

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

Name	S. Nagamani
Salary	6,000/-
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 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	Greenwood Estatee.
Designation	Accountant
Site	H.O.
Date of joining	15/2/07
Report to	Ramna Murthy - is .
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 type="checkbox"/> Copy of drivers license <input type="checkbox"/> Copy of passport <input checked="" type="checkbox"/> ^{Husband's} Fathers employment details / Copy of ID card. <input checked="" type="checkbox"/> Reference letter from <u>Balaji</u> <input checked="" type="checkbox"/> Reference letter from <u>Maheshwari</u> <input checked="" type="checkbox"/> Reference letter from <u>Water tee.</u> <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	

Sign: [Signature]
 Date: 31/1/07

Ref: - Bashir, (Chikaband Prasad)

Jr. Accountant
18

God

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	Accountant - Sr.
Date of application	Jan 29/5, 2007

Personal Details

Name	S. Nagamani		
Age	37 Years	Date of Birth	3.8.1969
Fathers Name	Late Sri G. Koti Reddy		
Address for Correspondence	21-14, Dayanand Nagar Malkajgiri, Hyderabad - 500 047		own house
Phone no. for correspondence	Mobile no. 9908314282		
Permanent Address	21-14, Dayanand Nagar Malkajgiri, Hyderabad - 500 047		

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

→ Communication Skills - ok
→ on long run she wants stick in the same field

Education

Degree	M. Com		
Name of college	External Through Osmania University		
Location	Hyderabad		
Year	1997	Medium of Instruction	Telugu

Correspondence

Degree	B. Com		
Name of college	Kasturba Gandhi college for women		
Location	East married Pally		
Year	1989	Medium of Instruction	Telugu

Name of Inter/ Jr. College	Kasturba Gandhi college for women		
Location	East married Pally		
Year	1986	Medium of Instruction	Telugu

Name of school	St. Thomas Girls High School		
Location	Secunderabad		
Year	1984	Medium of Instruction	Telugu

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

Computer Skills

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

Two Wheeler

Make	-	Year	-
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Family Details	Name	Age	Occupation	Company
Father	Late Sri. G. K. R. Reddy	58	State Govt. Employee	Employment - Swachh
Mother	Mrs. G. Parvathi	52	House wife	
Wife / Husband	Mr. S. Gopal Rao	38	own business	Kirana 4 General - Malkajgiri
Brother / Sister	Mrs. T. Sudha	30	House wife	
Brother / Sister	Mr. G. Nageswar Reddy	29	Pvt. Employee	Hindustan Group of Companies
Brother / Sister	-	-	-	-
Brother / Sister	-	-	-	-

Salary Details

Last Drawn Salary	Rs. 6,000	
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	7,500	(Negotiable - 20M)

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

<p>Children - 2f -> boy - 16 & girl - 12</p> <p>She can work in 15 days if selected</p> <p>- Children Age 16 & 12</p>
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Experience & Employment Details

Years of experience in relevant field 6 years

Name of Company	Shree Balaji Marketing		
Duration of employment	From date:	July 99 April 2002	To date: 2002 March Dec 2004
Location	-Balkampit		
Designation	Accountant		
Last drawn salary	4,500		
Brief Description of work	Maintainings the Accounts in Tally Package, Maintaining the Stores, Preparation of indent. Physical store verification, Sending the necessary information to H.O. on daily basis.		
Reason for leaving	Got the offer in a Limited Company.		

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

1. Not confident in BRS. etc.
2. Impression - Avg. and ok for ix. Accounts.
Lawrence 29/10/07.

Name of Company	Maheshwari Marketing c/a for Haldiram Nagpur		
Duration of employment	From date:	April 2002 July 99	To date: March 2002
Location	Mittal Chambers, James Street		
Designation	Accountant		
Last drawn salary	3,800/-		
Brief Description of work	Maintaining Cash book, General ledger, Sales Register, Purchase Register & Petty cashbook manually & also Maintaining the Accounts in System in Tally. Bank reconciliation & Sales Tax Returns.		
Reason for leaving	Proprietor stopped his business with Haldiram Nagpur		

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

1. She is not having knowledge in TDS.
2. Her responsibilities with present company collection and deposit the same to Head office.
3. All Accounting work is done by head-office.
4. Asked for BRS, but she need time to face interview as she is in hurry.
5. Impression - Average.
Lawrence 29/10/07.

Name of Company	Water Tee Systems (P) Pvt Ltd			
Duration of employment	Jan. 2005	From date:		To date: till date
Location	Tadburd			
Designation	Branch Accountant			
Last drawn salary	Rs. 6000/-			
Brief Description of work	Maintaining the Accounts in Tally Preparation of Sales Reports which required by Br Manager. Maintaining the Stores & Preparation of indent. Physical Stock verification. Outstanding follow up. Taking the orders & the same to be executed filing of monthly sales tax returns, professional tax etc. Dealing with the Dept like sales tax etc.			
Reason for leaving	Management would like to transfer my services to vijaywada Branch.			

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

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

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

Mrs. S.Nagamani
H.No: 21-14,
Dayanand Nagar,Malkajgiri,
Hyderabad-47.
Tel: 27050111, Mob: 9908314282
E-mail: mani_sgr@rediffmail.com.

Curriculum Vitae

OBJECTIVE: To work in an esteemed organisation in Accounts Department and involve myself as a part of the team which works towards the growth of the organisation.

Qualifications

Academic

Master in Commerce (M.Com) from Osmania University, Hyderabad.

Technical

Type writing Higher in English.

Computer

Diploma in Computer Applications from NICT, Tarnaka.

Diploma in Accounting Packages from BDPS, Secunderabad.
(TALLY, FOCUS, WINGS)

Experience

Totally 6 Years of experience in Maintaning Books of Accounts.

Previous

As Accountant for Maheshwari Marketing (C&FA) for M/s Haldiram Foods International Ltd. From July- 99 – 2002 March.

Working for Shree Balaji Marketing (C&FA) for Tropicana Beverages Company from April 2002 to Dec-2004

Presently

Working as Branch Accountant for watertec Systems India pvt Ltd .Secunderabad from Jan-2005 to till date.

Nature of Work
Accounts & Finance:

- Handling complete branch accounts and administration for Hyderabad Branch.
- Filing of Sales-tax monthly returns.
- Bank reconciliation statements.
- Preparation of Indent, and also maintaining of Stocks.
- Co-ordination with H.O. for all the matters
- Preparation of MIS reports for H.O.


Personal Strength:

- Quick at grasping things coupled with good communication skills.
- Capable of adapting myself to changing needs of Dynamic Business Environment.
- Believe in goal congruence

Personal Profile:

Age : 36 Years.

Marital Status : Married.


(NAGAMANIS)

**BOARD OF SECONDARY EDUCATION
ANDHRA PRADESH**



File

A 107271

SECONDARY SCHOOL CERTIFICATE

PC/03/109197

Certified that G NAGAMANI **bearing**

R. No. 039243 **Son/Daughter of** G KOTI REDDY

and belonging to ST THOMAS SPS GHS SEC8AD **appeared**

at the SSC EXAMINATION held in MAR, 1984 **and PASSED the Examination in**

SECOND **division with** TELUGU **as the medium of instruction.**

The Date of Birth of the Candidate is

DATE OF BIRTH	DAY	MONTH	YEAR			
02/08/1959	ZERO	TWO	AUG	ONE	NINE	SIX NINE

The candidate Secured the following Percentage of marks

FIRST LANG.	MARKS	THIRD LANG.	MARKS	MATHEMATICS	MARKS
TELUGU	41	ENGLISH	53	GENERAL	48
GENERAL SCIENCE	62	SOCIAL STUDIES	54	TOTAL (In Figs.)	298

TOTAL (In Words) TWO NINE EIGHT

SECOND LANGUAGE (<u>HINDI</u>	<u>ZERO</u>	<u>SIX</u>	<u>ONE</u>	<u>61</u>
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Marks of Identification

- 1 *A mole below the right foot.*
- 2 *A mole on the right wrist.*

Saroja Nayani
Head Mistress, 6-7-84
St. Thomas' (SPS) Girls High School
SECUNDERABAD

Date of issue 24-06-84 **Addl./Jt. Secretary**

HYDERABAD **Board of Secondary Education**

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

SERIAL NO 082471

Board of Intermediate Education

HYDERABAD (A.P.)



PASS CERTIFICATE-CUM-MEMORANDUM OF MARKS

THIS IS TO CERTIFY THAT **G NAGAMANI**
~~SON~~/DAUGHTER OF **G KOTI REDDY**
WITH REGISTRATION NUMBER **935515** PASSED THE
INTERMEDIATE EXAMINATION HELD IN **MARCH** **1986**
AND WAS PLACED IN **THIRD** **DIVISION**
THE SUBJECTS IN WHICH THE CANDIDATE WAS EXAMINED AND THE MARKS
SECURED WERE

MEDIUM : TELUGU

107963

SUBJECTS	PAPER-I		PAPER-II	
	MAXIMUM MARKS	MARKS OBTAINED	MAXIMUM MARKS	MARKS OBTAINED
PART-1: ENGLISH	100	050	100	048
PART-2:(TELUGU)	100	065	100	060
PART-3: OPTIONAL SUBJECTS				
ECONOMICS	100	047	100	045
COMMERCE	100	046	100	038
CIVICS	100	049	100	049
GRAND TOTAL				
IN FIGURES	IN WORDS			
497	***FOUR***NINE***SEVEN***			

A. Vidya
SIGNATURE OF THE PRINCIPAL
AND COLLEGE SEAL

Principal

Kasturba Gandhi College for Women
Mareddy

NOTE: ELIGIBILITY RULES ARE PRINTED OVERLEAF.

O. P. ...
JOINT/DEPUTY SECRETARY
(EXAMINATIONS)

DATE **21-05-86**



OSMANIA UNIVERSITY

PROVISIONAL CERTIFICATE AND CONSOLIDATED MARKS MEMORANDUM

NO.: 02894

This is to certify that G NAGAMANI
 son/daughter of G KOTI REDDY was
 declared to have passed the Bachelor of COMMERCE (3 year degree course)
 examination after qualifying in the following subjects with Roll No: 090-87-356

PART I SUBJECTS				MAX. MARKS	PASS MARKS	MARKS SECURED	YEAR OF PASSING
FIRST YEAR:							
ENGLISH 1				100	36	55	A87
TELUGU	1	(SEC. LANG.)		100	36	69	A87
SECOND YEAR:							
ENGLISH 2				100	36	45	A88
TELUGU	2	(SEC. LANG.)		100	36	73	A88

TOTAL MARKS SECURED IN PART I
 IN FIGURES: 242
 IN WORDS:
 *TWO*FOUR*TWO*
 PART I DIV.: FIRST

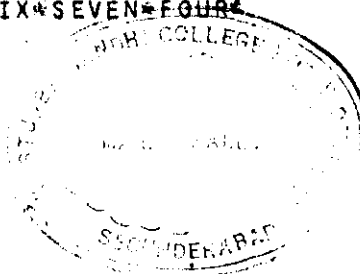
PART II SUBJECTS	THEORY MARKS				PRACTICAL MARKS			
	MAX.	PASS	SECURED	YR. OF PASS	MAX.	PASS	SECURED	YR. OF PASS
FIRST YEAR:								
PRINC. OF ECONOMICS	100	36	63	A87				
BOOK KEEPING	100	36	41	S87				
O . I . M . S .	100	36	55	A87				
SECOND YEAR:								
ACCOUNTANCY 2	100	36	44	A88				
M.B.I. TRADE	100	36	52	A88				
C.L.S.P	100	36	41	S88				
THIRD YEAR:								
E.D.P.I.	100	36	67	A89				
ADV. ACCOUNTANCY	100	36	85	A89				
MERCANTILE LAW & I.L	100	36	51	A89				
STATISTICS	100	36	62	A89				
COST ACCOUNTANCY	100	36	76	A89				
AUDITING & I.T.	100	36	37	A89				

TOTAL MARKS SECURED IN PART II } IN FIGURES: 674
 IN WORDS: *SIX*SEVEN*FOUR*

PART II DIV.: SECOND

DATE 10-06-89

HYDERABAD, A.P



[Signature]
 REGISTRAR



OSMANIA UNIVERSITY EXTERNAL EXAMINATIONS, OSMANIA UNIVERSITY

POST GRADUATE (EXT.) M. COM (FINAL) COMMERCE
MEMORANDUM OF MARKS

DEC. 1997 EXAMS

H.T.NO.: 549880
NAME: G. NAGAMANI
FATHER'S NAME: G. KOTI REDDY
ADDRESS: 21-14
DAYANAND NAGAR
MALKAJGIRI
HYDERABAD

DATE: 25/07/98
REGNO.: 330214

500047

PAPER NO.	SUBJECT TITLE	MAXIMUM MARKS	MARKS SECURED
1	INDUSTRIAL ECONOMICS	100	53
2	LABOUR ECONOMICS & INDUSTRIAL RELATIONS	100	49
3	QUANTITATIVE TECHNIQUES IN BUSINESS DECISION	100	43
4	SALES AND ADVERTISING MANAGEMENT	100	44
5	PUBLIC ENTERPRISES MANAGEMENT	100	49
RESULT: PASSED		TOTAL	500 238

TOTAL (IN WORDS) == TWO THREE EIGHT ==

The Division in the Final Examination is declared on the Combined Aggregate marks of Previous and Final Examinations.
For a Pass in the previous or Final Examination, the candidate should have scored 40% of the aggregate marks.

P. Anand
Controller of Examinations



OSMANIA UNIVERSITY EXTERNAL EXAMINATIONS, OSMANIA UNIVERSITY
POST GRADUATE (EXT.) M.CCM. (PRE.) COMMERCE . DEC. 1996 EXAMS

MEMORANDUM OF MARKS

H.T.NO.: 546035
NAME: G NAGA MANI
FATHER'S NAME: G KOTI REDDY
ADDRESS: H NO 21-14
DAYANAND NAGAR
MALKAJGIRI
HYDERRABAD

DATE: 28/08/97

500047

PAPER NO.	SUBJECT TITLE	MAXIMUM MARKS	MARKS SECURED	
1	ACCOUNTING FOR MANAGEMENT	100	41	
2	MANAGERIAL ECONOMICS	100	59	
3	MARKETING MANAGEMENT	100	37	
4	FINANCIAL MANAGEMENT	100	43	
5	HUMAN RESOURCES MANAGEMENT	100	60	
RESULT: PASSED		TOTAL	500	240

TOTAL (IN WORDS) ■■ TWO FOUR ZERO ■■

The Division in the Final Examination is declared on the Combined Aggregate marks of Previous and Final Examinations.
For a Pass in the previous or Final Examination, the candidate should have scored 40% of the aggregate marks.

Pamela
Controller of Examinations

STATE BOARD OF TECHNICAL EDUCATION AND TRAINING ANDHRA PRADESH



TECHNICAL EXAMINATION

HIGHER GRADE

This is to certify that **G NAGAMANI**
 Son / Daughter of **Shri KOTI REDDY**
 With Reg. No. **391456**
 has passed the **TYPE-WRITING ENGLISH (HIGHER)**
EXAMINATION held in **JUN / JUL** **1988**, AT **HYDERABAD**
 and has been placed in **SECOND DIVISION**

The candidate has secured the following percentage of marks :

PAPER I	PAPER II
75	45

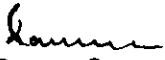
FIRST CLASS : 75% and above in each paper


SECOND CLASS : 45% and above in each paper



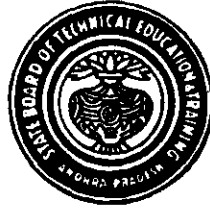
Given under the seal of the Board

Dated : 06-09-88
 Hyderabad A.P.


 Deputy Secretary
 Examination


 SECRETARY
 STATE BOARD OF TECHNICAL EDUCATION
 AND TRAINING, ANDHRA PRADESH

**STATE BOARD OF TECHNICAL EDUCATION AND TRAINING
ANDHRA PRADESH**



TECHNICAL EXAMINATION

LOWER GRADE

This is to certify that **G NAGAMANI**
 / Daughter of Shri **KOTI REDDY**
 With Reg. No. **192053**
 has passed the **TYPE-WRITING ENGLISH (LOWER)**
EXAMINATION held in **MAY/JUN 1987** AT **HYDERABAD**
 and has been placed in **SECOND DIVISION**

The candidate has secured the following percentage of marks :

PAPER I	PAPER II
75	51

FIRST CLASS : 75% and above in each paper

SECOND CLASS : 45% and above in each paper



Given under the seal of the Board

Dated: **29-07-87**
 Hyderabad A.P.

Kanubotm
 ASSISTANT SECRETARY
 EXAMINATIONS

Ch...
 SECRETARY
 STATE BOARD OF TECHNICAL EDUCATION
 AND TRAINING, ANDHRA PRADESH

Sl. No. 21524



Shenketovaya
Recognised by
12-5-143, Tarnaka

GOVERNMENT OF ANDHRA PRADESH
DEPARTMENT OF EMPLOYMENT AND TRAINING
Provisional National Trade Certificate

Shri/Shrimati/Kumari *G. Nagamani*
Son/Wife/Daughter of Shri *G. Kōhi Reddy*
Roll No, 2455 having completed the course of training
at *N. G. E. T. Tarnaka*

(Name of Institute and place) and passed the prescribed trade test in the
trade of *Data Preparation & Comp. Software* held in the
month of *July* 1992 is awarded this certificate provisionally.

The National Trade Certificate will be issued by the National
Council for Vocational Training.

Period of Training from *Aug 91* to *July 92*

Character: *Satisfactory*

TRADE TEST MARKS

<u>SUBJECT</u>	<u>MAX. MARKS</u>	<u>MARKS OBTAINED</u>
1. Trade Practical	400	287
2. Trade Theory	120	63
3. Workshop Cal. & Science	—	—
4. Eng. Drawing	—	—
5. Social Studies	50	36
TOTAL-	570	386

Date of birth as recorded in School Certificate *02nd Aug 1969*

Prepared by *P. V. Reddy* Checked by *K. L. Chary*

Shenketovaya
(Signature of Director, I.T.I.
with Seal)

(Recognised by Govt. of India)
12-5-143, Tarnaka, SEC-17

(Signature of Certificate holder)
Date: *15-12-92*

[Signature]
(Fascimile Signature)
Secretary S.C.V.T./R.D.D.

REGIONAL OFFICE
HYDERABAD

BUREAU OF DATA PROCESSING SYSTEMS LTD.

KATHOKE BHAVAN, DADAR, MUMBAI - 400 014.

Diploma

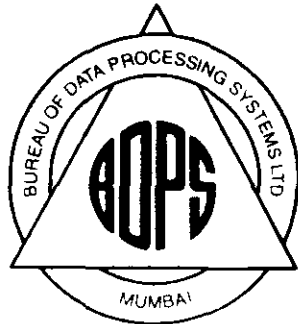


Bureau of Data Processing Systems Ltd. hereby confers on
Mr./Mrs./Miss G. Nazamani

The Diploma in Accounting Package

He/She having passed the said examination
in Versé Division on the 8TH Day of May

in the year 1999 and in testimony thereof we set the seal of **BDPS**



3 June 99
Professor-in-charge

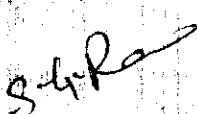
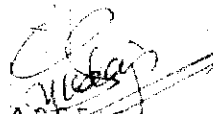
Hitesh Thadhani
Executive Director
HITESH THADHANI

Jayesh Thadhani
Systems Director
JAYESH THADHANI



Family Members Details

S.No	Name	Relation	Date of Birth	Age
2	Nagamani	Wife	03/08/69	36
3	Abijithrao	Son	24/02/90	15
4	Shalini	Daughter	04/03/95	10
5	Venkubai	Mother	02/06/42	63



 A.C.F.E.
 18/04/2005 Ga Eddy Dist.
 గాంధీ జిల్లా పరిషత్, గాంధీ జిల్లా, విజయవాడ

HOUSEHOLD CARD

Card No : PAF15821200189
 F.P. Shop No : 128
 పేరు : వివేకానంద్ . గోపాల్ రావు
 Name of Head of Household : Somanagarthy . Gopal Rao
 తండ్రి/భర్త పేరు : వెంకట్ రావు
 Father/Husband Name : Venkat Rao
 జన్మ తేదీ/Date of Birth : 09/05/1968
 వయస్సు/Age : 37
 వృత్తి/Occupation : Own Business
 గ్రామ పేరు/Village No. : 21/14
 రోడ్డు/Street : DAYANAND NAGAR
 జిల్లా : DAYANAND NAGAR
 వార్డు నెంబరు : 27 / Ward-27
 మండలం : వెంకటాద్రి / Malkajgiri
 గ్రామ పంచాయతీ : గాంధీ / Ga Eddy
 ఆస్తుల విలువ (రూ.) : 60,000
 LPG Connection No. : 259954 (Single)
 LPG Dealer Name : Sumanagarthy Gas Co , HPC

Handwritten signature



MAHESHWARI MARKETING

Super Stockist for: HALDIRAM'S, Nagpur.
L-3, 2-2-51, MITTAL CHAMBERS, M. G. ROAD, SECUNDERABAD-3.
Phone : 7713541, 7801135 Telefax : 040-7711699
E-mail : mundra-01@usa.net ● mundra-01@yahoo.com

At 7/5 May 2003

To whomsoever it may concern

It is hereby confirmed that
Mrs S. Rajmani as worked with our organization
as a Accountant from July '99 to March '02

She is found very honest and
hardworking. she will be an asset wherever
she works.

For Maheshwari Marketing

Proprietor

SRI BALAJI MARKETING

Tropicana Beverages Company (C & FA)
8-3-167/D/65, Near Central Bank,
Kalyan Nagar, Hyderabad - 500 890
Phone : (O) 3712894, (R) 3390224

25.05

To whom so ever it may concern

This is to certify that Mrs. S. Nagamani
has worked as an Accountant since
April '02 to Decembel - 04 in our
organisation.

of SRI BALAJI MARKETING


Proprietor