

No. 4

Admin Post

15-3-2004

BIO-DATA

Note: 1. Attach copy of Resume / bio-data. 2. Fill up this form in capital letters.

2nd int  
2-30  
17-3-04

Name	A. SHANKER REDDY
Age/Date of Birth	18.01.1961 - 42 yrs
Fathers Name	A. SATHI REDDY (Late)
Address for Correspondence	% BHANU MEDICAL SHOP, HNO. 3-4-13/15/A ARAUNDA NAGAR, RAMANTHA PUR, Hyd-13
Permanent Address	POST + VILLAGE: APPAJIPET, <sup>rented house</sup> MANDAL + DIST: NALGONDA
Phone No.	82355742 - cell no.

**Education**

Degree	P.G. DIPLOMA IN PERSONNEL MGT + TR.
Name of college	DRAGATHI MAHAVIDYALAYA, Hyd
Location	Hyderabad
Year	1988-89 ✓

Indust. relations

Degree	B.A.
Name of college	Osmania University (EXTERNAL)
Location	HYDERABAD
Year	1983 to 86 ✓

Name of Inter/Jr. college	B.P.C. Govt Jr. College, NALGONDA
Location	NALGONDA
Medium & Year	Telugu 1980

Name of School	D.P.H.S. DONAL PALLY,
Location	NALGONDA
Medium & Year	Telugu + 1978

**Experience**

Years of experience in relevant field.	15 years.
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Rs 500/-  
Plus pass.

Name of company	M/s. RAMAKRISHNA PHARMACEUTICALS
Duration of employment	10 yrs From date: 1985 To date: 1995
Location	KATTEGAN Asst. Mgr (to Admin & Personnel)
Last drawn salary	Rs 2500 + PF + ESI + conveyance
Brief description of work	Attended day-to-day administrative work and liaison work with Govt Dept. like Excise (Stat + control) ST, ESI and PF
Reason for leaving	for better prospects

85 people

mgr. homeopathy medicines  
- did corresponded with PF, ESI & ST & personally out  
- labor - disciplinary action, tel dept.

22/5/04

CS

→ Asst. Mgr - Administration

Name of company	M/s. AGARWAL INDUSTRIES LTD.				
Duration of employment	5 year	From date:	1995	To date:	2001
Location	Azamgarh, R.T.C Roads, Azamgarh.				
Last drawn salary	Rs 6000/- + 1000/- conv.				
Brief description of work	Attended day-to-day Administrative work, manpower deployment and Liaison work with Govt. Dept.				
Reason for leaving	Co. CLOSED. Laid-off.				

Name of company	-				
Duration of employment		From date:		To date:	
Location	-				
Last drawn salary	→ m/s. of DALDA Varanasi				
Brief description of work	500 workers + labor factory + 85 - staff.				
Reason for leaving	2 ppt. ailments for m/s. PF & ES returns under				

Name of company	- 1 for central excise				
Duration of employment		From date:		To date:	
Location	- disiplinary - action against labor				
Last drawn salary	- safety of workers				
Brief description of work	- housekeeping of factory.				
Reason for leaving	- checked PF ES & ST records - of prob. - went to Govt. Office.				

Computer Skills	Payroll management - MS Office			
admin work	no knowledge of accy phys			
Two wheeler & make	Splendor, Hero Honda - 2001			

Details of family members	Name	Age	Occupation	Name of company / employer
Father	Expired			
Mother	Andalamma	70	Housewife	-
Wife	Roopa	35		
Brother / Sister son	A.B.C. Rely	12	Student	-
Brother / Sister				
Brother / Sister				
Brother / Sister				

Expected salary	Rs 6000/- + conveyance
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Salary 5,750/- - 4000 salary

+ Rs. 500 phone allowance

+ No conveyance

3 months probation

Next salary increment in April '05

Doc. ① 2 Photos ② Experience certificate 2 companies

③ Degree certificate ④ Permission to work

as did not get job in field from 2001 - till date in m/s. - pharmaceuticals ERADICA. phar formulations (allopathy). Commission banks work wants to work in Admin work.

letters, Compp, etc

Joining on 22/3/04

TO  
THE RECRUITING AUTHORITY,  
M/s. Modi Properties + Investments Pvt. Ltd.,  
Ramigunj, Sec'bad.

Sir,

Sub: Forwarding the Resume for the post of  
Administrative Executive - Reg.

Ref: your advertisement in DC daily  
with reference to the above. I am herewith  
submitting the resume for your perusal  
and consideration for the post of Administrative  
Executive in your esteemed organization

Thanking you sir,

Yours faithfully

Yours  
(A. Shankar Reddy)

## RESUME

### PERSONAL:

Name : **A.SHANKER REDDY**  
Father's Name : Late A.Sathi Reddy  
Date of Birth : 18-01-1961  
Languages Known : Telugu, English & Hindi (Can Speak & Write)  
Address of Correspondence : C/o. Bhanu Medical Shop  
H.No:3-4-63/15/A  
Aravinda Nagar, Ramanthapur,  
Hyderabad - 13. *ph no. 323 55792*  
Permanent Address : Post & Village: Appajipet,  
Mandal & Dist: Nalgonda. *-508002*

*rental*

### EDUCATIONAL QUALIFICATIONS:

- A Degree from Osmania University i.e. B.A
- P.G. Diploma in Personnel Management and Industrial Relations & Labour Laws.
- Knowledge in Computer of Payrolls.

### EXPERIENCE:

- Worked with M/s. Rama Krishna Pharmaceuticals, Kattedan, as an Asst. Manager for 6 years i.e. 1985 to 1995.
- Worked with M/s. Agarwal Industries Ltd., Azamabad, Hyderabad as an Asst. Manager for Six years i.e. 1995 to 2001.

**WORKS HANDLED:**

- 1) Attended all General Administration and corresponding works in day to day office matters.
- 2) Working knowledge in Central Excise viz. Maintenance of records and attended corresponding with the department.
- 3) Working knowledge in State Excise viz. Maintenance of Records, lifting of Rs. and attended corresponding works with Department.
- 4) Working knowledge in Auditing of accounts, Book Keeping and finalization of accounts.
- 5) Working knowledge in P.F., E.S.I. Viz. maintenance of records, submission of Returns and attended corresponding works with department.
- 6) Working knowledge in Sales Tax and professional taxes and attended corresponding works with the departments.
- 7) Attended all Insurance works of commercial vehicles, Group Insurance and Employees and claiming works.
- 8) Attended renewal works of all licences like Factory Licences and Drug and Trade.
- 9) Dealt with other department like municipal, Labour Pollution, Legal Metrology and Telephone Department.
- 10) Responsible for House keeping of the factory.

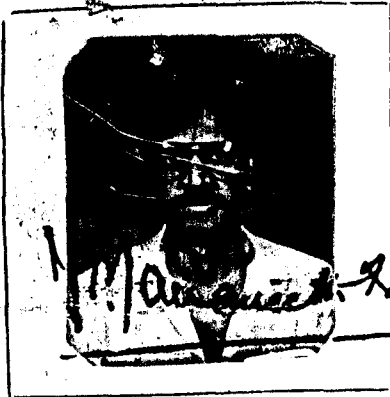
**SALARY PARTICULARS AND OTHERS:**

Salary Drawn : Rs.6,000/- p.m + Rs.1,000/- for conveyance.  
Salary Expected : Negotiable  
Time requested to join if selected : Immediately.

Place:  
Date:

  
(A.SHANKER REDDY)

# Osmania University



Roll No.

78275

## Faculty of Arts

Medium (TELUGU.....)

This is to certify that A. Shanker Reddy  
(Whose Photograph is affixed above)

son / daughter of A. Sathi Reddy

having satisfied the Board of External Examinations  
 has been admitted to the Degree of  
**Bachelor of Arts**

of this University, and has been declared to have passed in  
 Part I. Part II. (Optionals)

	Year	Division		Year	Division
English	Nov. 1984	Pass	1. History	May 1986	Pass
Second Language (Telugu)	"		2. Pol. Science	"	
			3. Pub. Adm	"	

Issued under the seal of the University

*M. Manavath Rao*

Vice-Chancellor

Hyderabad

9 ASHADH. 1910

Dated 30th. JUNE. 1988

Grams : BABIVIT

PHONE : FACTORY : 245302



# Ramakrishna Pharmaceuticals

Manufacturers of : HOMOEOPATHIC & BIOCHEMIC MEDICINES

**RAMAKRISHNA PHARMACEUTICALS**

L-222, Self Employment,  
Industrial Complex,  
KATTEGAN,  
HYDERABAD-500 288

HEAD OFFICE :

Plot No. 24,  
C.I.E. Gandhinagar,  
Balnagar,  
Hyderabad, 500 037.

## TO WHOM SO EVER IT MAY CONCERN

Mr. A. Shankar Reddy was appointed as a Floor Supervisor and attended the following nature of jobs :-

1. Dealing with Labours in day to day requirements of different Sections and maintaining discipline among workers.
  2. Maintaining of State Excise records and liaisioning with Excise Departments in getting the renewal of Licences and obtaining the permit of alcohol etc., and attending liaison work with P.F., E.S.I. and Inspector of Factories offices.
- During his service his behaviour is good.

*A. S. N. Reddy*  
ADMINISTRATIVE OFFICER.

APGST. No ABS/02/1/1698/88-89  
C S No ABS/02/1/1479/88-89

Phone : 7631244-7667681-7631249  
Grams : "A G I N D"  
Fax. Fact. : 040-7661042



## AGARWAL INDUSTRIES LTD.

1-8-578 578, 579 & 580 Industrial Area Azamabad, Hyderabad-500 020

Ref.

PF/658/96

Date 26th July, 01.

### TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr. A. SHANKAR REDDY  
s/o A. SATHI REDDY has worked with this Organisation  
as ASSISTANT MANAGER (PERSONNEL & ADMINISTRATION)  
from 15th May, 1996 to 26th July, 2001.

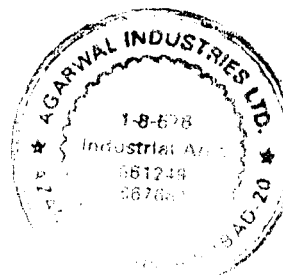
During the tenure of his services, his conduct  
and character were found to be satisfactory.

for AGARWAL INDUSTRIES LTD.,

*Lohawley*  
MANAGER. 26/7/01

To

Sri A. Shankar Reddy,  
Ex-Asst. Manager,  
Agarwal Industries Ltd.,



Cc to: His p/file.

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