

DECLARATION

From:

Date: 07-07-2017

Hemendra Kaniga
A-105, May Flower Park
Mallapur

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.

I shall provide letters of good conduct 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

Hemendra Kaniga

Name: Hemendra Kaniga

Place: Hyderabad

Date: 07-07-2017

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	Admin ^{Asst} Admin Manager - Audit	
Date of application	17-07-2017	
Application through	<input type="checkbox"/> Advertisement	<input checked="" type="checkbox"/> Referred by: Ex-Employees

Personal Details

Name	HEMENDRA KANAIYA		
Age	55	Date of Birth	12-1-1962
Fathers Name	Late Narasim Kanaiya		
Address for Correspondence	A-405, May Flower Park Mallapur		
Phone & Mobile	96001 882021		
Permanent Address	As same		

Education

(P.G) 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		Category	SC / ST / BC / Open <input checked="" type="checkbox"/>

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	Narayana College		
Location	Kuala <u>DICCANTO</u>		
Year		Medium of Instruction	English

Name of school	St Michael School		
Location	Kuala		
Year	1985	Medium of Instruction	English

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 checked="" type="checkbox"/> Average <input type="checkbox"/> Poor
Auto CAD	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Email	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Other	

Two Wheeler / Car:

Make	—	Year	—
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Family Details:	Name	Age	Occupation	Company
Father	Late A. Kanarya	—	—	—
Mother	Late. Nimala	—	—	—
Wife / Husband	Hana	48	—	—
Brother / Sister	Pramod	68	Employee	Bhaskar Trading
Brother / Sister	Anjana Patel	64	H'Wife	
Brother / Sister	Chante Sate	66	Teacher	Govt School
Son / daughter	Raksha Pandya	51	H'Wife	—
Son / daughter	Shuchi	23	MNC	Hyderabad
Son / daughter	Rishi Ra	17	student	Inter I Jea

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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No	PF: <input checked="" type="checkbox"/> Yes <input 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	as per company standard	

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		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	
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Name of Company	VIJAY TEXTILES LTD		
Duration of employment	11 yrs	From date: AUG-93	To date: SEP-2004
Location	Hyderabad Katakam		
Designation	TIME KEEPER		
Last drawn salary	6,000/-		
Number of employees in the company / branch?	300	Number of employees in your dept. or division?	02
Brief description of work handled by you.	Attendance, ESI, PF, Preparation of wages register Etc + Maintaining all Registers		
Reason for leaving	Better Prospect		

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

Name of Company	GEMINI DYEING		
Duration of employment	03 yrs	From date: AUG-90	To date: SEP-93
Location	Bangalore		
Designation	TIME KEEPER		
Last drawn salary	?		
Number of employees in the company / branch?	100	Number of employees in your dept. or division?	04
Brief description of work handled by you.	Attendance, ESI, PF, Preparation wages Register maintaining all Registers		
Reason for leaving	Better Prospect		

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

Name of Company	Meds Properties & Investment Pvt Ltd			
Duration of employment	09 yrs	From date:	DEC-07	To date: SEP-16
Location	Hyderabad			
Designation	Asst Manager HR & Admin.			
Last drawn salary	177657			
Number of employees in the company / branch?	130	Number of employees in your dept. or division?	13	
Brief description of work handled by you.	Attendance, Leave, Late of employees			
	Regulation of wages			
	Maintenance of all registers			
Reason for leaving	Due to Family Problems			

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

Name of Company	KRISHNA CONSULTANT			
Duration of employment	04 yrs	From date:	FEB-17	To date: MAY-17
Location	Ahmednagar			
Designation	Recruiter			
Last drawn salary	16000/-			
Number of employees in the company / branch?	02	Number of employees in your dept. or division?	02	
Brief description of work handled by you.	Taking Resumes			
	DEC-16 to JAN-17 due to strike Bandi no job			
Reason for leaving	Not adjust with language & environment			

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 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 checked="" type="checkbox"/> Employ <input type="checkbox"/> Reject <input type="checkbox"/> Short list & decide later
Recommended salary	

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	

Offer Details

Salary offered		Date of joining	
Remarks:			

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:	

Soham Modi

Admin

From: hemahemu16@rediffmail.com on behalf of dkhemendra <hemahemu16@rediffmail.com>
Sent: 03 06 2017 21:19
To: sohammodi@modiproperties.com
Cc: admin@modiproperties.com
Subject: Please reconsider my application

Respected Sir,

I dk hemendra , Ex employee of your organisation, wants to join your firm as i am not able to adjust to the gujrati language at the work place here.

I request you to reconsider my application and take me as your employee. My sister has asked to get back to hyderabad

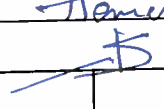
Please do the needful and oblige for the same

Thanking you

Yours faithfully

D K Hemendra

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

Name:	A.K. HEMENDRA	Joining Date:	08-07-2017
Designation:		Division:	Admin-DIVISION
Company:		Prepared by:	Hemendra
Site/Project:		Sign:	
Sl. No.	Description	Status Yes / No/ NA/ Done	
1.	SSC Marksheet collected?		
2.	HSC/Inter /Diploma Marksheet collected?		
3.	Graduation Mark sheet//certificate collected?		
4.	P.G. Marksheet/certificate collected?		
5.	Experience Certificate collected?		
6.	Proof of salary of previous companies collected? (Salary Slip/certificate/ Form 16A)		
7.	Relieving Letter collected?		
8.	4 Passport Size Photographs collected?		
9.	2 Postcard Size Family Photographs collected?		
10.	Residence Proof collected?		
11.	Photo ID Proof collected?		
12.	PAN Card collected?		
13.	2 Reference Letters collected?		
14.	Blood group certificate collected?		
15.	Employee ID Card form filled?		
16.	Bank Account form filled?		
17.	P.F. Declaration form filled?		
18.	E.S.I. Declaration form filled?		
Task to be explained?			
1.	Send introduction email/inform through viber to staff	No	
2.	Desk - Prepare employee work area or arrange Desk		
3.	Laptop - Arrange computer access/laptop	—	
4.	SIM - CUG Airtel new connection/portability	No	
5.	Smart mobile phone – check / provide	Yes	
6.	Viber - Add in Groups	No	
7.	Create employee email ID	No	
8.	Visiting Cards	No	
9.	Uniform, wherever required	—	
10.	Office Rules : Timings, leave policy, & uniform etc., as per circulars	Yes	

Remarks:

Note

Dt: 07/7/17
Admission

Sr

Sub:- Mr. D.K. Hemendra - Regy.

Mr. D.K. Hemendra, Asst Admin Manager ready to join in Audit - died to Assist B. praveen in all audit works including purchase data base, files etc at site.

* CTC- Last drawn Salary - 17,601/-

Please advise in this regard

D.K. Hemendra

employ in Gov.
for
now!

