

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

| | |
|--------------------|---|
| Name | Ms. Chandrakala Devi |
| Salary | ₹ 4,500/- |
| Conveyance | <input checked="" type="checkbox"/> Included in salary <input type="checkbox"/> Extra Rs. _____ per month |
| Mobile Allowance | <input type="checkbox"/> Nil <input type="checkbox"/> Rs. 200/- 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 type="checkbox"/> After 3 months <input type="checkbox"/> Next April |
| Employee company | MODI AND MODI CONSTRUCTIONS |
| Designation | ASST ACCOUNTANT |
| Site | MNN |
| Date of joining | 2/06/09 |
| Report to | Mr. Ramana Mully |
| Documents required | <input checked="" type="checkbox"/> 4 photographs <input checked="" type="checkbox"/> Copy of school certificates <input checked="" type="checkbox"/> Copy of degree certificates <input type="checkbox"/> Copy of drivers license <input type="checkbox"/> Copy of passport <input type="checkbox"/> Father/Husband's employment details / Copy of ID card. <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ |
| Remarks | She has referred by Ms. Keerthi |

Sign: _____

Date: _____

[Signature]
APPROVED BY
 - 3 JUN 2009
 SOHAM MODI
 MANAGING DIRECTOR

[Signature]
 2/06/09

Ref: Mrs Keerthi

Wednesday
12:00 AM

Bio-Data

Note: Attach copy of Resume / Bio-data

| | |
|-------------------------|---|
| Application for post of | tele calling / front desk |
| Date of application | 19/5/2009 |
| Application through | <input type="checkbox"/> Advertisement <input checked="" type="checkbox"/> Referred by: Keerthi |

Personal Details

| | | | |
|------------------------------|-------------------------------------|---------------|------------|
| Name | S. Chandrakala Devi | | |
| Age | 20 | Date of Birth | 16/04/1988 |
| Fathers Name | S. Pandu | | |
| Address for Correspondence | 1-19-10211, Rasoolpura police line | | |
| Phone no. for correspondence | 9295 752041 | | |
| Permanent Address | 1-19-10211, Rasoolpura police line. | | |

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

→ Communication skills are good
 → NO previous Experience, teacher, she don't work for more period.
 → if she work for min 2 year, then we can plant her as a Accountant.

Education

| | | | |
|-----------------|-------------------------|-----------------------|---------|
| Degree | B.com | | |
| Name of college | Kasturba Gandhi college | | |
| Location | Marradapally | | |
| Year | 2007 - 2009 | Medium of Instruction | English |

| | | | |
|-----------------|--------|-----------------------|--|
| Degree | B. Com | | |
| Name of college | | | |
| Location | | | |
| Year | | Medium of Instruction | |

| | | | |
|----------------------------|-----------------------|-----------------------|---------|
| Name of Inter/ Jr. College | maharshi college CEC. | | |
| Location | Bepumpat | | |
| Year | 2005 - 2006 | Medium of Instruction | English |

| | | | |
|----------------|-------------------|-----------------------|---------|
| Name of school | mamta High school | | |
| Location | Balamrai | | |
| Year | | Medium of Instruction | English |

Communication skills are good.

Willing to work only for 1 year and then wants to continue with her studies.) 2+

30/5/09.

| | |
|---------------------------|--|
| Other courses or training | |
|---------------------------|--|

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

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Computer Skills

| | |
|------------|--|
| MS Office: | Excellent / <u>Good</u> / Avg. / Learnt but never worked on it / Nil |
| MS Word: | Excellent / <u>Good</u> / Avg. / Learnt but never worked on it / Nil |
| MS Excel: | Excellent / <u>Good</u> / 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 | S. Parthu | 52 | Prv. employ | Jctm Sctm |
| Mother | S. Meena | 48 | Home maker | |
| Wife / Husband | | | | |
| Brother / Sister | Bhavani | 22 | Co-ordinator | |
| Brother / Sister | Bhanu | 21 | Bank of America | Bank of Am |
| Brother / Sister | | | | |
| Son / Daughter | | | | |
| Son / Daughter | | | | |
| Son / Daughter | | | | |

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 type="checkbox"/> Yes <input type="checkbox"/> No | Mobile Allowance: <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Expected Salary | 6000/- | | |

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

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| |

Salary fixed at Rs. 4,500/-
 Must work for 2 year.
 Asst. Accountant.
 Company: NNM

by
1/6/09

CURRICULUM VITAE

S.CHANDRAKALA DEVI

H.No.1-19-102/1,
Rasoolpura,
Police Line,
Secunderabad.

Cell: 92395752041

CAREER OBJECTIVE

To achieve success in a challenging environment where my analytical and Problem solving skills can be accurately applied for growth of my organization in which I get satisfaction.

EDUCATIONAL QUALIFICATIONS

- ❖ S.S.C. from Mamtha High School, Secunderabad.
- ❖ Inter from Maharshi College, Secunderabad.
- ❖ B.Com. From Osmania University.

COMPUTER AWARENESS

- ❖ Tally (7.2)
- ❖ MS-OFFICE.

CHARACTER STRENGTHS

- ❖ Focused and Confident with Positive Attitude
- ❖ Hardworking and Strive for Perfection
- ❖ Honest and Self-driven
- ❖ Initiative and Teamwork

NAME : **CHANDRAKALA DEVI**
Father's Name : S.PANDU
Date of Birth : 16TH April 1988
Nationality : Indian
Religion : Hindu
Gender : Female
Marital Status : Unmarried
Languages Known : English, Hindi & Telugu
Hobbies : Dancing & playing badminton.

In view of the above I request you to be kind enough to give an opportunity to serve in your renowned organisation, in the capacity mentioned above, for which act of kindness I shall be very grateful and thankful to you. I hereby declare that the above furnished information and particulars are true and correct to the best of my knowledge and belief.

Date:
Place:

Thanking You,

(CHANDRAKALA DEVI)

SI. No. **F271677**

22/22196/F271677



Board of Intermediate Education, A. P.

Vidya Bhavan, Nampally, Hyderabad - 500 001



INTERMEDIATE PASS CERTIFICATE CUM MEMORANDUM OF MARKS

This is to certify that **S CHANDRAKALA** daughter
of **S PANDU** bearing
Registered No. **062262389** has appeared at the Intermediate Public
Examination held in **MARCH-2006** and passed in **C GRADE**
with **ENGLISH** as the Medium of Instruction.

The subjects in which **she** was examined and the marks awarded are as follows :

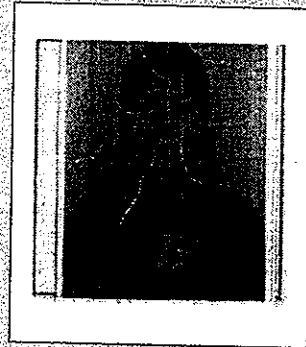
| Subject | I Year | | II Year | |
|---------------------------------|---------------------------|---------------|---------------|---------------|
| | Maximum Marks | Marks Secured | Maximum Marks | Marks Secured |
| Part - 1 : ENGLISH | 100 | 068 | 100 | 085 |
| Part - 2 : SANSKRIT | 100 | 047 | 100 | 077 |
| Part - 3 : Optional Subjects | | | | |
| ECONOMICS | 100 | 040 | 100 | 048 |
| COMMERCE | 100 | 059 | 100 | 050 |
| MODERN LANGUAGE ENGLISH | 100 | 062 | 100 | 050 |
| Total Marks In Figures | 586 → SAG | | | |
| In words | *FIVE**EIGHT*SIX** | | | |
| Date | 24-04-2006 | | | |

[Signature]
PRINCIPAL
Signature of the Principal and Controller
M.V.V.V. Jr College
1-10-77, Begumpet
Hyderabad - 500 010.

[Signature]
Controller of Examinations
062262389

THE ENGLISH RULES ARE OVERLAP * INDICATES MARKS OBTAINED AT AN EARLIER EXAMINATION

**BOARD OF SECONDARY EDUCATION
ANDHRA PRADESH**



SECONDARY SCHOOL CERTIFICATE

CC 13553E

PC/03/02131/27439/7

CERTIFIED THAT **S CHANDRAKALA**
D/O **S PANDU** Bearing Roll No **0146383**
belongs to **MAMATHA H SCHOOL, VIMANNAGAR, SEC'BAD**

has appeared and PASSED at the SSC EXAMINATION held in **MARCH 2004** in **SECOND**

Division with **ENGLISH** as the medium of instruction.

| DATE OF BIRTH OF THE CANDIDATE | DAY | MONTH | YEAR |
|--------------------------------|---------|-------|----------------------|
| 16/04/1988 | ONE SIX | APRIL | ONE NINE EIGHT EIGHT |

THE CANDIDATE SECURED THE FOLLOWING PERCENTAGE OF MARKS

| SUBJECT | Marks Secured (in figures) | Marks Secured (in words) |
|------------------------------------|----------------------------|--------------------------|
| FIRST LANGUAGE : (TELUGU) | 64 | SIX FOUR |
| THIRD LANGUAGE : ENGLISH | 72 | SEVEN TWO |
| MATHEMATICS : | 57 | FIVE SEVEN |
| GENERAL SCIENCE : | 65 | SIX FIVE |
| SOCIAL STUDIES : | 63 | SIX THREE |
| TOTAL : | 321 | (THREE TWO ONE) |
| SECOND LANGUAGE : (HINDI) | 33 | THREE THREE |
| GRAND TOTAL : 354 | 354 | (THREE FIVE FOUR) |

Life Skills Education : **GRADE SECURED** :

Marks of Identification : 1. **A MOLE ON THE RIGHT INDEX FINGER**
2. **A MOLE ON THE LEFT EYE**

Head of Institution *A. Indira Devi*
with School Stamp **MAMATA HIGH SCHOOL**
2, Vimannagar, Sec'bad
Date of issue : 30/04/2004

S. S. S. S.
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 certificates 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.

