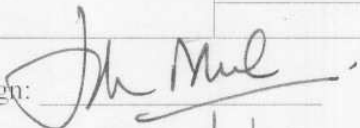


**Details of Appointment: :** (For office use only – Do not write on this page)

Name	M. Lavayana
Salary	3,500/-
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 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 6 months <input type="checkbox"/> Next April
Employee company	<del>MEP</del> Mehta & Modi Homee.
Designation	Accountant Assistant.
Site	H.O.
Date of joining	27/1/07
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 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 Sai Info tech. <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	Mr. Satyanarayana of Frober Ghokak has lefted here and stands guarantee for her.

Sign: 

Date: 31/1/07

Ref: - Mr. Sathyamurayan Padas Godeak.

**Bio-Data**

Note: Attach copy of Resume / Bio-data

Application for post of	Acc. - Accountant
Date of application	

**Personal Details**

Name	M. Lavanya		
Age	20	Date of Birth	21-01-1988
Fathers Name	M. Yadhagiri.		
Address for Correspondence	HNO, 8-10, Chinthat Basthi, Malkajgiri.   Don't know		
Phone no. for correspondence	9948728781, 9912128216.		
Permanent Address	-		

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

1. Voucher feeding she can do.
2. She is having intention to learn the work.
3. Asst. Accountant post she is o.k.
Lawyer 2/10/07.

**Education**

Degree	1st year C.B. B. Com Computer		
Name of college	Vasundhara Degree women's college		
Location	ECTL.		
Year	2005	Medium of Instruction	English.

Correspondence course

Degree	2nd year		
Name of college	Vasundhara college.		
Location	ECTL.		
Year	2006.	Medium of Instruction	English

Name of Inter/ Jr. College	Kasturba Gandhi Jr. College		
Location	Matted pally, sec - 2nd		
Year	2005	Medium of Instruction	Telugu.

Name of school	Z.P.H.S. high school.		
Location	Malkajgiri.		
Year	2003	Medium of Instruction	Telugu

→ She is studying 2nd year B.Com.

→ She is need of job.

**Experience & Employment Details**

Years of experience in relevant field Data Entry

Name of Company	Sri Sai Infotech		
Duration of employment	From date:	10-09-06	To date: 22-11-2006
Location	S.R. Nagar. Amalypati		
Designation			
Last drawn salary	4000/-		
Brief Description of work			
Reason for leaving	There is project work complete		

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

→ Worked as Data Entry operator

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)

N.A

## CURRICULUM VITAE

### **MANTHRILAVANYA**

H. No. 8-10,  
Chintal Basthi,  
Malkajgiri,  
Hyderabad-47.

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---

### **CAREER OBJECTIVE:**

To obtain a challenging and responsible position in a professionally managed organization. I am looking forward to an opportunity where I can utilize my skills effectively to the success of the organization and also for further enhancement of my personal skills.

### **EDUCATIONAL QUALIFICATION :**

- **B.Com. (Computers) Hyear** from **Vasundara Degree College**, affiliated to Osmania University.
- **Intermeidate (C.E.C.)** from **Kasturba Gandhi Jr. College**, Marredpally, Sec-bad.
- **S.S.C.** from Z.P. High School, Malkajgiri.

### **EXPERIENCE :**

- Working as a **“Data Entry Operator”** at Sri Sai Infotech, S.R. Nagar, Hyd. since 6 months.

### **EXTRA CURRICULAR ACTIVITIES :**

- Kabaddi at National Level

### **ACCOMPLISHMENTS :**

- Type Lower
- PGDCA (Computers)

Contd...2...

**PERSONAL DETAILS :**

Name : **M. LAVANYA**

Father's Name : M. Yadagiri

Date of Birth : 21-01-1988

Marital Status : Single

Languages Known : English, Hindi & Telugu

Nationality : Indian

Hobbies : Listening to Music, Caroms and Reading Books.

Permanent Address : M. Lavanya,  
D/o. M. Yadagiri,  
H. No. 8-10,  
Chintal Basthi,  
Malkajgiri,  
Hyderabad.  
ANDHRA PRADESH.  
PIN :500 047

**DECLARATION :**

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

Date :

Place :

**(M. LAVANYA)**

Other courses or training: Type: LOWER. PGIRCA (Computers)

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:

**Two Wheeler**

Make	Year
------	------

Family Details	Name	Age	Occupation	Company
Father	M. Yadhavji	45	labour	at Malkajgiri - tea shop.
Mother	M. Anusija	38	Housewife	
Wife / Husband				
Brother / Sister	M. Madhu	25	ICTCT	Sales executive
Brother / Sister	M. Ramesh	22	wipro	office boy - 2000-
Brother / Sister				
Brother / Sister				

Salary 1550/-

**Salary Details**

Last Drawn Salary	4000/-	
Above salary Included	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		

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

Not Married.  
 Madhu Not working.  
 I year she attended college. Next year she changed to  
 correspondence course due to financial problems.

Salary offered 3500/-



Ref: Petan

Father: working in Ration shop

Mother: Home wife

Brother: 7th 1st → Worker  
in form office boy

Dad, hindu, powerpoint

Salary      Rs 4,000/-      Per month

M. Lavanya.

HNO-810, Chintal Basthi

Malkaj gis.

98660015138 Shyam.

# BOARD OF SECONDARY EDUCATION ANDHRA PRADESH



## SECONDARY SCHOOL CERTIFICATE

BB 458239

PC/36/0450441/8

*[Signature]*  
**HEAD MISTRESS**  
Z P (G) HIGH SCHOOL - MALKAJGIRI  
Malkajgiri H. B. Dist.

CERTIFIED THAT **M LAVANYA**  
D/O M YADAGIRI Bearing Roll No **0766755**  
belongs to **Z P (G) HIGH SCHOOL - MALKAJGIRI**  
has appeared and PASSED at the SSC EXAMINATION held in **MARCH-2003** in **SECOND**  
Division with **TELUGU** as the medium of instruction.

DATE OF BIRTH OF THE CANDIDATE	DAY	MONTH	YEAR
21/01/1988	TWO ONE	JANUARY	ONE NINE EIGHT EIGHT

### THE CANDIDATE SECURED THE FOLLOWING PERCENTAGE OF MARKS

SUBJECT	Marks Secured (in figures)	Marks Secured (in words)
FIRST LANGUAGE : ( TELUGU )	71	SEVEN ONE
THIRD LANGUAGE : ENGLISH	38	THREE EIGHT
MATHEMATICS :	39	THREE NINE
GENERAL SCIENCE :	37	THREE SEVEN
SOCIAL STUDIES :	52	FIVE TWO
TOTAL :	237	( TWO THREE SEVEN )
SECOND LANGUAGE : ( HINDI )	78	SEVEN EIGHT
GRAND TOTAL :	<b>315</b>	( THREE ONE FIVE )
Life Skills Education :	Grade Secured	

Marks of Identification : 1. A mole near the left ear.  
2.

*[Signature]*  
**Head of Institution HEAD MISTRESS**  
with School Stamp  
Date of issue : 01-05-2003

*[Signature]*  
**SECRETARY**  
**BOARD OF SECONDARY EDUCATION**  
**A P, HYDERABAD**

1. Life skills Education : The Grade shall be incorporated by the respective Heads of the Institutions before delivery of the certificate to the candidates.  
2. Any corrections in the certificate will not be entertained after one year from the date of issue.  
3. Any unauthorised correction in the certificate will result in cancellation of certificate.  
4. The Marks with asterisk indicates the old marks secured in previous appearances.







# BOARD OF INTERMEDIATE EDUCATION : A.P., HYDERABAD

Intermediate Public Examination, Second Year

## Memorandum of Marks

J 1442604

REGD NUMBER 052346724

NAME M LAVANYA

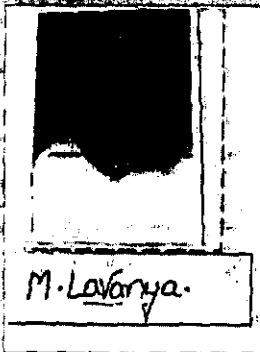
FATHER'S NAME M YADAGIRI

MONTH & YEAR MARCH-2005(REG) SERIAL No: 3554

CAT: I

DIST / COLLEGE 23 / 5060

MEDIUM TELUGU



M. Lavanya

YEAR	SUBJECT	PART - I	PART - II	PART - III		
		ENGLISH	TELUGU	ECONOMICS	COMMERCE	CIVICS
1st YEAR	MAX MARKS	100	100	100	100	100
	MARKS SECURED	63* P	66* P	36* P	52* P	46* P
2nd YEAR	MAX MARKS	100	100	100	100	100
	MARKS SECURED	48 P	70 P	44 P	30 P	53 P
PRACTICALS	MAX MARKS					
	MARKS SECURED					

GRAND TOTAL : 508

GRAND TOTAL : (in words) \*FIVE\*\*\*ZERO\*\*\*EIGHT\*

RESULT SECOND DIVISION DATE 25-04-2005

SIGNATURE OF THE PRINCIPAL

(Eligibility Rules overleaf)

CONTROLLER OF EXAMINATIONS



# Osmania University

MEMORANDUM OF MARKS

UA0938834

EXAMINATION: B. Com. I YEAR MARCH/APRIL 2006

REF. NO.: 22429

DATE: 14/06/2006

NAME: M LAVANYA

ROLL NO.: 342-06-01550

FATHER'S NAME: M YADAGIRI

PART I SUBJECTS	MAXIMUM MARKS	PASS MARKS	MARKS SECURED	RESULT
ENGLISH	100	36	60	PASS
TELUGU I.....(SECOND LANG.)	100	36	75	PASS

PART II SUBJECTS	MAXIMUM MARKS	PASS MARKS	MARKS SECURED	RESULT
BUSINESS ECONOMICS	100	36	52	PASS
FINA. ACCOUNTING I	100	36	42	PASS
INDUSTRIAL ORG. MGMT.	100	36	24	FAIL
QUANT. TECHNIQUES I	100	36	53	PASS
FUNDAMENTAL OF I. T.	70	25	25	PASS
FUNDAMENTAL OF IT P.	30	11	26	PASS
*IND. H. CULTURE	50	18	46	PASS
== ==	==	==	==	===

TOTAL 357

TOTAL MARKS SECURED } IN FIGURES :  
IN WORDS : \* THREE \* FIVE \* SEVEN \*

RESULT: PROMOTED

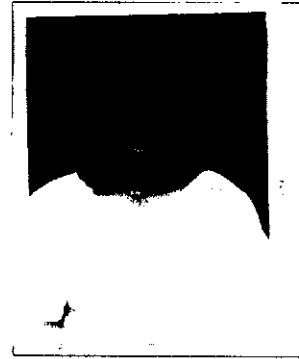
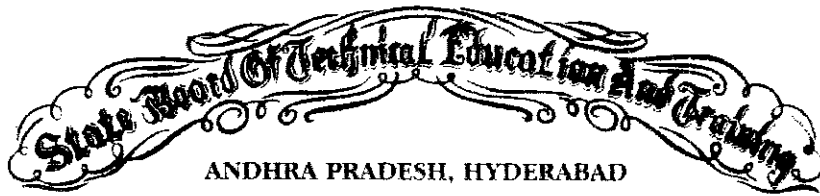
SECTION-IN-CHARGE

CONTROLLER OF EXAMINATIONS

\* INDIAN HERITAGE & CULTURE, ENVIRONMENTAL STUDIES AND SCIENCE & CIVILISATION MARKS ARE NOT INCLUDED IN TOTAL.

C / I 184 / 0206

S.NO. 203969



**TECHNICAL EXAMINATION CERTIFICATE**

This is to Certify that **M LAVANIYA**  
~~SON~~ Daughter of Shri. **M YADAGIRI**  
 With Reg. No. **125292** has passed the  
**TYPEWRITING ENGLISH LOWER (30 W.P.M)**  
 EXAMINATION held in **JANUARY - 2004** AT **SECUNDERABAD (GIFT)**  
 and has been placed in **SECOND CLASS**

The candidate has secured the following percentage of marks :

PAPER I	PAPER II
072	083

SPONSORED BY **Sree Sreenivasa Commercial Institute**  
**5-11, Station Road, Malkajgiri Hyd'bad-47**  
 FIRST CLASS : 75% and above in each paper  
 SECOND CLASS : 45% and above in each paper

Given under the Seal of the Board.

246993

*[Signature]*  
 ASST. SECRETARY  
 EXAMINATIONS

*[Signature]*

SECRETARY  
 STATE BOARD OF TECHNICAL EDUCATION  
 AND TRAINING, ANDHRA PRADESH

Date : 10/03/2004  
 Hyderabad A.P.

Note : Requests for any corrections have to be made within one year from the date of Issue

# GEENI

## Computer Education


50463

[A Govt. of Andhra Pradesh Registered Society & Sponsored by Ministry of HRD-Govt. of India]  
(Under the Management of GEENI Educational Society)  
Admn. Office : Plot No. 01, Street No. 01 Andhra Kesari Nagar, Vanasthalipuram, Hyderabad, INDIA.

### MEMORANDUM OF MARKS

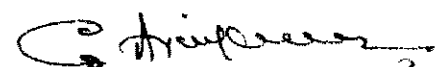
Name of the Candidate : M. LAVANYA  
Son / Daughter /Wife of : M. YADAGIRI  
Registration No. : 009-2302/MKG/HYD.  
Branch : MALKAJGIRI, HYDERABAD.  
Course : PGDCA (P.G.DIPLOMA IN COMPUTER APPLICATIONS)  
Semester No. : II  
Semester/Course Duration : THREE MONTHS  
Semester/Course Period : FEBRUARY 2006 TO APRIL 2006

Subjects	Theory			Practical		
	Maximum Marks	Marks Secured	Secured Marks in figures	Maximum Marks	Marks Secured	Secured Marks in figures
C- LANGUAGE	50	37	THREE SEVEN	50	40	FOUR ZERO
MS-WINDOWS MS-OFFICE	50	38	THREE EIGHT	50	40	FOUR ZERO
Maximum Marks Total	Total Marks Secured in Words			Total Marks Secured		
200	ONE * FIVE * FIVE			155		
Percentage of Marks	Result	Grade		Memo issued on		
78%	PASSED	"A"		06-07-2006		

  
GEENI Computer Education  
MALKAJGIRI BRANCH  
Branch Director  
with Seal.

  
Course  
Co-ordinator



  
Managing Director  
GEENI Computer Education  
Head of the  
Institution  
Andhra Pradesh.

E-Grade (96%-99%)

A-Grade (76%-95%)

B-Grade (61%-75%)

C-Grade (40%-60%)

# GEENI

## Computer Education

48223

[A Govt. of Andhra Pradesh Registered Society & Sponsored by Ministry of HRD-Govt. of India]  
(Under the Management of GEENI Educational Society)  
Admn. Office : Plot No. 01, Street No. 01 Andhra Kesari Nagar, Vanasthalipuram, Hyderabad, INDIA.

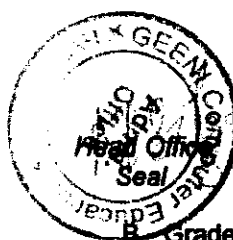
### MEMORANDUM OF MARKS

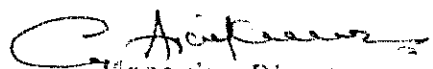
Name of the Candidate : M. LAVANYA  
Son / Daughter /Wife of : M. YADAGIRI  
Registration No. : 009-2302/MKG/HYD.  
Branch : MALKAJGIRI, HYDERABAD.  
Course : PGDCA (P.G.DIPLOMA IN COMPUTER APPLICATIONS)  
Semester No. : I  
Semester/Course Duration : THREE MONTHS  
Semester/Course Period : NOVEMBER 2005 TO JANUARY 2006

Subjects	Theory			Practical		
	Maximum Marks	Marks Secured	Secured Marks in figures	Maximum Marks	Marks Secured	Secured Marks in figures
FUNDAMENTALS & MS-DOS MS-WINDOWS	50	38	THREE EIGHT	50	40	FOUR ZERO
FOXPRO	50	32	THREE TWO	50	42	FOUR TWO
Maximum Marks Total	Total Marks Secured in Words			Total Marks Secured		
200	ONE * FIVE * TWO			152		
Percentage of Marks	Result	Grade	Memo issued on			
76%	PASSED	"A"	13-03-2006			

  
GEENI Computer Education  
MALKAJGIRI BRANCH  
Branch Director  
with Seal

  
Course  
Co-ordinator



  
Managing Director  
GEENI Computer Education  
Andhra Pradesh.  
Head of the  
Institution

A+ - Grade (96%-99%)

A - Grade (76%-95%)

B - Grade (61%-75%)

C - Grade (40%-60%)

# GEENI

## Computer Education

51629

[A Govt. of Andhra Pradesh Registered Society & Sponsored by Ministry of HRD-Govt. of India]  
(Under the Management of GEENI Educational Society)  
Admn. Office : Plot No. 01, Street No. 01 Andhra Kesari Nagar, Vanasthalipuram, Hyderabad, INDIA.

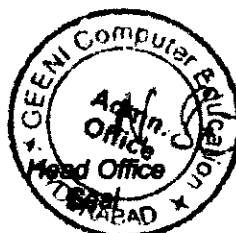
### MEMORANDUM OF MARKS

Name of the Candidate : M. LAVANYA  
Son / Daughter /Wife of : M. YADHAGIRI  
Registration No. : 009-2302/MKG/HYD.  
Branch : MALKAJGIRI, HYDERABAD.  
Course : PGDCA (P.G.DIPLOMA IN COMPUTER APPLICATIONS)  
Semester No. : III  
Semester/Course Duration : THREE MONTHS  
Semester/Course Period : MAY 2006 TO JULY 2006

Subjects	Theory			Practical		
	Maximum Marks	Marks Secured	Secured Marks in figures	Maximum Marks	Marks Secured	Secured Marks in figures
C++	50	34	THREE FOUR	50	47	FOUR SEVEN
ORACLE	50	34	THREE FOUR	50	47	FOUR SEVEN
Maximum Marks Total	Total Marks Secured in Words			Total Marks Secured		
200	ONE * SIX * TWO			162		
Percentage of Marks	Result	Grade		Memo Issued on		
81 %	PASSED	"A"		20-09-2006		

GEENI Computer Education  
MALKAJGIRI BRANCH  
Branch Director  
with Seal

Course  
Co-ordinator



Managing Director  
GEENI Computer Education  
Head of the  
Andhra Pradesh,  
Institution

A - Grade (96%-99%)

A - Grade (76%-95%)

B - Grade (61%-75%)

C - Grade (40%-60%)



# GEENI

32670

## Computer Education

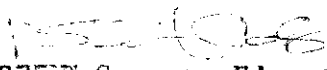
[A Govt. of Andhra Pradesh Registered Society & Sponsored by Ministry of HRD-Govt. of India]  
(Under the Management of GEENI Educational Society)

Admn. Office : Plot No. 01, Street No. 01 Andhra Kesari Nagar, Vanasthalipuram, Hyderabad, INDIA.

### MEMORANDUM OF MARKS


Name of the Candidate : M. LAVANYA  
Son / Daughter /Wife of : M. YADAGIRI  
Registration No. : 009-2302/MKG/HYD.  
Branch : MALKAJGIRI, HYDERABAD.  
Course : PGDCA (P.G.DIPLOMA IN COMPUTER APPLICATIONS)  
Semester No. : IV  
Semester/Course Duration : THREE MONTHS  
Semester/Course Period : AUGUST 2006 TO OCTOBER 2006

Subjects	Theory			Practical		
	Maximum Marks	Marks Secured	Secured Marks in figures	Maximum Marks	Marks Secured	Secured Marks in figures
VISUAL BASIC	50	31	THREE ONE	50	44	FOUR FOUR
INTERNET TECHNOLOGIES	50	30	THREE ZERO	50	45	FOUR FIVE
Maximum Marks Total	Total Marks Secured in Words			Total Marks Secured		
200	ONE * FIVE * ZERO			150		
Percentage of Marks	Result	Grade	Memo issued on			
75%	PASSED	"B"	11-12-2006			

  
GEENI Computer Education  
MALKAJGIRI BRANCH  
Branch Director  
with Seal

  
Course  
Co-ordinator



  
Managing Director  
GEENI Computer Education  
Head of the  
Andhra Pradesh.

A+ - Grade (96%-99%)

A - Grade (78%-95%)

B - Grade (61%-75%)

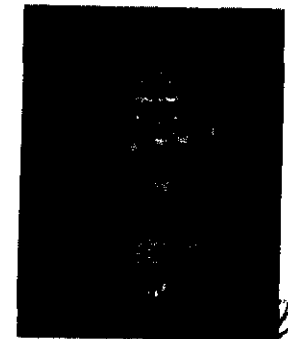
C - Grade (40%-60%)

40210

# GEENI

## Computer Education

(A Govt. of AP Registered Society & Sponsored by Ministry of HRD - Govt. of India)  
**(Under the Management of GEENI Educational Society)**  
Admn. Office : Plot No. 01, Road No 01, Andhrakesari Nagar, Vanasthalipuram, Hyderabad - 500 070, INDIA.



GEENI Computer Education  
Hyderabad, INDIA.

### CERTIFICATE

*This is to certify that*

Registration No.

009-2302/MRG/HYD.

Sri / Smt / Kumari ..... **M. LAVANYA** .....

Son / Wife / Daughter of ..... **M. YADAGIRI** .....

has successfully completed ..... **TWELVE** ..... months Course in ..... **PGDCA** .....

[..... **POST GRADUATE DIPLOMA IN COMPUTER APPLICATIONS** .....]

from ..... **NOVEMBER 2005** ..... to ..... **OCTOBER 2006** .....

from ..... **MALKAJGIRI, HYDERABAD.** ..... centre and has obtained ..... **"A"** ..... Grade.

*[Signature]*  
**GEENI Computer Education**  
**MALKAJGIRI BRANCH**  
Branch Director

*[Signature]*  
Course Co-ordinator

Office Seal

*[Signature]*  
Managing Director  
**GEENI Computer Education**  
Head Office  
**Andhra Pradesh.**



**Family Members Details**

S.No	Name	Relation	Date of Birth	Age
2	Anasuya	Wife	19/03/65	41
3	Madhu Babu	Son	29/05/86	20
4	Ramesh Babu	Son	30/01/87	19
5	Lavanya	Daughter	09/06/88	18

*[Signature]*  
 Supervisory Officer  
 DPL CENTRE  
 Yadav Nagar

*[Signature]*  
 29/01/2006

కామ్రాజుల సంరక్షణ/వేతనాధికారి      జాతీయమేధాని      ఎమ్.ఆర్. ౧ / ౨.౨౩.౧

**HOUSEHOLD CARD**

Card No	: WAP1582092A0436
F.P Shop No	: 92
పేరు	: మాంజీ . తారాదేవి
Name of Head of Household	: <i>[Signature]</i>
దాడి/భర్త పేరు	: నర్సింహ
Father/ Husband Name	: Narsimha
పుట్టిన తేదీ/Date of Birth	: 11/06/1960
వయస్సు/Age	: 46
వృత్తి/Occupation	: Daily wage earner
ఇం.నె.నె./House No.	: 8-10
స్ట్రీట్ /Street	: CHINTAL BASTHI
Colony	: MALKAJGIRI
Ward No.	: ౧౬ / Ward-16
Municipality	: మాంజీగిరి / Malkajgiri
జిల్లా /District	: రంగారెడ్డి / Ranga Reddy
Annual Income (Rs.)	: 20,000
LPG Consumer No.	: / ( No Cylinder )
LPG Dealer Name	: