

DECLARATION

From:

Date: 20/09/2017

E. Sravathi
Narasiguda, Secunderabad.
H.No : 12-11-528/B.

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 E. Sravathi

Name: E. Sravathi

Place: Narasiguda, Secunderabad.

Date: 20/09/2017

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

Application for post of	Junior Accountant		
Date of application	20/09/2017		
Application through	<input type="checkbox"/> Advertisement	<input checked="" type="checkbox"/> Referred by:	E. Naveesh, <i>own Brother</i>

*(Promotions etc)***Personal Details:**

Name	E. Sravanthi		
Age	20	Date of Birth	16/May/1997
Fathers Name	E. Mallesh		
Address for Correspondence			
Phone & Mobile	8333977668		
Permanent Address	H.No - 12-11-528/B, Warasiguda, Secunderabad.		

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 / <input checked="" type="checkbox"/> BC / Open

<input checked="" type="checkbox"/> Degree/ Diploma	B Com - Computer.		
Name of college	Sri Sai Vignam Bharati Degree College for Women.		
Location	Padmanab Nagar		
Course type	<input checked="" type="checkbox"/> Regular course	<input type="checkbox"/> Correspondence Course	
Year of completion	2014-2017	Medium of Instruction	B.com (Computer) English
Percentage marks	70% Marks		

Name of Inter/ Jr. College	Sri Sai Vignam Bharati Junior College for Women		
Location	Padmanab Nagar		
Year	2012-2014	Medium of Instruction	EEE English

Name of school	Sri Balaji High School.		
Location	Boudhanagar		
Year	2011-2012	Medium of Instruction	English

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 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 <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		Year	
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Family Details:	Name	Age	Occupation	Company
Father	E. Mallesh	63	Floors Mill	
Mother	E. Yashada	60	Home Maker	
Wife / Husband				
Brother / Sister	E. Naresh Kumar	26	Business ^{Employee}	Moti Properties
Brother / Sister	E. Suresh Kumar	24	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			
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	As Per Company Norms		

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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Experience & Employment Details:

Years of experience in relevant field	<i>Freshen</i>
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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.

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 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 checked="" 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	

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 checked="" type="checkbox"/> Poor <i>NA</i>
Knowledge of subject	<input type="checkbox"/> Good <input type="checkbox"/> Average <input checked="" type="checkbox"/> Poor
Recommendation	<input type="checkbox"/> Employ <input checked="" type="checkbox"/> Reject <input checked="" 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	<i>Tai Kunda to decide</i>

APPROVED BY
 20 SEP 2017
 SOHAM MUDI
 MANAGING DIRECTOR

Offer Details

Salary offered	<i>10,500/- CTC</i>	Date of joining	
Remarks:	<i>Mobile allowance - 299/-</i>		

CP

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:	

RESUME

E.SRAVANTHI,
H.No:12-11-528/B,
Warasiguda, BJP Office Lane,
Secunderabad.

Email: sravanthisravs726@gmail.com
Mobile: 8333977668

OBJECTIVE:

My ambition is to associate myself with a progressive and professional organization. I am willing to work in an environment, which is stimulating and challenging where I could contribute effectively and efficiently to the organization, as well as avail numerous opportunities to learn, to grow with the organization.

EDUCATIONAL QUALIFICATIONS:

- **Completed graduation from** Sri Sai Vignan Bharati Degree College for women, Padmarao Nagar with 70% of marks. In the year 2014-2017.
- **Board of Intermediate** From Sri sai Vignan Bharati junior College, Padmarao Nagar with 68% of marks. In the year 2012-2014.
- **S.S.C** from Sri Balaji High School, Boudhanagar .with 6.7 marks. In the 2011-2012.

TECHNICAL SKILLS:

- MS – OFFICE,
- TYPING SPEED 22 WPM
- TALLY ERP .9

STRENGTH:

- Positive Thinking
- Self motivation

PERSONAL PROFILE:

Name : E. SRAVANTHI
Father's Name : E.MALLESH
Date of Birth : 16th March, 1997
Gender : Female
Nationality : Indian
Religion : Hindu
Languages Known : English, Hindi & Telugu

Declaration:

I here by declare that the above furnished information is true to the best of my Knowledge.

Date: 20/07/2017

Place: Secunderabad

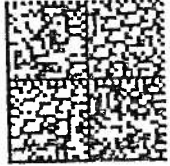
E. Sravanthi

(E.SRAVANTHI)

Board of Secondary Education

ANDHRA PRADESH, INDIA

LL 0042061



SECONDARY SCHOOL CERTIFICATE

REGULAR PC/03/02061/0032061/5

CERTIFIED THAT ERRABOINA SRAVANTHI

FATHER NAME : ERRABOINA MALLESH

MOTHER NAME : ERRABOINA YASHODA

bearing Roll No. 1203104052

belonging to SREE BALAJI HS BOUDHANAGAR SECIBAD

has appeared and PASSED SSG EXAMINATION held in MARCH 2012 with GPA 6.7

and ENGLISH as medium of instruction.

DATE OF BIRTH

16/03/1997

ONE SIX

MARCH

ONE NINE NINE SEVEN

THE CANDIDATE SECURED THE FOLLOWING GRADES AND GRADE POINTS

SUBJECT	GRADES	GRADE POINTS	
		In Figures	In Words
FIRST LANGUAGE : (TELUGU)	B2	07	ZERO SEVEN
THIRD LANGUAGE : ENGLISH	C2	05	ZERO FIVE
MATHEMATICS :	C1	06	ZERO SIX
GENERAL SCIENCE :	B1	08	ZERO EIGHT
SOCIAL STUDIES :	B2	07	ZERO SEVEN
SECOND LANGUAGE : (HINDI)	B2	07	ZERO SEVEN
GRADE POINTS TOTAL :		40	FOUR ZERO

Life Skills Education : GRADE SECURED : B₁

Marks of Identification

1. A MOLE NEAR THE UPPER LIP
2. A MOLE ON THE RIGHT WRIST

Head of Institution
with School Stamp

R. G. ...
HEAD MISTRESS

Date of Issue : 20th May, 2012

SREE BALAJI HIGH SCHOOL

H. ...
SECRETARY
BOARD OF SECONDARY EDUCATION
A.P. HYDERABAD

1. Life Skills Education : The grade shall be based on Boudhanagar, Secubad, Hyderabad-500001



Sl. No. N447908



Board of Intermediate Education, A. P.

Vidya Bhavan, Nampally, Hyderabad - 500 001



INTERMEDIATE PASS CERTIFICATE CUM MEMORANDUM OF MARKS

This is to certify that **ERRABOINA SRAVANTHI**Father Name: **ERRABOINA MALLESH**Mother Name: **ERRABOINA YASHODA**

bearing

Registered No. **1423214854**

has appeared at the Intermediate Public

Examination held in **MARCH-2014**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 : ENGLISH	100	057	100	058	
Part - 2 : SANSKRIT	100	077	100	068	
Part - 3 : Optional Subjects	ECONOMICS	100	064	100	061
	COMMERCE	100	047	100	072
	CIVICS	100	059	100	057
ENVIRONMENTAL EDUCATION	Q U A L I F I E D				
Total Marks In Figures	620 →				
In words	*SIX**TWO***ZERO*				
Date	03-05-2014				

Signature of the Principal and Officer Seal

NOTE: ALL INFORMATION CONCERNING THIS CERTIFICATE IS AVAILABLE AT THE BOARD'S WEBSITE: WWW.BIEAP.ORG

Signature of the Controller of Examinations

1423214854



OSMANIA UNIVERSITY

CONSOLIDATED MARKS MEMORANDUM

UE763024

EXAMINATION: B.Com. (Computers) (YWS) MARCH/APRIL 2017

REF. NO. : 11880

DATE : 31/05/2017

NAME :

ROLL NO. :

ERRABOINA SRAVANTHI

1200-14-402129

PARENT(S) NAME : ERRABOINA MALLESH
ERRABOINA YASHODA

MEDIUM : ENGLISH

PART I SUBJECTS	MAX. MARKS	PASS MARKS	MARKS SECURED	YEAR OF PASSING
FIRST YEAR : ENGLISH 1	100	36	60	A15
SANSKRIT I (SEC. LANG)	100	36	41	A15
SECOND YEAR : ENGLISH 2	100	36	76	A16
SANSKRIT II (SEC. LANG)	100	36	63	A16

TOTAL MARKS SECURED IN PART I

IN FIGURES : 240

IN WORDS :

** TWO FOUR ZERO **

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	70	25	33	S15	30	11	21	A15
BUS.ORG. AND MGMT.	70	25	31	A15	30	11	25	A15
FIN. ACCOUNTING	70	25	33	A15	30	11	20	A15
FUNDAMENTAL OF I.T.	70	25	29	A15	30	11	20	A15
FUNDAMENTALS OF C	70	25	25	A15	30	11	20	A15
*IND.H.CULTURE	50	18	41	A15	==	==	==	==
*HUMAN VAL.AND P.E.	==	==	P	A15	==	==	==	==
SECOND YEAR :								
ADVANCED ACCOUNTING	70	25	31	A16	30	11	24	A16
BUSINESS STATISTICS	70	25	40	A16	30	11	27	A16
FIN.SERVICES-B&INSUR.	70	25	34	A16	30	11	25	A16
TAXATION	70	25	26	A16	30	11	26	A16
R.D.B.M.SYSTEMS	70	25	55	A16	30	11	26	A16
*ENVI.STUDIES	100	36	81	A16	==	==	==	==
THIRD YEAR :								
WEB PROGRAMMING	70	25	55	A17	30	11	25	A17
E.COMMERCE	70	25	52	A17	30	11	24	A17
CORPORATE ACCT.	70	25	44	A17	30	11	25	A17
BUSINESS LAWS	70	25	47	A17	30	11	25	A17
AUDITING	70	25	45	A17	30	11	25	A17
COST ACCOUNTING	70	25	36	A17	30	11	25	A17
MAN.ACCT.&CONTROL	70	25	46	A17	30	11	26	A17
*SCI.AND.CIVILIZATION	50	18	41	A17	==	==	==	==

TOTAL MARKS SECURED IN PART II } IN FIGURES :
IN WORDS :

1071
** ONE ZERO SEVEN ONE **

PART II DIV : FIRST

MARKS OBTAINED IN PART I ARE NOT INCLUDED IN THE PART II MARKS OBTAINED AND DIVISION

REGISTRAR

[Signature]
REGISTRAR



భారత ప్రభుత్వం
Unique Identification Authority of India
Government of India

నమోదు క్రమసంఖ్య/Enrolment No.: 1027/00033/02311

To: E Sravanthi
 (ఎ స్రవంతి)
 Erraboina Mallesh
 12-11-528/B
 Warasi Guda
 Warasi Guda
 Hyderabad
 Hyderabad
 Andhra Pradesh - 500061

Date: 14/12/2010


 EY 00305135 5 IN Ref. No: 14122010-00070

మీ ఆధార్ సంఖ్య / Your Aadhaar No. :

8337 7398 3606

ఆధార్ - సామాన్యని హక్కు



భారత ప్రభుత్వం
 GOVERNMENT OF INDIA



ఎ స్రవంతి
 E Sravanthi

పుట్టిన సంవత్సరం / Year of Birth : 1997
 స్త్రీ / Female

8337 7398 3606



ఆధార్ - సామాన్యని హక్కు

T S S P D C L
ELECTRICITY
BILL-CUM NOTICE

DT: 10/09/2017 TI: 11:18
BILL NO: 0834 ERDNO: 004
ERO: AZAMABAD
SEC: VIDYA NAGAR
AREA CODE: 121107 GRP: N

SC NO: U4019213
USC : 110571265
NAME: E MALLESH
ADDR: 12-11-528
WARASIGUDA
HYD
CAT: 1A DOMESTIC
CONTRACTED LOAD: 1.00KW
METER NO: 29755865 -I-
MF: 1.00 PH: 1

	PREVIOUS	PRESENT
KWH :	800	866
DATE: 08/AUG/17		10/SEP/17
STATUS: 01		01
UNITS: 66		DAYS: 33
RMD: 1.18		

ENERGY CHARGES:	110.65
CUST CHARGES :	30.00
ELECTRICI DUTY:	3.96
EDINT :	0.00
ADDL. CHARGES :	0.00
ACD SURCHARGES:	0.00
INT. ON SD :	0.00
BILL AMOUNT :	144.61
LOSS/GAIN :	0.39
NET AMOUNT :	145.00
ARREARS	
AS ON 31-03-17:	0.00
AFTER 01-04-17:	0.00
TOTAL AMOUNT :	145.00
A.C.D DUE :	0.00
TOTAL DUE :	145.00

DUE DATE : 24-Sep-2017
LAST PAID DT: 09/08/2017
AAO CELL NO : 23433254
ADE CELL NO : 23433258

E&OE FOR AAO/ERO 4

DT: 20/9/17.

Xlote. for approval

To: Soham Sir,

Sub:- Relommendation of Salary.

Miss. Roja of Sravanthi ready to join from
from tomorrow.

Recommend: CR - Salary - 10,500/- includes company PF & ESI. (Per month)
per each
Mobile - 299/- per month
allowance

please advise

Dair
20/9/17.

