

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

Name	T. V. RAMESH
Salary	Rs. 12000/-
Conveyance	<input checked="" type="checkbox"/> Included in salary <input type="checkbox"/> Extra Rs. _____ per month
Mobile Allowance	<input type="checkbox"/> Nil <input type="checkbox"/> Rs. 2500/- 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 10
Employee company	ALPINE ESTATES
Designation	ADMIN OFFICER - AUDIT
Site	M.P.H.
Date of joining	11/7/09
Report to	DGM - ADMIN
Documents required	<input checked="" type="checkbox"/> 4 photographs <input checked="" type="checkbox"/> Copy of school certificates <input checked="" type="checkbox"/> Copy of degree certificates <input checked="" type="checkbox"/> Copy of drivers license <input type="checkbox"/> Copy of passport <input type="checkbox"/> Father/Husband's employment details / Copy of ID card. <input checked="" type="checkbox"/> Reference letter from <u>Mahendran Karthi</u> <input checked="" type="checkbox"/> Reference letter from _____ <input checked="" type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____
Remarks	He was referred by Mr. Anjiah.

Sign: \_\_\_\_\_

Date: 2/08/09

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*[Handwritten signature]*  
**APPROVED BY**  
 - 2 JUL 2009  
 SORAJI MODI  
 MANAGING DIRECTOR

Ref = Mr. Anjaya, Asst. Dir. (Admin)  
(Bntd mate)

**Bio-Data**

Note: Attach copy of Resume / Bio-data

Application for post of	ADM Officer	
Date of application	10-06-09	
Application through	<input type="checkbox"/> Advertisement	<input checked="" type="checkbox"/> Referred by: Mr. Anjaya, Asst. Dir. (Admin) (Asst. ADM Incharge)

**Personal Details**

Name	T.V. Ramesh.		
Age	42 years	Date of Birth	25-08-1966
Fathers Name			
Address for Correspondence	T.V. Ramesh. C-7, AWHO colony, Sector - 'c', Sec'bad-9		
Phone no. for correspondence	9989740701		
Permanent Address	C-7, AWHO colony Sector - 'c', Secunderabad-9		

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

Communication Skills OK.  
Pay Rs. 12,500/- by 10/6/09

**Education**

Degree	AUTOMOBILE DIPLOMA IN ARMY (EME)		
Name of college			
Location		Medium of Instruction	
Year			
Degree	ARMY Degree Certificate in Army Service		
Name of college			
Location		Medium of Instruction	
Year			
Name of Inter/ Jr. College			
Location		Medium of Instruction	
Year			
Name of school	TOWN HIGH School		
Location	GUDIVADA		
Year	1982	Medium of Instruction	TELVUGU

Asst. Dir. (Admin)

Other courses or training	Working in Army Technical training as well as ADM Training.
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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	HERO HONDA	Year	2001
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Family Details	Name	Age	Occupation	Company
Father	I.S. Chabam	70	Ex. Capt	IN FME
Mother	T. R. DEVI	65	HOUSEWIFE	-
Wife / Husband	T.V. SANTI	35	HOUSEWIFE	-
Brother / Sister	T.V.A. PRAAD	46	ARMY	IN FME
Brother / Sister	T.V.G. Krishna	44	Ex. ARMY	IN Rekang Communication.
Brother / Sister	V. Rajesham	41	HOUSEWIFE	-
Son / Daughter	T.V.S. NITHIN	12	8th STD	TRIVANI School.
Son / Daughter	T.V.S. RAKESH	9	3rd STD	Sai Modal School.
Son / Daughter	-	-	-	-

**Salary Details**

Last Drawn Salary	20,000 +		
Above salary Included	ESI: <input type="checkbox"/> Yes <input checked="" 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Expected Salary			

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

Salary between 10000 to 12000 - (As fixed)

**Experience & Employment Details**

Years of experience in relevant field	08 years
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Name of Company	Bhavani Motors		
Duration of employment	From date:	Apr 2001	To date: Mar 2002
Location	Miyapur		
Designation	Works Manager		
Last drawn salary	8000/- (Eight thousand)		
Brief Description of work	Works in charge, Maintain Mahindra Vehicle Service Station, Maintain complete Staff & Mechanics.		
Reason for leaving	For their Development, Improvement		

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


Name of Company	AUTOMOTIVE MFG (P) LTD, Sec' Bad.		
Duration of employment	From date:	Apr 2002	To date: Nov 2002
Location	Teddineta Workshop, Sec' Bad R Road, Auto Nagar, Bad.		
Designation	Asst Works Manager		
Last drawn salary	20,000 + (Twenty thousand)		
Brief Description of work	Works Manager working Independently Handling complete staff, Mechanics & Service vehicles.		
Reason for leaving	Trying in IOR Service & House Construction.		

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


Name of Company	Working in Army (EME) 16 years		
Duration of employment	From date:	1985	To date: 2001
Location	ALL OVER INDIA		
Designation	Vehicle Maintenance Incharge		
Last drawn salary	8000/- (Eight thousand)		
Brief Description of work	All Types of vehicles Maintenance.		
Reason for leaving	16 years Completed		

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


Name of Company			
Duration of employment	From date:		To date:
Location			
Designation			
Last drawn salary			
Brief Description of work			
Reason for leaving			

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


*\*Ask for additional sheets if required.*

## CURRICULAM VITAE

T.V.RAMESH  
C-7, SECTOR-C  
AWHO COLONY  
SECUNDARABAD  
PHONE: 09989740701

Email: rameshtv008@rediffmail.com

**Objective:** Seeking managerial level assignments in the areas of service and technical operations, customer support with organization of repute

**Synopsis:** An Automobile engineering Diploma holder with over 20 years' of experience in the areas of service operations, profit center operations, customer servicing, and technical support, shop floor, body shop, warranty assessment, approvals, training dealer personal, used cars refurbishment business in the automobile industry

### Educational Qualifications:

Graduate Diploma in Mechanical Engg  
Grade-1 Indian Army  
Driver Training Grade-3

### Work Experience:

<b>Company</b>	: Automotive Manufactures Pvt Ltd, : MAHINDRA&MAHINDRA Authorized Dealers
<b>Role</b>	: Asst. Works Manager (Location In charge)
<b>Duration</b>	: April 2002 to till date
<b>Responsibilities</b>	

Over all in charge for floor, trouble shooting, diagnosis, vehicle allot ment, warranty approvals, service complaint reports, etc.

Responsible for efficiently managing the service unit in term of productivity per Workstation per technician.

To guide the service mechanics / supervisors/advisors in technical problem solving de-bottlenecking at the dealerships.

To interface with the marketing service cell and manufacturing cell at the head office for speedy resolution of service issues / warranty claims / chronicle problems etc.,

Ensure availability appropriate service infrastructure and drive implementation of service systems for improving customer satisfaction

Focusing on company visions and targets and converting into goals

Extensive Experience in planning supervising and managing service operation infrastructure development , resource planning, staffing and deployment, procurement of essential items and maintaining inventory levels for the service department.

Demonstrated ability to think out of the box by handling customers in taking responsibility as a shop floor in charge, process improvement team to streamline operations and to motivate the staff members

Actively participated in the coordination of major events like conducting free service campaign

Responsible for Servicing of cars of Mahindra Models.  
Handle Warranty field concerned reports to manufacture, and track the Service Bulletins, issued by Manufacturers.

Leading a team for the final inspection to ensure quality service to the customer

Hands on experience on vehicle repairing and shop floor office management

Tracking of customer complaints

Played a key role in achieving the given target by the head office

**Company** : Bhavani Motors P Ltd  
: MAHINDRA&MAHINDRA Authorized Dealers  
**Role** : Works Manager  
**Duration** : April2001 to March 2002

**Army Experience** : 16 Years service in Indian Army (EME)

#### **Trainings**

Attended Training for **Service Advisor** Conducted by **Mahindra&Mahindra Ltd.**

Attended Training for **Service Supervisor** Conducted by **Mahindra&Mahindra Ltd.**

Attended Training for **Scorpio Level 1&2** Conducted by **Mahindra&Mahindra Ltd**

**Strengths:** Capable of confident of undertaking any assignment independently possess interpersonal and team building skills.

#### **PERSONAL DETAILS:**

**Name** : T.V.RAMESH  
**Father's Name** : T.SIMHACHALAM  
**Date of Birth** : 25 AUG1966  
**Nationality** : Indian  
**Sex** : Male  
**Martial Status** : Married  
**Languages Known** : English, Hindi, Telugu.

**PLACE:**

**DATE:**

**T.V.RAMESH**

# AUTOMOTIVE MFRS PVT LTD -AUTO NAGAR

Payslip for the month of September-2008

EmpCode	879	PF AccNo	AP19323366
Name	MR.T.VENKATA RAMESH	ESIC AccNo	
Department	ATNR - M&M W/S	DateJoin	01/04/2002
Designation	ASST. WORKS MANAGER	Grade	6500-350-17000
Paid Days	30.00		

Earnings	Amount	Deductions	Amount
BASIC	11750.00	Provident Fund	1410.00
HOUSE RENT ALLOWANCE	1763.00	Professional Tax	200.00
LEAVE TRAVEL ALLOWANCE	979.00		
CONVEYANCE ALLOWANCE	800.00	TELEPHONE CHARGES RECOV	60.00
EDUCATION ALLOWANCE	200.00		
MEDICAL ALLOWANCE	979.00		
ARREARS BASIC	9755.00		
ARREARS HOUSE RENT ALLOWA	1463.00		
ARREARS LEAVE TRAVEL ALLOW	813.00		
ARREAR MEDICAL ALLOWANCE	813.00		
<b>Gross Earning</b>	<b>29315.00</b>	<b>Gross Deduction</b>	<b>1670.00</b>
<b>Net Amount</b>	<b>27645.00</b>		

Net Pay in words : Twenty Seven Thousand Six Hundred Fourty Five Only

For AUTOMOTIVE MFRS PVT LTD -AUTO NAGAR

Authorised Signatory





# AUTOMOTIVE MFRS PVT LTD -AUTO NAGAR

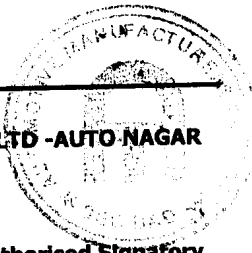
Payslip for the month of September-2008

EmpCode	879	PFAccNo	AP19323366
Name	MR.T.VENKATA RAMESH	ESICAccNo	
Department	ATNR - M&M W/S	DateJoin	01/04/2002
Designation	ASST. WORKS MANAGER	Grade	6500-350-17000
Paid Days	30.00		

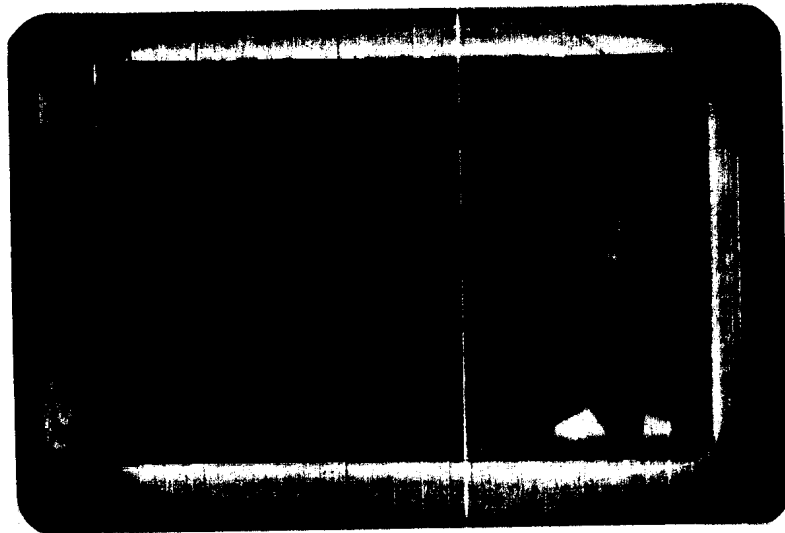
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<b>Gross Earning</b>	<b>29315.00</b>	<b>Gross Deduction</b>	<b>1670.00</b>
<b>Net Amount</b>	<b>27645.00</b>		

Net Pay in words : Twenty Seven Thousand Six Hundred Forty Five Only

For AUTOMOTIVE MFRS PVT LTD -AUTO NAGAR



**Authorised Signatory**





**Mahindra & Mahindra Ltd.**

Automotive Sector : "Mahindra House"  
1-7-1, Park Lane, T.S.R. Complex,  
Secunderabad-500 003.  
Tel : (040) 27846276, 27818750  
Fax : (040) 27843106

Date: 12.10.06

Mr. T. VENKATA RAMESH  
Automotive Manufactures Pvt Limited  
Secunderabad

Sub: CSI No. 1 Position

At the outset we at Mahindra & Mahindra A.O Hyderabad would like to express our appreciation for the magnanimous efforts put by you and the entire team of AML Motors for achieving CSI No. 1 position for H1 period.

Its a result of hard work, dedication and positive attitude to convert every satisfied customer to a delight one, it's a moment of pride and rejoice, ENJOY!!!!.

Please convey our appreciation and good wishes to every member of your team.

Keep up the good work and we wish and believe that you will not spare any effort to retain the same position for the H2 period.

ALL THE VERY BEST.

M. Madhusudhan Rao

Rahul Vecha



# Certificate of Excellence

This Certificate is presented to

*Mr J Y Ramesh*

for his

*Outstanding performance as a Service Advisor*

in the Scorpio Category  
for the year 2006 - 07.

A handwritten signature in black ink, appearing to read 'Amit'.

Amit Agarwal  
Dy Manager Sales

A handwritten signature in black ink, appearing to read 'M. M. Rao'.

M Madhusudan Rao  
Manager Customer Care

A handwritten signature in black ink, appearing to read 'Rahul Vecha'.

Rahul Vecha  
Manager Customer Care


TESTIMONIAL FOR CIVIL EMPLOYMENT

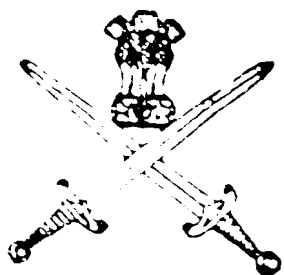
Ex/2001/1553  
2001/05/19

Certified that No 14588561N Rank/Trade CFN/VM(MV) Name Tiruvuru Venkataramesh of 633 EME Bn now proceeding on retirement has the attributes in respect of his character and personality recorded as under for the purpose of his suitability for civil employment :-

Ser No	Attribution	Remarks
1.	Intelligence	Intelligent
2.	Reliability	Reliable
3.	Keeness and energy for work	Keen and energetic
4.	Initiative and sence of responsibility experience	Takes initiative and shoulders responsibility.
5.	organising ability (for NCO and above)	Adequate
6.	Sports	-
7.	Special Technical qualification for Appointment held in the Army	Having 15 years of repair experience in Heavy and Light veb
8.	Any other special characteristics and qualities	He has 16 yrs experience in VM (MV) trade in the Army and Hard working.
9.	Character	Very Good

HQ 633 EME Bn  
Station : C/O 56 APO  
Dt :  
Dated : 10 Mar 2001  
C/O 56 APO

  
Maj/Capt  
Adjf  
633 EME Bn.



INDIAN ARMY

## GRADUATION CERTIFICATE

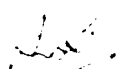
1. This is to certify that as per Government of India. Ministry of Personnel Public Grievance and Pensions (Department of Personnel and Training) ON No. 15012/8/82 Estt. (D) dated 12 February 86, Ex-servicemen who are matriculate (which terms includes ex-servicemen who have obtained the Indian Army Special Certificate of Education or the corresponding certificate in the Navy or Air Force), and has put in not less than 15 years of service in the Armed Forces of the Union may be considered eligible for appointment to any reserved vacancy in group 'C' posts for which the essential qualification is graduation and where experience of technical or professional nature is not essential.

2. In view of the above concession, Service Number 14588561.N Rank Ex CFN Name & Initial TIRUVURU VENKATA RAMESH Trade VM (MY) who had served in the Indian Army for 15 years from 22.11.1985 to 30.04.2001 may be considered educationally qualified for reserved Group 'C' posts where the prescribed qualification is Graduation.



Office Seal

Date: 30.04.2001

  
ARUN TULI  
COL  
CO EME DEPOT BN  
EME Depot Battalion

165/08/2001

165/REL/08/2001

# CORPS OF ELECTRONICS & MECHANICAL ENGINEERS



## PROFICIENCY CERTIFICATE

MGO'S BRANCH ARMY HEADQUARTERS NEW DELHI

Certified that No. 14588501 N Rank CFN Name TIRUVURU VENKATA RAMAN  
 Trade Vin (Mv) has successfully undergone the undermentioned course :-

Sl. No.	Details of Course	Training Establishment	Duration	Result	Equivalent Civil Qualification	Authority
1.	Vin (Mv) CL-I (ONE)	3 EME CENTRE BHOPAL	07 NOV 97	PASSED	MECHANIC (MOTOR VEHICLE)	Min of Def & Res (DELHI)
2.	DVR (Mv) CL-III (THREE)	1 EME CENTRE SECUNDERABAD	29 JUL 97	PASSED	—	—

Date of retirement 30 APR 2001 Length of Service on Superannuation 15 YEARS 0 MONTH  
 At the time of release from service his character has been assessed as VERY GOOD

Secunderabad - 500 021.

Dated: 30 APR 2001



TIRUVURU VENKATA RAMAN  
 For Commanding Officer  
 EME Depot Battalion  
 Secunderabad

Note :- The terms of Government of India, Ministry of personnel public Grievances and pension (Department of personnel & Training) letter No. 1502/8/82/Est(D) dated 12 Feb 86 an ex-servicemen who has put in 15 years service in the Armed Forces and having Matriculation may be considered eligible for appointment to the posts for which the essential qualification prescribed is 'GRADUATION'.