

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

Name	<b>A D K. HERENDRA.</b>
Salary	<b>6,000/-</b>
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. <b>200/-</b> 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	<b>Melba A Modi Homes.</b>
Designation	<b>Admin Officer.</b>
Site	<b>H.O.</b>
Date of joining	<b>10/12/07</b>
Report to	<b>Shankar Reddy.</b>
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 <b>Mavuti Paper.</b> <input checked="" type="checkbox"/> Reference letter from <b>Shah Electrics.</b> <input checked="" type="checkbox"/> Reference letter from <b>Vijay Tentler.</b> <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	<b>Own mother of Jagdish Kanaviah.</b> <b>Assign work of ESI &amp; PF.</b> <b>Send for 2 or 3 months course of computer. asap.</b>

Sign: **8/12/07**

Date: **Shankar Reddy**

(Ref. Jagdish Kumar  
Chis (Borther))

**Bio-Data**

Note: Attach copy of Resume / Bio-data

Application for post of	ADMN
Date of application	1-12-07
Application through	<input type="checkbox"/> Advertisement <input type="checkbox"/> Referred by:

**Personal Details**

Name	D.K. Hemendra		
Age		Date of Birth	12-4-1962
Fathers Name	Late. D. Kanaiya		
Address for Correspondence	A-405 May flower Park Mallapur - Hyd		
Phone no. for correspondence	64502684		
Permanent Address	As Same		

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

→ Communication Skills - OK.  
→ Ready to join with effect from 9-12-07

**Education**

Degree			
Name of college			
Location			
Year		Medium of Instruction	
Degree			
Name of college			
Location			
Year		Medium of Instruction	
Name of Inter/ Jr. College	Sri Hanayana College Kanner		
Location	Kerala		
Year	1982	Fail	Medium of Instruction English
Name of school	St. Michael School Kanner		
Location	Kerala		
Year	1980		Medium of Instruction English

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


**Computer Skills**

*He is not aware of computer knowledge*

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: ~~None~~ 20%

**Two Wheeler**

*NV Vehicle*

Make		Year	
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Family Details	Name	Age	Occupation	Company
Father	<i>D. Kanya</i>		<i>Ret.</i>	
Mother	<i>Ar. D. Kanya</i>		<i>H/W</i>	
Wife / Husband	<i>Hemant Hk</i>	<i>38</i>	<i>Teacher</i>	<i>St. Peter School, <u>Nashik</u></i>
Brother / Sister	<i>Jagdish</i>	<i>48</i>	<i>MP</i>	
Brother / Sister	<i>Pranav</i>	<i>57</i>	<i>Ret. Sr</i>	<i>Rohini Prady</i>
Brother / Sister				
Son / Daughter	<i>Shruthi</i>	<i>14</i>	<i>Student</i>	<i>Study at St. Peter.</i>
Son / Daughter	<i>Litika</i>	<i>07</i>	<i>-</i>	
Son / Daughter				

**Salary Details**

Last Drawn Salary	<i>8000/- Pm</i>		
Above salary Included	ESI: <input type="checkbox"/> Yes <input type="checkbox"/> No	PF: <input 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	<i>Negotiable</i>		

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


SISTERS

- 1- MRS. C.V. Joshi
- 2- MRS C.D. Sata
- 3- MRS A.J. Kanaiya
- 4- MRS R.P. Pandya

**Experience & Employment Details**

Years of experience in relevant field | PERSONAL MANAGER (14) months

Name of Company	MARUTI PAPER UDYOG
Duration of employment	14 months From date: AUG-06 To date: OCT-07
Location	GUMAMMADI DALA Medak
Designation	Personal manager & O/IC
Last drawn salary	8000/- PM
Brief Description of work	Looking after welfare of workers, Security of office; dispatch & Administration
Reason for leaving	Factory closed

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

Name of Company	Shah Electronics
Duration of employment	8 1/2 months From date: DEC 05 To date: AUG-06
Location	R.P. Road
Designation	Godown Incharge
Last drawn salary	5000/- PM
Brief Description of work	Maintenance of Register & Records & to Issue Goods
Reason for leaving	Health Problem

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

Name of Company	Vijaya Cargo Movers Ltd		
Duration of employment	3 months	From date: AUG-05	To date: Nov-05
Location	Pune		
Designation	Branch Manager cum Marketing		
Last drawn salary	₹ 000/- pm		
Brief Description of work	office Administration & Marketing		
Reason for leaving	Health Problem		

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


Name of Company	VITAY TEXTILES LTD		
Duration of employment	11 Year	From date: <del>1993</del>	To date: AUG-04
Location	Katedgaon <sup>SEP</sup> Hyd		
Designation	HRD. Personal		
Last drawn salary	₹ 000/-		
Brief Description of work	Looking after Welfare of Worker PF-ESI, Security Administration Recruiting, Etc		
Reason for leaving	FOR DOING BUSINESS		

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


\*Ask for additional sheets if required.

Worked in Gemini dyeing & Printing Mills Ltd  
as Time Keeper, Attendance Etc  
Bangalore  
₹ 000/- pm for 3 year upto 1993

Worked in Deepak Transport Agency Bangalore  
as Branch Incharge  
₹ 000/- pm Nov. 85 to 1990  
office Admin & Business

Name of Company	GEMINI DYELING & PTS MILLS LTD		
Duration of employment	3 years	From date: SEP 1990	To date: AYS 93
Location	Bangalore		
Designation	Time Keeper		
Last drawn salary	4000/- PM		
Brief Description of work	Attendance work, maintaining all records pertaining to Employment		
Reason for leaving	shifted to Hyderabad		

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


Name of Company	DEEPAK TRANSPORT AGENCY		
Duration of employment	5 year	From date: 1985	To date: AUG-90
Location	Bangalore		
Designation	Branch Incharge		
Last drawn salary	4000/- PM		
Brief Description of work	Maintaining all records pertaining to Transport office Administration etc		
Reason for leaving	Wanted to work in Factory <del>shifted to Hyderabad</del> side		

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


\*Ask for additional sheets if required.

**Experience & Employment Details**

Years of experience in relevant field		
Name of Company	VINAY CARGO MOVERS LTD	
Duration of employment	3 MONTH	From date: AUG-05 To date: NOV-05
Location	Delhi, Mumbai, Pune	
Designation	Branch manager cum marketing	
Last drawn salary	7000/- Pm	
Brief Description of work	Looking after office Administration & Marketing	
Reason for leaving	Health Problem	

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

Name of Company	VIJAY TEXTILES LTD		
Duration of employment	11 YEARS	From date: 1993	To date: 2004
Location	Katedan		
Designation	HRD - Personal		
Last drawn salary	6000/- Pm		
Brief Description of work	Looking after welfare of workers PF, ESI, Security Administration Recruitment etc		
Reason for leaving	FOR DOING BUSINESS		

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



## TEXTILES LIMITED

*Regd. Office* : 104, Surya Towers, Sardar Patel Road, Secunderabad - 500 003, A.P., India.  
Phones : 27844086, 27848479 Fax : 040 - 27846849  
E-mail : vijaytextile@rediffmail.com

June 28, 2005

### TO WHOMSOEVER IT MAY CONCERN

THIS IS TO CERTIFY THAT MR. D K HEMENDRA, S/O. D KANAIYA HAS BEEN WORKED IN OUR ORGANISATION AS "MANAGER - HRD" AT FACTORY, KATTEDAN FROM 05.09.1993 TO 30.09.2004.

DURING HIS TENURE, WE FOUND HIM SATISFACTORY.

WE WISH HIM A SUCCESS FOR HIS FUTURE ENDEAVOURS.

FOR VIJAY TEXTILES LIMITED

*S. Nagarajan*

S NAGARAJAN  
COMPANY SECRETARY



2/12/05

To  
The Director  
M/s Shah Electronics and Home Appliance Pvt.Ltd.,  
Bank Street. Koti Hyderabad

Sir

This is to certify that I have lost my original educational certificates in transit while shifting my residence from Cannanore to Chennai to Bangalore to Hyderabad and I am enclosing original service certificate of M/s Vijay Textiles Ltd. Katetan Hyderabad

And for reference I know Sri Suresh Chandra.P. Bhatt his permanent address is H-301 May Flower Park, Mallapur, Nacharam, Hyderabad-500076 for the past three and half Years. From April 2002 and his Phone No is 27158807

Please consider the same

*[Handwritten signature]*

*[Handwritten signature]*

Thanking You

SRI SURESH CHANDRA P.BHATT and SRI GIRISH MEHTA

Yours Faithfully

*[Handwritten signature]*

HEMENDRA.DK

*Received*  
**COPIES RECEIVED**  
Subject to Verification of  
Letter  
FOR SHAH'S CENTRAL WARE HOUSE

In-Pass No..... Date *2/12/05* ..... Supervisor

*He has worked as  
2 Galvan Incharge,  
Asst Galvan Incharge for  
8 months and his  
work is satisfactory.*

*[Handwritten signature]*  
*2/12/05*

## RESUME

### CAREER OBJECTIVE

- TO UTILIZE MY EXPERTISE ABILITIES AND STRENGTH IN A FAIR MANNER FOR THE ORGANIZATION BETTERMENT AND FOR MY BETTERMENT.

### SUBJECT

NAME : HEMENDRA D.K.  
FATHER'S NAME : (LATE) DHARAMSI KANAIYA  
DATE OF BIRTH : 12-04-1962.  
ADDRESS : A-405-MAY FLOWER PARK  
MALLAPUR - NACHARAM  
HYDERABAD - 76.  
PH. NO. 65160159. ~~7396207511~~  
6450 4684

EDUCATIONAL QUALIFICATION : PUC [FAIL]  
LANGUAGES KNOWN : ENGLISH, HINDI, GUJRATI,  
TELUGU, KANNADA, TAMIL AND  
MALYALAM.

WORKING EXPERIENCE : WORKED IN BOOKING, DELIVERY  
SECTION AND AS BRANCH MANAGER IN  
M/S.DEEPAK TRANSPORT AGENCY  
BANGALORE & PEENYA MY DUTIES WERE  
TO PREPARE LORRY RECEIPTS, GOOD'S  
DESPATCH MEMO, HIRE SLIP DELIVERY  
CASH RECEIPT AND HANDLING CASH (D.C.R)

AND ASA BRANCH MANAGER : ADMINISTRATIVE  
FUNCTION, S LOOKING OF  
THE BUSINESS  
DEVELOPMENT OF THE BRANCH  
ALONG WITH MARKETING EXECUTIVE  
KEEPING TRACK OF GOODS OF OUTGOING  
& INCOMING AS PER CLIENT  
SATISFACTION - FROM NOVEMBER - 1985  
TO AUGUST; 1990.

WORKED AS A TIME KEEPER IN M/S.  
GEMINI DYEING & PRINTING MILLS LTD.  
BANGALORE - FROM SEPTEMBER 1990 TO  
AUG. 1993.

WORKED AS A H.R. MANAGER IN M/S  
VIJAY TEXTILES LTD., KATEDAN -  
HYDERABAD.

LOOKING AFTER RECRUITMENT OF  
SKILLED, SEMI & UNSKILLED WORKERS &  
CLERICAL STAFF, PF, ESI, SECURITY  
ADMN, INWARD & OUTWARD GOODS  
CHECKING'S LICENSE RENEWAL,  
HANDLING GOVT. OFFICIALS i.e. LABOUR  
DEPT., FIRE DEPT., WEIGHTS & MEASURES  
DEPT., ETC. FROM SEPTEMBER 1993 TO  
SEPTEMBER 2004

WORKED IN  
M/S VINAY CARGO MOVERS LTD., PUNE  
AS BRANCH CUM MARKETING MANAGER.  
FROM AUG 2005 TO NOV 2005.

WORKED IN  
M/S. SHAH ELECTRONICS, R.P. Rd,  
AS GODOWN INCHARGE. ~~From~~: Dec '05 - Aug '06.  
M/S. MARUTI PAPER UDYOG  
AS PERSONAL MANAGER, ~~From~~: Aug '06 - Oct '07.  
HEMENDRA D.K.