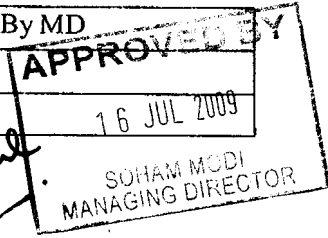


Details of Appointment: (For office use only – Do not write on this page)

Name	SUBRAMANAYAN SHARMA
Salary	Rs 10000/- pay.
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. 250/- 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 checked="" type="checkbox"/> Next April -10
Employee company	MODI AND MODI CONSTRUCTION
Designation	Sr. Accountant
Site	MANNY.
Date of joining	12-07-09
Report to	Mr. M.V. RAMANATHANURATHY.
Commitment	Committed to work for atleast 2 yrs.
Documents required	<input checked="" type="checkbox"/> 4 photographs <input type="checkbox"/> Copy of school certificated <input checked="" type="checkbox"/> Copy of degree certificates <input checked="" type="checkbox"/> Copy of drivers license <input checked="" type="checkbox"/> Copy of passport <input checked="" type="checkbox"/> Fathers employment details / Copy of ID card. <input type="checkbox"/> Surety from _____ <input type="checkbox"/> Surety from _____ <input checked="" type="checkbox"/> Reference letter from _____ <input checked="" type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	He has come through AD.

Approved by Shankar Reddy	Approved By MD
Date: 15/07/09	Date: 16 JUL 2009
Sign: <i>[Signature]</i>	Sign: <i>[Signature]</i>



call him and send him
to me.
January 16/6/09.

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	Accountant
Date of application	16-6-09
Application through	<input checked="" type="checkbox"/> Advertisement <input type="checkbox"/> Referred by:

Personal Details

Name	V. Subramanyam Sharma		
Age	28	Date of Birth	07-01-1981
Fathers Name	V. Krishna Murthy		
Address for Correspondence	Plot no 168, H.no - 14-14 R.N. Reddy colony, meepet Hyderabad-079		
Phone no. for correspondence	9177993000, 24090696		
Permanent Address	Same as above -		

Own House →

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

1) Communication Skills etc.	Good can employ
2) Subject aware	
	17/6/09

Education

Degree	B.Com		
Name of college	Vineyaka mission university		
Location			
Year	2006	Medium of Instruction	English

68-1
Correspondence

Degree			
Name of college			
Location			
Year		Medium of Instruction	

Name of Inter/ Jr. College			
Location			
Year		Medium of Instruction	

Name of school	Hyderabad Sarik School		
Location			
Year	1997	Medium of Instruction	English

58-1

Handwritten signature and stamp: **DR. H. JONES**

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

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	V.K. MURTHY	58	Govt. official	Endowments dept.
Mother	V.V. KUMMI	54	Housewife	
Wife / Husband				
Brother / Sister	V.R. Prasad	32	manager	Tata greenline battery
Brother / Sister				
Brother / Sister				
Son / Daughter				
Son / Daughter				
Son / Daughter				

Salary Details

Last Drawn Salary	10,000/-		
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 type="checkbox"/> Yes <input type="checkbox"/> No	Mobile Allowance: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Expected Salary	12,000/- to 15,000/-		

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

After 10,000/- salary!			

12.5
12.0
1.661
9.03

Experience & Employment Details

Years of experience in relevant field	5 Year.
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Name of Company	G.S.R marketing Limited.				
Duration of employment	2 months	From date:	Nov 07	To date:	Till date
Location	Hyderabad				
Designation	Accounts executive				
Last drawn salary	10,000/-				
Brief Description of work	<ol style="list-style-type: none"> 1. updating all types of vouchers in focus 2. Preparation of payrolls, maintenance of attendance 3. Preparation of VAT, TDS, S.T. Return 4. Handling of Travelling, Budget and official correspondences. 				
Reason for leaving	Career growth.				

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

3 Accounts — 1 Sr. & 2 Jr.

Name of Company	G.S. marketing Associates				
Duration of employment		From date:	Apr 07	To date:	Oct 07
Location	Hyderabad				
Designation	Sr. Accountant				
Last drawn salary	8,000/-				
Brief Description of work	<ol style="list-style-type: none"> 1. updating vouchers 2. preparation of monthly invoices 3. Performed Admin & Secretarial functions 				
Reason for leaving	better prospect.				

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

Name of Company	Vijaya Sai Agencies	From date:	Jan 04	To date:	Mar 05
Duration of employment					
Location	Hyderabad				
Designation	Admin Co-ordinator				
Last drawn salary	6000/-				
Brief Description of work	<ol style="list-style-type: none"> 1. Performed Admin & Secretarial functions 2. provided Telephone support to company clients. 3. maintaining filing system. 				
Reason for leaving	Company closed down.				

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)

**Ask for additional sheets if required.*

CURRICULUM VITAE

V.Subramanyam Sharma

Plot no: 168, R.N.Reddy Colony,
Meerpet, Hyderabad -500079
Mobile: +91-9177993000
E-mail: vydyamsubbu@yahoo.co.in



Objective:

To excel in my area of activity by taking up challenging assignments at the workplace, maintain a learning attitude and contribute to the growth of the organization through my skills, experience and knowledge acquired over the time.

Educational Qualifications:

- ❖ B.Com from Vinayaka Mission Research Foundation.
- ❖ S.S.C from Hyderabad Sainik School.

Technical Skills:

Operating Systems : Ms-Dos.
Packages : Ms office , Focus RT.

Experience:

Working as Accounts Executive in G.S.R. Marketing Limited from Nov 07 to Till
Date

JOB PROFILE:

- Performed Administrative and Secretarial Functions.
- Updating Day to Day Vouchers like Cash, Bank, Journal, Sales, Purchase in the Focus Accounting Package.
- Handling of Travelling, Branches expenses and Official Correspondences.
- Preparation and Maintenance of Reports of Arrear statements.
- Preparation of Pay rolls and maintenance of attendance like daily attendance ,leave records ,etc,
- Assisting in preparation VAT,TDS, Service Tax, CST.
- Preparation of Monthly Invoices.

Working as Jr.Accountant in G.S.Marketing Associates from Apr 05 to Oct 07

JOB PROFILE:

- Performed Administrative and Secretarial Functions.
- Updating Day to Day Vouchers like Cash, Bank, Journal, Sales, Purchase in the Focus Accounting Package.
- Preparation and Maintenance of Reports of Arrear statements.
- Official Correspondences
- Preparation of Monthly Invoices.

Worked as Admin coordinator in Vijay Sai agencies from jan04 to mar05.

JOB PROFILE:

- Performed Administrative and Secretarial Functions.
- Performed financial functions including accounts payable and receivable.
- Provided Telephone support to the company clients.
- Managing internal and External Mails.
- Preparation of Monthly Invoices
- Official Correspondences.
- Maintaining filing systems to accommodate needs of various departments.
- Coordinating with staffs in carrying out the documentations.

Hobbies:

- Participating in social service activity
- Playing and Watching Cricket
- Listening to Music
- Internet surfing

Personal Information:

Date of Birth : 07-01-1981.
Father's name : Mr. V.Krishna Murthy
Sex : Male
Address : H NO: 14-14,
R.N.Reddy colony, Meerpet,
Hyderabad -500079.
Nationality : Indian
Marital Status : Single
Languages Known : Telugu, Hindi and English.
Current Salary : Rs.1,20,000/- per annum
Expected Salary : Negotiable
Reference : if necessary


(V.Subramanyam Sharma)