

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

Name	Keerthi M.
Salary	3,750/-
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 checked="" type="checkbox"/> No PF & ESI <input checked="" type="checkbox"/> Only after 3 months <input type="checkbox"/> Pay ESI & PF
Probation Period	<input checked="" type="checkbox"/> 3 months <input type="checkbox"/> Nil
Salary revision	<input checked="" type="checkbox"/> After 3 months <input type="checkbox"/> Next April
Employee company	MPIPL
Designation	Asst. Accountant.
Site	H.O.
Date of joining	19/5/06
Report to	Samba shiva Rao.
Documents required	<input checked="" type="checkbox"/> 2 photographs <input checked="" type="checkbox"/> Copy of school certificated <input checked="" type="checkbox"/> Copy of degree certificates — when received. <input type="checkbox"/> Copy of drivers license <input type="checkbox"/> Copy of passport <input checked="" type="checkbox"/> Fathers employment details / Copy of ID card. <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Reference letter from <u>nil</u> <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	Cousin of Roopa — Asst Accountant. 3 months training / probation period. Employer Samba shiva Rao to train her. She will be his assistant.

Sign: Sheela M. R.

Date: 18/5/06.

#① Ref: Roopa Accountant APTA
 ①
 Roopa

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	Accountant
Date of application	17/05/06

Personal Details

Name	M. Keerthi		
Age	20	Date of Birth	09-05-1986
Fathers Name	M. Ashok Kumar		
Address for Correspondence	3-91, Narasimha Reddy Nagar, Malkajgiri, Hyderabad / Rented		
Phone no. for correspondence	55964580 - ②		
Permanent Address	3-91, Narasimha Reddy Nagar, Malkajgiri, Hyderabad.		

OK

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

→ Roopa's consent given
→ communication skills - OK (good)
→ She accepts to work at least 3 yrs.
→ She is planning for higher studies through correspondence.

Education

Degree	Kas B.com (Taxation)		
Name of college	Kasturba Gandhi Degree College		
Location	Secunderabad		
Year	2006	Medium of Instruction	English ✓

Degree			
Name of college			
Location			
Year		Medium of Instruction	

Name of Inter/ Jr. College	M.E.C (Kasturba Gandhi Jr. college)		
Location	Secunderabad		
Year	2003	Medium of Instruction	English ✓

Name of school	Durga Bhawan high School		
Location	Malkajgiri		
Year	2001	Medium of Instruction	English ✓

Other courses or training	Accounting packages (Tally, Ex-ner-generation, focus, wings)
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Remarks: (For office use only - Do not write in this box)

→ She is aware of Accounting software that we are using

Computer Skills

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

Two Wheeler

Make		Year	
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Family Details	Name	Age	Occupation	Company
Father	M. Ashok Kumar	50	Private Company	Private Company
Mother	M. Laxmi	42	Home Wf.	
Wife / Husband				
Brother / Sister	M. Karthik	18	STUDG	Bio-Technical Ryan
Brother / Sister				
Brother / Sister				
Brother / Sister				

Salary Details

Last Drawn Salary		
Above salary Included	ESI: <input type="checkbox"/> Yes <input type="checkbox"/> No	PF: <input type="checkbox"/> Yes <input type="checkbox"/> No
	Conveyance: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Mobile Allowance: <input type="checkbox"/> Yes <input type="checkbox"/> No
Expected Salary	4000/- Negotiable	

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

→ Father is working with Laxmi Construction.

→ Works for Laxmi Construction - Supervisor.
earlier he used to work for HMT as worker - VRS taken.

Experience & Employment Details

Years of experience in relevant field	
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Name of Company			
Duration of employment	From date:	To date:	
Location			
Designation			
Last drawn salary			
Brief Description of work	Nil.		
Reason for leaving			

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

→ Fresh candidate
→ May be considered Trainee basis for 6 months.

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)

CURRICULUM VITAE

M.KEERTHI,
H. NO -3-91,
Narasimha reddy nagar,
Malkajgiri,
Hyderabad-500 047.
Phone no; 55964580,

CAREER OBJECTIVE:

- Zeal to learn every thing which gives me an opportunity to utilize my communication and technical skills for both organization and my career.

ACADEMIC PERFORMANCE:

- Secondary School Certificate (S.S.C) 73% Durga Bhavani High School (Malkajgiri Hyderabad)
- Intermediate Public Examination 64%kasthurba gandhi Jr.college.
Degree B.com third year {Taxation} Waiting For Results.

COMPUTER SKILLS:

- Packages : MS-Office, Accounting Packages.

PERSONAL PROFILE:

Name	:	M.Keerthi
Father's Name	:	M.Ashok kumar
Gender	:	female
DOB	:	9-5-1986
Hobbies	:	Watching cricket & Listening to music
Marital Status	:	Bachelor
Languages Know	:	English, Hindi & Telugu
Religion	:	Hindu
Nationality	:	Indian
Ph no	:	55964580

REFERENCE:

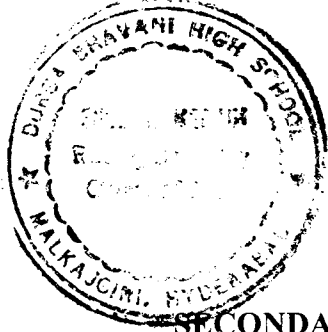
Mr. M.Ashok kumar,
H.no. 3-91,
Narasimha reddy nagar,
Malkajgiri,
Phone no: 55964580.

Date :
Place :

{M.KEERTHI}

BOARD OF SECONDARY EDUCATION

ANDHRA PRADESH



SECONDARY SCHOOL CERTIFICATE

PC/04/0027669/B

VK 415245

CERTIFIED THAT **M KEERTHI**
 D/O **M ASHOK KUMAR** Bearing Roll No **0071772**
 belongs to **DURGA BHAVANI H SCHOOL - MALKAJGIRI**
 has appeared and PASSED at the SSC EXAMINATION held in **MARCH-2001**
 in **FIRST** Division with **ENGLISH** as the medium of instruction.

DATE OF BIRTH OF THE CANDIDATE	DAY		MONTH	YEAR		
09/05/1986	ZERO	NINE	MAY	ONE	NINE	EIGHT SIX

THE CANDIDATE SECURED THE FOLLOWING PERCENTAGE OF MARKS

SUBJECT	Marks Secured (in figures)	Marks Secured (in words)
FIRST LANGUAGE : (HINDI)	76	SEVEN SIX
THIRD LANGUAGE : ENGLISH	73	SEVEN THREE
MATHEMATICS :	89	EIGHT NINE
GENERAL SCIENCE :	63	SIX THREE
SOCIAL STUDIES :	68	SIX EIGHT
TOTAL :	369	(THREE SIX NINE)
SECOND LANGUAGE : (TELUGU)	73	SEVEN THREE
GRAND TOTAL :	442	(FOUR FOUR TWO)

Marks of Identification : 1. A mole on the rt elbow.
 2. A mole on the rt cheek.

J. Arendhathi
 Head of Institution
 with School Stamp
 Date of issue : 30/04/2001

[Signature]
 SECRETARY
 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.



415245

2000

ELECTRICITY BILL

FRD: 312 28
DE: 12/00/2000
SCH: A.C.
NAME: 2003 16364
ADDR: P. 11111
CAT: 3-93
MIGRUTHI NIGER
P.H. ME
TAD: 1 1 00
10000.0000000000000000
10.00 MONTH

ENERG 10.00
CUST CHG 10.00
ED 10.00
TODAY'S PAPER 10.00
TOTAL AMOUNT 10.00
ADJ AMOUNT 10.00
NET AMOUNT 10.00
DUE DATE
NOTE: PAYMENTS SHOULD BE MADE TO THE
BANK OF NIGERIA
BANK OF NIGERIA

ADVERTISEMENTS
NEWS PAPER, MAGAZINE
TV CHANNEL
9885422
10000.0000000000000000