

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

Roopa.

Salary	4,500/-
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
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	MPIPL.
Designation	Admin Assistant.
Site	H.O.
Date of joining	17/4/06
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 (as and when received) <input type="checkbox"/> Copy of drivers license <input type="checkbox"/> Copy of passport <input type="checkbox"/> Fathers ^{Brother's} employment details / Copy of ID card. <input checked="" type="checkbox"/> Reference letter from <u>Biotech</u> ✓ <input checked="" type="checkbox"/> Reference letter from <u>Magna</u> ✓ } within 1 week of Joining. <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	Specific work not assigned. Will decide her work after 15th May 2006.

Sign: [Signature]

Date: 12/4/06.

11/04/06

In the PWD J. Adams SS

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Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	Admin Assistant
Date of application	11-04-06

Personal Details

Name	M. Roopa		
Age	23 yrs	Date of Birth	27/07/1982
Fathers Name	M. Ramulu		
Address for Correspondence	H.No - 1-22, Brindavan colony, Malkajgiri, Hyderabad-47.		
Phone no. for correspondence	040-27053317 → Reti-		
Permanent Address	H.No - 1-22, Brindavan Colony, Malkajgiri, Hyderabad-47.		

Oh

| Ranked

Roll no 9346488857

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

exams given results awaited.

Education

Degree	B. Com		
Name of college	Osmania University (Correspondence)		
Location	Hyderabad		
Year	2006	Medium of Instruction	English

Degree			
Name of college			
Location			
Year		Medium of Instruction	

Name of Inter/ Jr. College	Kasturba Gandhi Jr. College		
Location	Marredpally, Sec-bad		
Year	2002	Medium of Instruction	English

Name of school	Durga Bhavani High School		
Location	Malkajgiri, Hyderabad		
Year	1997	Medium of Instruction	English

→ good.

Other courses or training	
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Remarks: (For office use only - Do not write in this box)

Computer Skills

MS Office: Excellent Good Avg. Learnt but never worked on it Nil
 MS Word: Excellent Good Avg. Learnt but never worked on it Nil
 MS Excel: Excellent Good Avg. Learnt but never worked on it Nil
 Auto CAD: Excellent Good Avg. Learnt but never worked on it Nil
 Other: DTP

Two Wheeler

Make		Year	
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Family Details	Name	Age	Occupation	Company
Father	M. Ramulu	54	Not working	RFL - Pvt. forms - worker
Mother	M. Chandrakala	48	House wife	
Wife / Husband				
Brother / Sister	Vijaya	28	married	
Brother / Sister	Savitra	26	married	
Brother / Sister	Sampath	22	Show room Incharge	Comptech - Computer
Brother / Sister				

Salary Details

Last Drawn Salary	4500/-		
Above salary Included	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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Expected Salary	4000/- + Conveyance		

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

<u>Unmarried.</u>

Experience & Employment Details

Years of experience in relevant field	2 years		
Name of Company	Biotech Pest Control / SuperSoft Technologies		
Duration of employment	2 yrs	From date: April '04	To date: Feb '06
Location	Paradise, Sec-bad		
Designation	Administrator		
Last drawn salary	4500/-		
Brief Description of work	Receiving calls, assigning work to service people, maintenance of Cash and Ledger books of Sales/service etc.		
Reason for leaving	Due to my final year exams		

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Does not want to join back as office hours is 9 to 7 - 7:30 pm.

Name of Company	Magna Business modes, Pvt Ltd		
Duration of employment	1 yr	From date: 2003/4	To date:
Location	Bequmpet		
Designation	Branch Incharge		
Last drawn salary	3500/-		
Brief Description of work	Taking up orders from marketing staff, Receiving calls, maintaining of cash etc		
Reason for leaving	Branch has been shifted to main office at somajiguda.		

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)

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)

M.ROOPA

D/o.M.Ramulu

H.No-1-22, Brindavan colony

Malkajgiri, Hyderabad 047

Ph- 040 - 27053317

E-mail : meetmantri@yahoo.com

Carrier objective:

Intend to build a career with leading corporate of god environment with committed and dedicated people, which will help me to explore myself fully and realize my potential.

Education Qualification:

B-Com From Osmania university, Hyderabad

Inter from Kasturba Gandhi jr.college, Marredpally,secunderabad.

S.S.C from Durga Bhavani High school, Malkajgiri, Hyderabad.

Technical Qualification:

Ms.Office (Word, excel, Powerpoint)

D.T.P

Strengths:

Positive attitude and Confidence

Sincerity

Experience:

Worked as an Office Incharge in Magna Business modes Pvt Ltd for a period of one year

Worked as an Office Administrator in Blotech pest Control Pvt Ltd & Supersoft Technologies for a period of Two years.

Personal Profile:-

Name : **M.Roopa**
Father Name : **M.Ramulu**
Date of Birth : **27-07-1982**
Marital status : **Single**
Hobbies : **Listening to Music & Reading**
Languages known : **Telugu, Hindi & English**
Address for Communication : **M.ROOPA**
D/o.M.Ramulu
H.No-1-22, Brindavan colony
Malikajiri, Hyderabad 047
Ph:-040-27053317

Declaration

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

Date 11/04/06

Place Secunderabad .

M. Roopa
(M.Roopa)



MAGNA BUSINESS MODES PVT. LTD.

II Flr, Deccan Chambers, 6-3-666/B, Opp. NIMS, Somajiguda, Hyd-82.
Tele: 040-23311444, 23318144, 23318155, Fax: 040-55669611.

CONPRO

Marketing

II Floor, Deccan Chambers, Opp.NIMS, Punjagutta, Hyd-82.
Ph: 23311444, 23318144 /55, Fax:040-55669611

Publishers of:
Magna Builders' & Industrial Directories

Date: 01/05/2004.

EXPERIENCE CERTIFICATE

This is to certify that **Miss. Roopa M.** D/o. Ramulu M has executed her job as Office Assistant in our organisation from March 2003 to April 2004 to our total satisfaction.

with regards,

for **Conpro Marketing**

A. Martin Raj

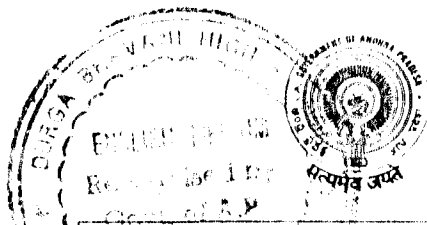
A. Martin Raj

Managing Partner

**BOARD OF SECONDARY EDUCATION
ANDHRA PRADESH**



N 011415



SECONDARY SCHOOL CERTIFICATE

PC/04/0021971/5

CERTIFIED THAT		M ROOPA		Bearing Roll No.		0059897	
D/O		M RAMULU					
belongs to		DURGA BHAVANI H SCHOOL - MALKAJGIRI					
has appeared and PASSED at the SSC EXAMINATION held in				MARCH, 1997		with	
SECOND		division and		ENGLISH		as the medium of instruction	
DATE OF BIRTH OF THE CANDIDATE		DAY		MONTH		YEAR	
28/07/1982		TWO		EIGHT		JUL ONE NINE EIGHT TWO	
THE CANDIDATE SECURED THE FOLLOWING PERCENTAGE OF MARKS							
SUBJECT		Marks secured (in Figures)		Marks secured (in Words)			
FIRST LANGUAGE (HINDI)		50		FIVE ZERO			
THIRD LANGUAGE - ENGLISH		64		SIX FOUR			
MATHEMATICS		41		FOUR ONE			
GENERAL SCIENCE		63		SIX THREE			
SOCIAL STUDIES		67		SIX SEVEN			
TOTAL		285		(TWO EIGHT FIVE)			
SECOND LANGUAGE (TELUGU)		54		FIVE FOUR			
GRAND TOTAL		339		(THREE THREE NINE)			
Marks of Identification		<p>1. A mole on the lt side of the forehead.</p> <p>2. A mole on the lt hand show finger.</p>					
Head of Institution with School Stamp		<p align="center"><i>M. S. Reddy</i> Head Mistress DURGA BHAVANI HIGH SCHOOL</p>					
Date of Issue by the Board		25/05/1997.		SECRETARY			
				BOARD OF SECONDARY EDUCATION			
				HYDERABAD			
Any corrections in the certificate will not be entertained after 3 years from the date of issue.							
Any unauthorised correction in the certificate will result in cancellation of certificate.							
The marks with the asterisk indicates the marks (old marks) secured in previous Examinations.							