

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



Salary	6,500/-
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 1 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
Employee company	MPIPL
Site	HO
Date of joining	3/2/06
Report to	Shankar Reddy.
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"/> <sup>Husband's</sup> Fathers employment details / Copy of ID card. <input checked="" type="checkbox"/> Reference letter from Raut team. <input checked="" type="checkbox"/> Reference letter from Shweta Computer (15 days) } 15 days. <input checked="" type="checkbox"/> Reference letter from Nectar Labs. <input type="checkbox"/> Other Surya Karmi Cotton mills <input type="checkbox"/> Other
Remarks	Personal Secretary (to MD).

Sign: [Signature]

Date: 2/3/06

Ref: Mrs. V. Smitha - Recopenment  
 Original  
 → for the P.O. P.A. ~~to~~  
 Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	Secretary.
Date of application	20-02-2006

**Personal Details**

Name	K. ARUNA		
Age	33 years	Date of Birth	06-02-1974
Fathers Name	R. Anjaneyulu		
Address for Correspondence	H.NO-18-416/2, Mallikarjuna Nagar, own house Malkajgiri, Hyderabad-500047.		
Phone no. for correspondence	30909901 -	(Combined family)	
Permanent Address	- DO -		

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

→ She knows shorthand
→ Husband works with Uthodaya Computers as an Accountant

**Education**

Degree	B.A.		
Name of college	Kasturba Gandhi College for Women		
Location	Marredpally.		
Year	1994	Medium of Instruction	English

Degree			
Name of college			
Location			
Year		Medium of Instruction	

Name of Inter/ Jr. College	Kasturba Gandhi college		
Location	Marredpally.		
Year	1989-1990	Medium of Instruction	English.

Name of school	Durga Bavali High School.		
Location	Malkajgiri		
Year	1989.	Medium of Instruction	English

**NOTE**

She is fluent in English  
 → She knows shorthand + computers well.  
 →  
 →

Good communication skills  
 good candidate  
 I have asked her to call back on Thursday at pm.  
 20/2/06

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

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


**Computer Skills**

MS Office:	<input checked="" type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Avg.	<input type="checkbox"/> Learnt but never worked on it	<input type="checkbox"/> Nil
MS Word:	<input checked="" type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Avg.	<input type="checkbox"/> Learnt but never worked on it	<input type="checkbox"/> Nil
MS Excel:	<input checked="" type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Avg.	<input type="checkbox"/> Learnt but never worked on it	<input type="checkbox"/> Nil
Auto CAD:	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Avg.	<input type="checkbox"/> Learnt but never worked on it	<input type="checkbox"/> Nil
Other:					

**Two Wheeler**

Make	—	Year	
------	---	------	--

Family Details	Name	Age	Occupation	Company
Father	Anjanayulu	68	Doctor (Retd)	
Mother	Kameswari	60	House wife	
Wife / Husband	Murthy	35	Accountant	Construction Company.
Brother / Sister	Satish	29	Team leader	HDFC
Brother / Sister	Saxena	35	Architect	Rank team
Brother / Sister	Vanaja	38	H. wife	
Brother / Sister	Raghavendra	25	manager	Birla sun life Insurance

**Salary Details**

Last Drawn Salary	7500/-		
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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Mobile Allowance: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Expected Salary	Negotiable-		

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

→ With same salary salary she can join
→ This seems to be higher side
Married – 1 child – Female – 6 years.

**Experience & Employment Details**

Years of experience in relevant field | 11 year of experience.

Name of Company	Rank Team Consultants		
Duration of employment	From date:	Jan '94	To date: May '97 → Syn
Location	Rashtrapalika		
Designation	Stenographer		
Last drawn salary	2500/-		
Brief Description of work	Taking dictations, making project reports and submitting to bank for the purpose of Term loans & working Capital limits. Working after day to day routine.		
Reason for leaving	due to marriage →		

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


Name of Company	Shweta Computers Limited		
Duration of employment	From date:	Jan '98	To date: Dec '2000 → Syn
Location	Paradise		
Designation	P.S.		
Last drawn salary	4000/-		
Brief Description of work	Handling day to day correspondence as dictated systematic maintenance of records. Support to marketing people by making quotations for the enquiries. Subcorrespondence & general follow-up. monthly salary statements of P.F. & ESI statements		
Reason for leaving	for better prospects.		

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


Name of Company	Newan Laboratories Limited		
Duration of employment	From date:	Jan 2001	Nov 2003
Location	S.R. Nagar		
Designation	Steno / Secretary		
Last drawn salary	6000/-		
Brief Description of work	Co-ordinating with Inter departmental heads preparing Purchase Order & Invoice. Internal correspondence to factory, monthly salary & OT Statements. P.F. & ES? Records.		
Reason for leaving	Shifted to Subbulapur mandal.		

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


Name of Company	Surya Laxmi Cotton Mills Limited		
Duration of employment	From date:	Jan 2004	til date
Location	Paradise		
Designation	Steno / Secretary		
Last drawn salary	7500/-		
Brief Description of work	Production Programs, Developments, stock, providing support to marketing dept - looking after travelling of CEO, Booking of tickets and hotel Accommodation. Internal correspondence to factory through E-mails		
Reason for leaving	late hour up to 9:30 pm.		

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

→ Reasons for leave  
 → Due to late night working hours.

## RESUME

ARUNA KHABHAMPATI

VOICE: 91 – 40 – 30909901

---

Well organised and highly analytical. Like to take up new challenges with positive mental attitude. Aspire for a career in **Secretarial Work**, where I can apply knowledge and experience to good use.

### PROFESSIONAL EXPERIENCE:

Worked for M/s Rank Team Consultants (P) Ltd., a company involved in Project Management, Project Finance and Quality aspects having tie-up with World Bank Asian Wing, during the period from January 1994 to May 1997 as Stenographer. Apart from my regular secretarial work I was actively involved and used to assist the consulting team in preparation of Project Reports for various companies and.

Worked as Personal Secretary to M.D. in M/s Shweta Computers Ltd., (Hardware Division) from January 1998 to December 2000.

Worked as Steno/Secretary in M/s Nectar Laboratories Limited, a pharmaceutical Company promoted by Group of NRIs and co-promoted by IDBI from January 2001 to November 2003.

Presently working in Suryalakshmi Cotton Mills Ltd.,

### Job Profile:

Handling day-to-day correspondence as dictated/advised.  
Taking Dictations, typing, systematic maintenance of office records.  
Providing support for the Marketing department by making quotation for the enquires received from the customers.  
Self-correspondence & general follow-up.  
Coordinating with inter departmental heads.  
Preparing purchase orders and invoice.  
Internal correspondence to the Factory.  
Monthly Salary & OT statements of corporate office & factory.  
Monthly pay slips of the Employees.  
P.F. & ESI statements.

#### EDUCATIONAL QUALIFICATIONS

Academic: Bachelor of Arts from Osmania University, Hyderabad  
(Kasturiba Gandhi College for Women) in year 1994.

Technical: Shorthand 80 Words per minute.  
Type Writing (Higher)  
Diploma in Computer Applications

Computer Skills Proficient with computer applications like MS Word, MS  
Excel, Power Point.  
Internet, E-mail.  
Having accounting knowledge in accounting software Focus  
Version 5.

#### PERSONAL DETAILS

Husbands Name : Sri K. S. R. Murthy

Date of Birth : 06 February 1974

K. Aruna  
(K. Aruna)

Emergency Contact Phone : 040-30909901    Blood Group : O+ve

Residential Address :  
H.No. 18-418/1, Malikarjuna Nagar,  
Hyderabad - 500 047.

0000AA1197



**SURYALAKSHMI COTTON MILLS LTD**

Surya Towers, 6th Floor, 105, S P Road,  
Secunderabad - 500 003, A.P. INDIA.  
Ph : 27819856 / 7 / 8 Fax : 91-40-27846854



Code : AA1197  
Name : K. Aruna  
Designation : Stenographer

Issuing Authority