

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

Salary	Rs 4,000/= per month.
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 checked="" type="checkbox"/> No PF & ESI <input 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 Properties & Inv. P. Ltd.
Site	MPIPL Head Office.
Date of joining	August 5 '05.
Report to	Head Office 10am.
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"/> Fathers employment details / Copy of ID card. ✓ <input checked="" type="checkbox"/> Reference letter from <u>Overland Storage Sols. Ltd.</u> ✓ <input checked="" type="checkbox"/> Reference letter from <u>Arpit Infotech Ltd.</u> ✓ <input type="checkbox"/> Reference letter from _____ <input checked="" type="checkbox"/> Other <u>Husband's employment details.</u> ✓ <input type="checkbox"/> Other _____
Remarks	

Sign: [Signature]

→ Mr. Schem Modi →

Date: 27/7/05

→ 5-8-05.

Approved
m
5/8/05.

13

27.6.05

Receipt must job

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	Front office Executive
Date of application	27/7/05

Personal Details

Name	V. Sunilka		
Age	26 Yrs	Date of Birth	1979
Fathers Name	S. Panda		
Address for Correspondence	Plot No :- 356, Mallikarjuna Nagar Moukajjiri, Hyderabad - 500047		
Phone no. for correspondence	(R) :- 27064046		
Permanent Address	Plot No:- 356, Mallikarjuna Nagar Moukajjiri, Hyderabad - 500047		

Good

Sur call

parents orphans

4/11/05

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

rental house			

Education

Degree	M.A from Osmania University		
Name of college	Osmania University - Political Science		
Location	Hyderabad		
Year	2004	Medium of Instruction	English

Thurs
4-8-05
4:4x/minute
3 min/2 pub

Degree	B.A - Public Administration		
Name of college	Osmania University / Kasturba Gandhi		
Location	Secunderabad - college		
Year	1998	Medium of Instruction	English

Ph. Fac.

Name of Inter/ Jr. College	Kasturba Gandhi College		
Location	Secunderabad - CEC		
Year	1995	Medium of Instruction	English

Name of school	St. Francis Girls High School		
Location	Secunderabad		
Year	1993	Medium of Instruction	English

Other courses or training	Computers:- Knowledge DEA from BDPS, Secunderabad.
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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	
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Family Details	Name	Age	Occupation	Company
Father	S. Pandu	59	Business	Auto Mobility Shop
Mother	S. Parmalee	45	House wife	-
Wife / Husband	V. Venkat	35	Service	Chemical company
Brother / Sister	S. Swesh	32	Railway Contractor	-
Brother / Sister	M. Sudha	36	House wife	-
Brother / Sister	S. Suchitra	23	Student	-
Brother / Sister	-	-	-	-

*mom's
9 hrs
rents*
*Adhesive
Co.
Ferial.*

Salary Details

Last Drawn Salary	4500/-	
Above salary Included	ESI: <input 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		

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

<i>she is middle sister</i>
<i>front office executive</i>
<i>husband can transport her to office</i>
<i>one kid - boy - 2 1/2 yrs</i>
<i>* 1 child 2 years - looked after by parents</i>

3 yrs

Experience & Employment Details

Years of experience in relevant field	5 Yrs
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Name of Company	Overland Storage Solutions Ltd
Duration of employment	2002 From date: to till on To date: date
Location	Secunderabad
Designation	Sales - Coordinator
Last drawn salary	4500/- + incentives + PF.
Brief Description of work	Attending customer calls taking the requirements and routing out calls to sales department. Preparing quotations, monthly sales report given. Assisting the marketing executive and the Tele-Marketing department with appropriate to date
Reason for leaving	Putting me to night shift. Bak

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

- Data storage Co. - Beale bone software.
- 30-40 ppl - mktg, telemarketing, sales coord.
- Incentives - on orders - 3%.

in hwax - (no need to take bk of mcd)

Name of Company	Sales - coordination with Haridas Softech Ltd
Duration of employment	2 yrs 1998 From date: 2000 To date:
Location	Secunderabad
Designation	Sales - coordinator / front office Executive
Last drawn salary	3000/- net
Brief Description of work	Order Processing, invoice Preparing, Coordinating with the Production department - for timely supplies to the customers. Coordinating with sale staff (follow up the orders, Payments Handling Customer calls.
Reason for leaving	Genr. Shut down.

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

- web design + hosting
- invoices, quotations in computer.
- Customer calls taking, enquiries

Mallik - Rs 500 - 2000/- - mran. Kurn.

Department Computer

now at Somajuguda

Name of Company	M/s Anpit Infotech Ltd		
Duration of employment	24/2000	From date: 2002	To date:
Location	Secunderabad		
Designation	Sales - Coordinator / Front Office Executive		
Last drawn salary	3500/-		
Brief Description of work	Attending customer calls taking the requirements and routing out calls to sales dept. Coordinating with sales staff. Reminding important appointments and work. Preparing quotations and Invoices for sales department.		
Reason for leaving	Got Married ..		

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

Development Accty. Page - Digital PA	
15-20 ppl	developers - 10-12, mktg, & hrs.
(similar to Tally)	

Name of Company	M/s Reliance industries Ltd		
Duration of employment	1997	From date: 1998	To date:
Location	Swarnabh - Secunderabad		
Designation	Front Office Executive.		
Last drawn salary	2500/-		
Brief Description of work	Front office executive. Attending incoming calls & outgoing. Coordinating with sales staff. Reminding important appointments and works.		
Reason for leaving	Company is no more.		

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

- mobile, irrigation items.	

OSMANIA UNIVERSITY

PROVISIONAL CERTIFICATE AND CONSOLIDATED MARKS MEMORANDUM

UC 542

Name of the Candidate: SUNITHA S. P.
 Name of the Parent: PANDU S WAR
 Name of the Degree: B.A. Bachelor of ARTS (3 year degree course)
 Name of the Institute: _____
 Name of the Institute in the following subjects with Roll No.: 090-95-193

Subject	Max. Marks	Date	Marks Secured	Grade	Educational Marks			
					Max	Date	Secured	Yr. of Pass
FRENCH I	100	36	59	A95				
	75	27	45	A95				
FRENCH II	100	36	53	A96				
	125	45	69	A96				
TOTAL MARKS SECURED IN PART I								
REQUIREDS 226								
REMARKS:								
*TWO*TWO*SIX*								
PART I DIV: SECOND								
PART II								
ECONOMICS.1	100	36	47	A95	■	■	■	■
POLITICAL SCIENCE.1	100	36	45	A95	■	■	■	■
PUBLIC ADMIN.1	100	36	41	S95	■	■	■	■
IND.H.CULTURE	50	18	29	A95	■	■	■	■
ECONOMICS.2	100	36	47	A96	■	■	■	■
POLITICAL SCIENCE.2	100	36	55	S96	■	■	■	■
PUBLIC ADMN.	100	36	55	A96	■	■	■	■
SCIENCE&CIVILIZATION	50	18	32	A96	■	■	■	■
ECONOMICS.3	100	36	44	A97	■	■	■	■
POLITICAL SCIENCE.3	100	36	62	A97	■	■	■	■
PUBLIC ADMN.3	100	36	63	A97	■	■	■	■
ECONOMICS.4	100	36	54	A97	■	■	■	■
POLITICAL SCIENCE.4	100	36	36	A97	■	■	■	■
PUBLIC ADMN.4	100	36	63	A97	■	■	■	■

612

SECOND

*SIX*ONE*TWO*

13-07-97

Kasturba Gandhi College
 FOR WOMEN
 Nehru Nagar, Madhavapally,
 SECUNDERABAD.

[Signature]

Plot No.356,
Mallikarjun Nagar,
Malkajgiri,
Hyderabad – 500047
Voice No: 27064046
E mail: sunitha30_74@yahoo.com

V.SUNITHA

OVER ALL DESCRIPTION

I have an overall 5 years of working experience and expertise and specialized in Sales Coordinator and Administration.

CARRER OBJECTIVE

To carve a career by serving in an esteemed organization which can accommodate my efforts and where I can utilize my acquired skills to achieve personal and organizational goals.

EDUCATIONAL QUALIFICATIONS

1. M.A from Osmania University- In year 2004 with 85%
2. B.A from Osmania Universite- In year 1998 with 75%
3. Intermediate – In year 1995 with 75%

TECHNICAL QUALIFICATIONS

- 1.Computers: Knowledge DCA from BDPS, Secunderabad
1. Working as a Sales Coordinator in Overland Storage Solutions Ltd
Period: From 2002 to till on date.

Job Description:

Attending customer calls taking the requirements and routing out calls to sales department

Preparing quotations and Monthly sales report given.
Assisting the Marketing executive and the Tele-Marketing department with appropriate database.
Coordinating with the sales staff.

2. Worked as Sales - Coordinator with M/s Haridas Softech Ltd
Period: 1998-2000

Job Description

Order Processing, Invoice Preparing
Coordinating with the production department for timely supplies to the customers.
Coordinating with the sales staff (Follow up the orders, payments.)
Handling customer calls.

3. Worked as a Sales-Coordinator with M/S Arpit Infotech Ltd
Period: 2000-2002

Job Description

Attending customer calls taking the requirements and routing out calls to sales dept
Coordinating with Sales Staff.
Reminding important appointments and work
Preparing quotations and Invoice for sales department.

4 Worked as a **Front office executive with M/s Reliance industries Ltd**
Period: 1997-1998

Job Description

Front office executive
Attending incoming calls & outgoing
Coordinating with Sales Staff.
Reminding important appointments and works.

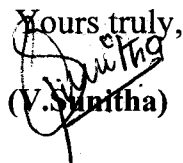
STRENGTHS

Hard working and sincerity at work.
No mobility constrains.
Team Work.
Good communication skills.
Adaptable

PERSONAL PROFILE

Husband's Name : Mr.V.Venkat Rao
Date of Birth : 30th June 1979
Martial Status : married
Gender : Female
Nationality : Indian
Languages Known : English, Hindi, and Telugu.

Thanking you,

Yours truly,

(V. Sujatha)

Dated: 27.7.05

Place: Gu'bad