Male
Religion : Hindu
Nationality : Indian
Language Known : Telugu, Hindi & English

Place:

Date: 23.10.2017.

expected salary : 18,500/-

A. Amar

(A.AMAR)

Sir,

Note

Heena
Dt: 23/10/17

Mr. A. Amar ready to join from ~~Medu~~ industry at Voc

CAC salary recommended - 15,000/-
mobile allowance - 499/-

please advise

Dair



BOARD OF SECONDARY EDUCATION ANDHRA PRADESH



SECONDARY SCHOOL CERTIFICATE

NM 156760 PRIVATE PC/26/0506357/0

Mandal Office, Nalgonda

CERTIFIED THAT **AMAR AKITI**
S/O **ACHIREDDY**
belongs to **Z P P HIGH SCHOOL JULOOR**

Bearing Roll No **1495843**

has appeared and PASSED at the SSC EXAMINATION held in **MARCH-2001**

160COMPARTMENTAL Division with **TELUGU** as the medium of instruction.

DATE OF BIRTH OF THE CANDIDATE	DAY	MONTH	YEAR			
12/06/1983	ONE	TWO	JUN	ONE	NINE	EIGHT THREE

THE CANDIDATE SECURED THE FOLLOWING PERCENTAGE OF MARKS

SUBJECT	Marks Secured (in figures)	Marks Secured (in words)
FIRST LANGUAGE : (TELUGU)	74 *	SEVEN FOUR
THIRD LANGUAGE : ENGLISH	53 *	FIVE THREE
MATHEMATICS :	51	FIVE ONE
GENERAL SCIENCE :	37 *	THREE SEVEN
SOCIAL STUDIES :	62 *	SIX TWO
TOTAL :	277	(TWO SEVEN SEVEN)
SECOND LANGUAGE : (HINDI)	25 *	TWO FIVE
GRAND TOTAL :	302	(THREE ZERO TWO)

Marks of Identification : 1. *A mole under left hand.*
2.

Head of Institution
with School Stamp

T. damodara
Head Master
I. S., JULOOR
Nalgonda

K. Venkateswara Rao
SECRETARY

Date of issue :

30/04/2001

BOARD OF SECONDARY EDUCATION
A P, HYDERABAD

Any corrections in the certificate will not be entertained after one year from the date of issue.
Any unauthorised correction in the certificate will result in cancellation of certificate.
The marks with an asterisk indicates the old marks secured in previous appearances.



156760

St. No. **D892784**

21/4493/D892784



Board of Intermediate Education A. P.

Vidya Bhavan, Nampally, Hyderabad- 500 001



INTERMEDIATE PASS CERTIFICATE CUM MEMORANDUM OF MARKS

This is to certify that **AMAR AKTI** son/~~DAUGHTER~~
of **ACHI REDDY** bearing
Registered No. **6486950** has appeared and passed at the Intermediate
Public Examination held in **MARCH 2003** in **FIRST DIVISION**
with **TELUGU** as the Medium of Instruction.

The subjects in which he/~~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 : ENGLISH	100	035	100	038
Part - 2 : SANSKRIT	100	083	100	083
Part - 3 : ECONOMICS	100	077	100	071
Optional Subjects				
COMMERCE	100	078	100	067
CIVICS	100	067	100	080
Total Marks In Figures	679			
In Words	SIX *SEVEN*NINE**			
Date	11-05-2003			

Principal
Signature of the Principal and College Seal

Controller of Examinations

NOTE - ELIGIBILITY RULES ARE OVERLEAF. * INDICATES MARKS OBTAINED AT AN EARLIER EXAMINATION.



Osmania University

CONSOLIDATED MARKS MEMORANDUM

UE 236654

EXAMINATION: B. Com. (YWS) MARCH/APRIL 2007

REF NO: 2354

DATE: 15/06/2007

NAME: AMAR AKITI

ROLL NO.: 083-04-00802

FATHER'S NAME: ACHI REDDY

PART I SUBJECTS	MAX. MARKS	PASS MARKS	MARKS SECURED	YEAR OF PASSING
FIRST YEAR: ENGLISH 1	100	36	43	A04
TELUGU I (SEC. LANG.)	100	36	80	A04
SECOND YEAR: ENGLISH 2	100	36	55	A05
TELUGU II (SEC. LANG.)	100	36	78	A05

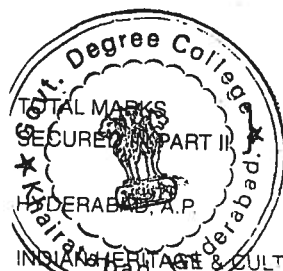
TOTAL MARKS SECURED IN PART I
IN FIGURES: 256

IN WORDS:

**** TWO FIVE SIX ****

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	62	A04	==	==	==	==
FINA. ACCOUNTING I	100	36	41	A04	==	==	==	==
INDUSTRIAL ORG. MGMT.	100	36	55	A04	==	==	==	==
QUANT. TECHNIQUES I	100	36	36	A04	==	==	==	==
IND. H. CULTURE	50	18	25	A04	==	==	==	==
SECOND YEAR:								
FINAN. ACCOUNTING II	100	36	41	A06	==	==	==	==
QUANT. TECHNIQUES II	100	36	43	S05	==	==	==	==
BANKING & FIN. SYSTEM	100	36	47	A05	==	==	==	==
FUNDAMENTAL OF COM.	70	25	40	A05	30	11	28	A05
*SCI. AND CIVI.	50	18	29	A05	==	==	==	==
THIRD YEAR:								
BUSINESS LAWS	100	36	36	A07	==	==	==	==
INCOME TAX & P. A.	100	36	37	A06	==	==	==	==
COST & M. ACCOUNTING	100	36	43	A06	==	==	==	==
BUS. COMMUNICATION & RW	100	36	51	A06	==	==	==	==
B. D. P. AND A. SYSTEM	70	25	40	A06	30	11	28	A06
AD. MGMT. ACCOUNTING	100	36	36	S06	==	==	==	==
CORPORATE ACCOUNTING	100	36	53	S06	==	==	==	==



TOTAL MARKS SECURED IN PART II

IN FIGURES: ==

IN WORDS: ==

PART II DIV

COMPLETED

[Signature]



OSMANIA UNIVERSITY

CONSOLIDATED MEMORANDUM OF MARKS

PE 0118276

REF NO. 15601
 NAME: AMAR AKITI
 FATHER'S NAME: ACHIREDDY

EXAMINATION: MASTER OF BUSINESS ADMINISTRATION
 (M. B. A.)

DATE: 17/05/2010
 ROLL NO.: 06107128

SL. NO.	SUBJECT	U.E.		I.A.		UE+IA MARKS SECURED	YEAR OF PASSING
		MAX. MARKS	MARKS SECURED	MAX. MARKS	MARKS SECURED		
I-SEMESTER							
1	MANG. & ORGANIZATIONAL BEHAVIOR	80	40	20	19	59	JAN '08
2	MANAGERIAL ECONOMICS	80	46	20	19	65	JAN '08
3	ACCOUNTING FOR MANAGEMENT	80	56	20	19	75	JAN '08
4	MARKETING MANAGEMENT	80	50	20	17	67	JAN '08
5	STATISTICS FOR MANAGEMENT	80	49	20	19	68	JAN '08
6	LEGAL ASPECTS OF BUSINESS	80	55	20	20	75	JAN '08
7	I. T. APPLICATION FOR MANAGEMENT	60	33	20	19	52	JAN '08
8	INTR. TO INFORMATION TECH. (LAB)	20	15	==	==	15	JAN '08
II-SEMESTER							
1	HUMAN RESOURCE MANAGEMENT	80	47	20	17	64	JUN '08
2	BUSINESS ENVIRONMENT	80	45	20	18	63	JUN '08
3	FINANCIAL MANAGEMENT	80	38	20	17	55	JUN '08
4	MARKETING RESEARCH	80	42	20	18	60	JUN '08
5	OPERATIONS RESEARCH	80	52	20	19	71	NOV '08
6	OPERATIONS MANAGEMENT	80	32	20	17	49	JUL '09
7	TECHNOLOGY & BUSINESS	80	46	20	19	65	JUN '08
III-SEMESTER							
1	STRATEGIC MANG. ACCOUNTING	80	38	20	19	57	NOV '08
2	TOTAL QUALITY MANAGEMENT	80	40	20	19	59	NOV '08
3	GLOBAL BUSINESS	80	45	20	19	64	NOV '08
4	FINANCIAL RISK MANAGEMENT	80	49	20	19	68	NOV '08
5	FINANCIAL SERVICES	80	47	20	19	66	NOV '08
6	PROMOTION & RELATIONSHIP MANG.	80	51	20	18	69	NOV '08
IV-SEMESTER							
1	STRATEGIC MANAGEMENT	80	44	20	19	63	MAY '09
2	SUPPLY CHAIN MANAGEMENT	80	48	20	18	66	MAY '09
3	ENTREPRENEURIAL DEVELOPMENT	80	34	20	19	53	MAY '09
4	INTERNATIONAL FINANCE	80	52	20	18	70	DEC '09
5	INVESTMENT MANAGEMENT	80	40	20	19	59	MAY '09
6	SERVICES & RETAIL MARKETING	80	49	20	18	67	MAY '09
7	PROJECT (GRADE)	GRD	B	==	==	==	MAY '09
8	VIVA-VOCE (GRADE)	GRD	D	==	==	==	MAY '09


TOTAL MARKS Secured in words ***ONE#SIX#SIX#FOUR***

TOTAL MARKS IN FIGURES


2600

1664

RESULT: IMPROVED/FIRST DIVISION IN DEC, 2009




GOVERNMENT OF INDIA




ఆకిటి అమర్
Akiti Amar

పుట్టిన సంవత్సరం/Year of Birth: 1983
పురుషుడు / Male

6028 5213 0400



ఆధార్ - సామాన్యని హక్కు



UNIQUE IDENTIFICATION AUTHORITY OF INDIA

చిరునామా: S/O: ఆకిటి అచి రెడ్డి,
1-57,
జూలూరు,
జూలూరు,
నల్గొండ,
పోచంపల్లి,
ఆంధ్ర ప్రదేశ్.
508284

Address: S/O: Akiti Achi Reddy,
1-57, Julur, Julur, Nalgonda,
Pochampalli, Andhra Pradesh,
508284

1947
1800 180 1947

help@uidai.gov.in

www.uidai.gov.in

పి.సి. లాక్స్ మె. 1947.
చెంబూరు-560001

A. Amaru.

आयकर विभाग
INCOME TAX DEPARTMENT

भारत सरकार
GOVT. OF INDIA

AMAR AKITI

ACHIREDDY AKITI

12/06/1983

ANSPA2080K

A. Amaz



A. Amaz