


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

Name	M. MALHA REDDY.
Salary	3,500/-
Conveyance	<input checked="" type="checkbox"/> Included in salary <input type="checkbox"/> Extra Rs. _____ per month
Mobile Allowance	<input type="checkbox"/> Nil <input checked="" type="checkbox"/> Rs. 300/- 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
Employee company	MPIPL
Designation	OFFICE ASSISTANT
Site	HQ
Date of joining	14/7/06.
Report to	Kanaka Rao.
Documents required	<input checked="" type="checkbox"/> 2 photographs <input checked="" type="checkbox"/> Copy of school certificated <input type="checkbox"/> Copy of degree certificates <input checked="" type="checkbox"/> Copy of drivers license <input type="checkbox"/> Copy of passport <input type="checkbox"/> Fathers employment details / Copy of ID card. <input checked="" type="checkbox"/> Reference letter from RAMOJI FILM CITY. <input checked="" type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	Relative of G. SRINIVAS REDDY. ASSISTANT FOR KANAKA RAO LIAISON WORKS. (EXCLUSIVE).

Sign: 

Date: 13/7/06

Ref:- Mr. G. Srinivas Reddy
for the post of Office Assistant (contn)

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	OFFICE ASSISTANT
Date of application	6/07/06

Personal Details

Name	M. MALLAREDDY		
Age	41	Date of Birth	07.08.65
Fathers Name	M. Ram Reddy		
Address for Correspondence	1-7-513/1/14, Pavithra nagar colony Dheyara market, Musheerabad		
Phone no. for correspondence	9347547551		
Permanent Address	above the same.		

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

→ Communication Skills +	
- IN Hindi	- OK
- In English	POOR BUT He can understand
-	-

Education

Degree	-		
Name of college			
Location			
Year		Medium of Instruction	

Degree	-		
Name of college			
Location			
Year		Medium of Instruction	Telugu

Name of Inter/ Jr. College	Malakpet Junior college. (discontinued)		
Location	malakpet.		
Year	1984	Medium of Instruction	

Name of school	Z P H S		
Location	Bata singaram, Hiyathnagar, Malk-DIST		
Year	1981	Medium of Instruction	Telugu

Other courses or training	ITI - Mechanical. BHEL Apprenticeship.
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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	TVS victor	Year	2004
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Family Details	Name	Age	Occupation	Company
Father	Late M. Ram Reddy			
Mother	M. Ramulamma	65	-	-
Wife / Husband	M. Kusuma	32	H.W	-
Brother / Sister				
Brother / Sister				
Brother / Sister				
Brother / Sister				

Salary Details

Last Drawn Salary	4,500	
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	As 4500/-	

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

→ He has his own vehicle,
→ He knows all places of city
→ Even he ready to join for

As 3500/-
 Dehinda - 12 yrs Male } studying in St. Mary's. Sec'nd
 6 yrs Female }
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Experience & Employment Details

Years of experience in relevant field	9 years		
Name of Company	RAMOJI FILM CITY		
Duration of employment	From date:	1996	To date: 2001
Location	MUMBAI		
Designation	SUPERVISOR		
Last drawn salary	Rs. 45000/-		
Brief Description of work	Maintenance of Assets and Monthly Wages		
Reason for leaving	Start own business		

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→ He is aged but he is ready to do all responsibilities.

Name of Company	AMPRO		
Duration of employment	From date:	1990	To date: 1991
Location	MUMBAI		
Designation	SUPERVISOR		
Last drawn salary	Rs. 3000/-		
Brief Description of work			
Reason for leaving	Company closed		

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Application Form

To,

Sir,

Sub: Application for the post of _____

It is learnt that you are recruiting hands for the post of _____
_____ and as such I submit this application for favour of your kind consideration.

I submit here under my detailed biographical particulars for favour of your kind personal and consideration.

BIO - DATA

1. Name in full : M. Malla Reddy
2. Father's Name : Mr. Ravi Reddy
3. Age & Date of Birth : 7-8-1965
4. Caste and Religion : Reddy Hindu
5. Native Place : Amaravati - R.R. Dist.C.
6. Education Qualification : Inter ✓
 - a) Academic : _____
 - b) Technical : _____
7. Experience : Ramosi Filancity
8. Employment Reg. No. : _____
9. Address 1) Permanent : 1-7-513/1/14 Pavitramanager colony, Dayaram Market
(2) Temporary / Correspondence : _____
10. Extra Curricular activities : _____
11. Languages Know : Hindi Telugu English
12. Nationality : _____
13. Passport No. If any : _____

In view of the above, I request you to be kind enough to give an opportunity to serve your esteemed organisation in the capacity mentioned above, for which act of kindness, I shall be very thankful and grateful to you.

Thanking you Sir,


Your faithfully

Place: Hyderabad

Date: 6/7/2006

INDIAN UNION DRIVING LICENCE
ANDHRA PRADESH

DRIVING LICENCE
OLDAP009334222003



MALLA REDDY M.
M. RAVI REDDY
3-6-291/11B
HYDERABAD



M. Reddy
Signature

Valid on 09/10/2003

DUPLICATE

[Signature]
Licencing Authority
RTA-HYDERABAD-CZ

682562/03

Issue RTA Hyderabad

Valid till

Non-Transport

LMV,MCWG

09/08/2015

Transport

Hazardous Validity

Badge No.

Original No.

382900

Original LA.

RTA HYDERABAD - CENTRAL

DOB

07/08/1965

Blood Gr.

Date Of 1st Issue