

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

Application for post of	A Accountant-cum-Cashier
Date of application	27-09-2005

**Personal Details**

Name	A. Sambasiva Rao ✓		
Age	35	Date of Birth	08-06-1970
Fathers Name	A. Nancharaiah		
Address for Correspondence	H.No. 1-8-408, Chikkadpally Hyderabad - 500 020.		
Phone no. for correspondence	9866671123		
Permanent Address	Uppudi (Post) Repalle (M) Guntur District.		

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

Brother in law of Kanka Rao. Stays at Kanka Rao's House at etl Dilshuknagar.			
Children 2 Nos - Age 6 yrs & 4 yrs.			

**Education**

Degree	B.COM		
Name of college	Sardar Patel College,		
Location	Padmarao Nagar, Secunderabad.		
Year	1991	Medium of Instruction	Telugu

Degree			
Name of college			
Location			
Year		Medium of Instruction	

Name of Inter/ Jr. College	Government Junior College		
Location	Repalle		
Year	1988	Medium of Instruction	Telugu

Name of school	Nityasajayamata High School		
Location	Repalle		
Year	1986	Medium of Instruction	Telugu

Other courses or training	Data Entry operator course in Datamatics Corporation, Liberty
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**Remarks:** (For office use only – Do not write in this box)


**Computer Skills**

MS Office: <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Avg. <input type="checkbox"/> Learnt but never worked on it <input type="checkbox"/> Nil
MS Word: <input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input checked="" type="checkbox"/> Avg. <input type="checkbox"/> Learnt but never worked on it <input type="checkbox"/> Nil
MS Excel: <input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input checked="" type="checkbox"/> Avg. <input type="checkbox"/> Learnt but never worked on it <input type="checkbox"/> Nil
Auto CAD: <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Avg. <input type="checkbox"/> Learnt but never worked on it <input type="checkbox"/> Nil
Other:

**Two Wheeler**

Make	HERO HONDA	Year	1990
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Family Details	Name	Age	Occupation	Company
Father	A. Namcharanah	58	Agriculturist	-
Mother	A. Nagamalleshwar	50	House Wife	-
Wife / Husband	A. Laxmi Srijatha	28	House Wife	-
Brother / Sister	G. Dhanalaxmi	39	House Wife	-
Brother / Sister	A. Satyanarayana	37	Hero Honda Mechanic	-
Brother / Sister				
Brother / Sister				

**Salary Details**

Last Drawn Salary	8000/- P.M.		
Above salary Included	ESI: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	PF: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	Conveyance: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Mobile Allowance: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Expected Salary	9000/- P.M.		

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


**Experience & Employment Details**

Years of experience in relevant field	12 years
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Name of Company	M.S. Bansal & Co., Chartered Accountants				
Duration of employment	12 years	From date:	Feb 93	To date:	Till date
Location	Gowliguda Chaman				
Designation	Accountant - cum - Computer operator				
Last drawn salary	8000/- P.M				
Brief Description of work	Maintain Manual Accounts & Computer Accounts Statutory Audit & Internal Auditing Prepare Trail Balance, P & L Account & Balance Sheet Prepare TDS Returns, ROC Returns Prepare & file to Sales Tax Returns				
Reason for leaving	Best Growth				

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


Name of Company					
Duration of employment		From date:		To date:	
Location					
Designation					
Last drawn salary					
Brief Description of work					
Reason for leaving					

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


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

Salary	9,000/-
Conveyance	<input checked="" type="checkbox"/> Included in salary <input type="checkbox"/> Extra Rs. _____ per month
Mobile Allowance	<input checked="" 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 checked="" type="checkbox"/> Pay ESI & PF (deduct from salary)
Probation Period	<input type="checkbox"/> 3 months <input checked="" type="checkbox"/> Nil
Salary revision	<input type="checkbox"/> After 3 months <input checked="" type="checkbox"/> Next April
Employee company	Modi Properties & Inv. Pvt Ltd.
Site	H. O.
Date of joining	5/10/05
Report to	H. O.
Documents required	<input checked="" type="checkbox"/> 2 photographs ✓ <input checked="" type="checkbox"/> Copy of school certificated ✓ <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"/> Reference letter from Bausal & Co. <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	Replacement for Lakshmi Accountant.           

Sign: John Mark

Date: 27/9/05.

## CURRICULUM VITAE

**Sambasiva Rao Allamsetty**

**H.No.1-8-488,**

**Chikkadpally,**

**Hyderabad – 500 020.**

**Phone. No: 98666-71123**

### **OBJECTIVE:**

To work in a professional and competent atmosphere that enables me to hope with the emerging trends and technologies and to widen the spectrum of my knowledge and to earn fame and name for the organization I work.

### **EDUCATIONAL QUALIFICATIONS:**

- B.com from Osmania University, Hyderabad, March 1991.
- Intermediate from Board of Intermediate, Hyderabad, March 1988.
- SSC from Board of Secondary Education, A.P., April 1986.

### **TECHNICAL QUALIFICATIONS:**

- Typewriting English Lower Grade
- Typewriting English Higher Grade
- Diploma in Computer Application

### **TECHNICAL PROFICIENCY:**

Operating System : MS-DOS, Windows95  
Packages : Word Star, Lotus 123, Ms-Office, Tally 5.4

**EXPERIENCE** : Working as Accounts-cum-computer Operator in M/s M.S. Bansal & Co. Chartered Accountants, since Feb. 93.

**NATURE OF WORK** :

1. Auditing
2. Maintain Manual Accounts & Computer Accounts
3. Preparation of Trail Balance, P & L Account & Balance Sheet
3. Finalization of Accounts as per Income-tax Act.
4. Preparation of Sales-tax A2 Returns
5. Preparation of TDS Returns
6. E-mail sending & receiving
7. Filing of ROC Returns

### **Strengths:**

- Hardworking
- Sincere

**Personal Details:**

Address for communication : A. Sambasiva Rao  
C/o. G. Kanaka Rao  
H.No.1-8-488, Chikkadpally,  
Hyderabad: -500 020.

Date of Birth : 08-06-1970

Father's Name : A. Nancharaiah

Nationality : Indian

Languages Known : English, Hindi, Telugu

Salary Drawn : Rs.8000/- P.M.

Salary Expected : Negotiable.

Reference Addresses : Shyam Vyas Srimali  
Chartered Accountant  
Feelkhana,  
Hyderabad – 500 012.

G. Kanaka Rao (General Manager),  
C/o. Mody Builders,  
M.G. Road,  
Secunderabad.

Date: 27-9-2005

Place: Hyderabad

*A. Sambasiva Rao*  
(A. SAMBASIVA RAO)



OSMANIA UNIVERSITY
PROVISIONAL CERTIFICATE AND CONSOLIDATED MARKS MEMORANDUM

NO.: 03484

This is to certify that SAMBASIVA RAO A. son/daughter of NANCHARAIAH was declared to have passed the Bachelor of COMMERCE (3 year degree course) examination after qualifying in the following subjects with Roll No: 091-89-508

Table with columns: PART I SUBJECTS, MAX. MARKS, PASS MARKS, MARKS SECURED, YEAR OF PASSING. Rows include English I, Telugu (Sec Lang), English 2, Telugu II (Sec Lang).

TOTAL MARKS SECURED IN PART I IN FIGURES: 217 IN WORDS: \*TWO\*ONE\*SEVEN\* PART I DIV.: SECON D

Table with columns: PART II SUBJECTS, MAX. MARKS, PASS MARKS, MARKS SECURED, YR. OF PASS. Rows include Business Economics, Accountancy I, Business Statistics, Ind. & Culture, Accountancy II, Currency & Banking, Business Org. Manag., Science & Civilization, Ind. & Economy, Adv. Accountancy, Commercial & Ind. Law, Company Law & Audit, Cost Accountancy, Income Tax.

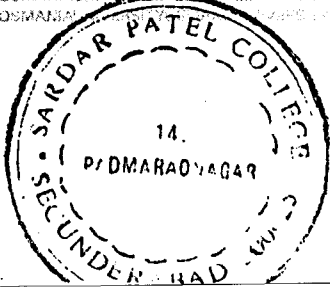
Table with columns: PRACTICAL MARKS, MAX., PASS, SECURED, YR. OF PASS. Contains numerical data for practical subjects.

TOTAL MARKS SECURED IN PART II IN FIGURES: 588 IN WORDS: \*FIVE\*EIGHT\*EIGHT\*

PART II DIV.: SECOND

DATE: 07-06-1991

HYDERABAD, A.P.



Handwritten signature of Registrar

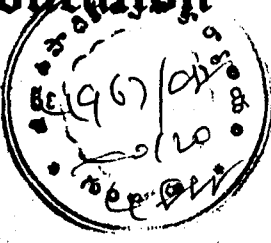
REGISTRAR

73705

BOARD OF INTERMEDIATE EDUCATION, HYDERABAD

# Board of Intermediate Education

HYDERABAD (A.P.)



19/03/88  
20/03/88  
21/03/88

## PASS CERTIFICATE-CUM-MEMORANDUM OF MARKS

THIS IS TO CERTIFY THAT **SAMBASIVA RAO A**  
**SON/DAUGHTER OF NANCHARATAH**  
WITH REGISTRATION NUMBER **504769**

PASSED THE

**INTERMEDIATE EXAMINATION HELD IN MARCH 1988**  
AND WAS PLACED IN **SECOND DIVISION**

THE SUBJECTS IN WHICH THE CANDIDATE WAS EXAMINED AND THE MARKS

SECURED WERE

MEDIUM: TELUGU 045243

SUBJECTS	PAPER-I		PAPER-II	
	MAXIMUM MARKS	MARKS OBTAINED	MAXIMUM MARKS	MARKS OBTAINED
PART-1 ENGLISH	100	050	100	044
PART-2 TELUGU	100	058	100	057
PART-3 OPTIONAL SUBJECTS				
ECONOMICS	100	040	100	049
COMMERCE	100	041	100	075
CIVICS	100	068	100	042
<b>GRAND TOTAL</b>				

IN FIGURES IN WORDS

\*\*\*\*\*FIVE\*\*TWO\*\*\*\*FOUR\*\*\*\*

Signature of the Principal

Signature of Joint/ Deputy Secretary (Examinations)

DATE 16-05-88

P.T.O.



**BOARD OF SECONDARY EDUCATION  
ANDHRA PRADESH**



C 0085355

**SECONDARY SCHOOL CERTIFICATE**

PC/11/0014731/8

Certified that **A SAMBA SIVA RAO** bearing bearing  
 R.No. **0572210** Son/Daughter of **A NANCHARAI AH**  
 and belonging to **PRIVATE** appeared  
 at the **SSC EXAMINATION** held in **APRIL, 1986** and PASSED the Examination in  
**COMPARTEMENTAL** with **TELUGU** as the medium of instruction.  
 The Date of Birth of the Candidate is

DATE OF BIRTH	DAY	MONTH	YEAR				
08/06/1970	ZERO	EIGHT	JUN.	ONE	NINE	SEVEN	ZERO

The candidate Secured the following Percentage of marks

FIRST LANG	MARKS	THIRD LANG.	MARKS	MATHEMATICS	MARKS
TELUGU	55*	ENGLISH	36*	MATHEMATICS	65*
GENERAL SCIENCE	52*	SOCIAL STUDIES	71*	TOTAL (in Figs.)	279

**TOTAL (In Words) \* TWO HUNDRED AND SEVENTY NINE \***

<b>SECOND LANGUAGE ( HINDI</b>	<b>* THIRTY EIGHT * )</b>	<b>38</b>
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**Marks of Identification**

1. *A Mole on the Fore head.*  
 2. *A Mole on the Right Palm.*  
*Sribs Mary Pict...*  
**HEAD MISTRESS**  
**NITHYA SAHAI MATHA**  
**Head of Institution**  
**HIGH SCHOOL**  
**BEALLE, Guntur D. (A.P.)**  
**Date of Issue** **06/06/1986.**  
**HYDERABAD**

**Add./Jt. Secretary**

**Board of Secondary Education**

The marks with the asterisk indicate the marks secured in the Previous Examinations.

# STATE BOARD OF TECHNICAL EDUCATION AND TRAINING ANDHRA PRADESH



## TECHNICAL EXAMINATION

### HIGHER GRADE

This is to certify that **A SAMBA SIVA RAO**  
 Son / ~~Daughter~~ of Shri. **A NANCHARAIAH**  
 With Reg. No. **368175**  
 has passed the **TYPE-WRITING ENGLISH (HIGHER) 45 W.P.M.**  
**EXAMINATION** held in **JANUARY - 1992 AT HYDERABAD**  
 and has been placed in **SECOND DIVISION**

The candidate has secured the following percentage of marks:

PAPER I	PAPER II
60	58

**FIRST CLASS : 75% and above in each paper**

**SECOND CLASS : 45% and above in each paper**

**SPONSORED BY**

**LAST DATE OF EXAMINATION : 11/01/92**

**WINDHAM COMMERCIAL INSTITUTIONS**  
 (Approved by Govt. of A.P.)  
 4-25/1315, Chittampalle,  
 HYDERABAD - 500 022

Given under the seal of the Board

Deputy Secretary  
Examinations

SECRETARY  
STATE BOARD OF TECHNICAL EDUCATION  
AND TRAINING, ANDHRA PRADESH

Dated: **20-03-92**  
Hyderabad A.P.

STATE BOARD OF TECHNICAL EDUCATION AND TRAINING  
ANDHRA PRADESH



TECHNICAL EXAMINATION

LOWER GRADE

*[The candidate has secured the following percentage of marks :]*

*The candidate has secured the following percentage of marks :*

Table with 2 columns: PAPER I, PAPER II. Contains numerical data for marks secured.

FIRST CLASS : 75% and above in each paper

SECOND CLASS : 45% and above in each paper



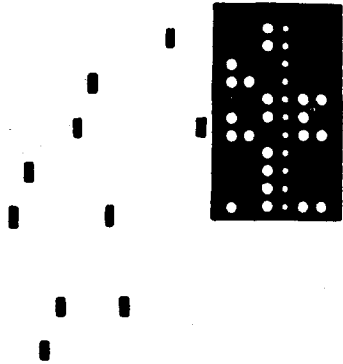
Given under the seal of the Board

*[Signature]*

*[Signature]*  
ASSISTANT SECRETARY  
EXAMINATIONS

SECRETARY  
STATE BOARD OF TECHNICAL EDUCATION  
AND TRAINING, ANDHRA PRADESH

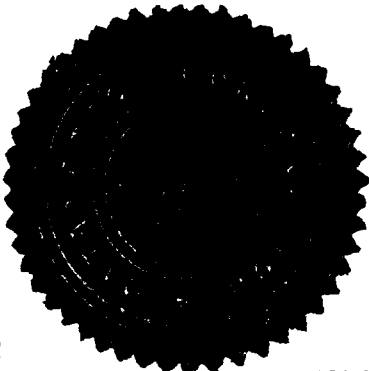
Dated: 18-03-88  
Hyderabad A.P.



**Datamatics corporation**

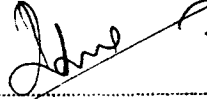
# Certificate

THIS IS TO CERTIFY THAT A-SAMBASIVA RAO HAVING  
SATISFACTORILY COMPLETED IN ACCORDANCE WITH THE REQUIREMENTS OF DATAMATICS CORPORATION THE  
DATA ENTRY OPERATOR COURSE AND THEREFORE IS ENTITLED TO THIS GRADUATION CERTIFICATE, WHICH  
IS HEREBY AWARDED AS EVIDENCE OF PROFICIENCY IN THIS COURSE OF STUDY.



WITNESSED: In testimony whereof as officials of DATAMATICS CORPORATION, we

here unto set our hand and seal in the City of Hyderabad, this 3rd day  
of March, year 19 92

  
.....  
Registrar

  
.....  
Director

INDIAN UNION DRIVING LICENCE  
**ANDHRA PRADESH**

DRIVING LICENCE  
**DLDAPO09202832004**



**SAMBASTHOORAM A**  
**A NANGAL**  
**1-8-400**  
**CHIKNAPUR**  
**HYDERABAD**



*[Signature]*  
29/07/2004

**DUPLICATE**

*[Signature]*  
Licensing Authority  
RTA-HYDERABAD-C

053911/04 Class Of Vehicle Validity

Non-Transport MCWG 07/06/2010

Transport

Hazardous Validity

Badge No.

Original No. 108381992

Original LA. RTA HYDERABAD - CENTRAL

DOB 08/06/1970

Blood Gr.

Date Of 1st Issue 04/11/1992

15-9-264, 1st Floor, Gowliguda Chaman, HYDERABAD-500 012. Phone : (O) ~~511057~~

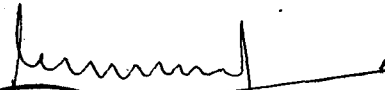
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Date.....

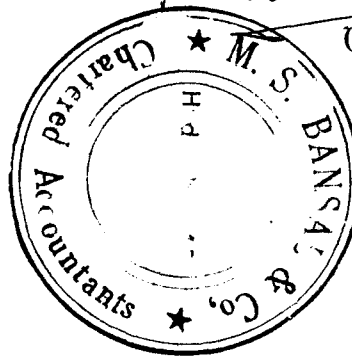
**TO WHOM SO EVER IT MAY CONCERN**

This is to certify that A. Sambasiva Rao S/o. Sri A. Nancharaiah, R/o. H.No.1-8-488, Chikkadpally, Hyderabad – 500 020, has resigned from service w.e.f. 4-10-2005 voluntarily and we have accepted his resignation & relieved him from service with immediate effect.

**For M.S. BANSAL & CO.,  
CHARTERED ACCOUNTANTS,**



**(M.S. BANSAL)  
PARTNER.**



Place : Hyderabad.  
Date : 04-10-2005.

15-9-264, 1st Floor, Gowliguda Chaman, HYDERABAD-500 012. Phone : (O) ~~644367~~

2461357

Date.....

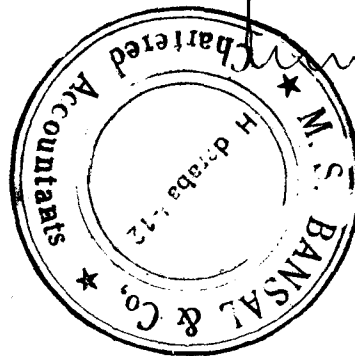
**TO WHOM SO EVER IT MAY CONCERN**

This is to certify that A. Sambasiva Rao S/o. Sri A. Nancharaiyah, R/o. H.No.1-8-488, Chikkadpally, Hyderabad – 500 020, has been working with us from 1-2-1993 to 4-10-2005 as an Accountant-cum-Computer Operator and during the period of service his conduct was very good and was very dedicated and hardworking.

He was look after the work of Audit, accounts, taxation and computer operations.

This certificate is issued at the request of Sri A. Sambasiva Rao.

For M.S. BANSAL & CO.,  
CHARTERED ACCOUNTANTS,



*[Handwritten Signature]*  
(M.S. BANSAL)  
PARTNER.

Place : Hyderabad.  
Date : 04-10-2005.