

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

Name	Veena Devi
Salary	3,750/-
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 type="checkbox"/> Only after 3 months <input checked="" 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	Draftsman
Site	H.O.
Date of joining	17/4/06
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"/> Father's ^{Husband's} employment details / Copy of ID card. <input type="checkbox"/> Reference letter from <u>Mahulaxmi Consultant</u> ✓ <input checked="" type="checkbox"/> Reference letter from <u>Nirman Architects.</u> <input checked="" type="checkbox"/> Reference letter from <u>Form 9 space</u> ✓ <input type="checkbox"/> Other <u>Reference letter from Arvee Associate.</u> <input type="checkbox"/> Other _____
Remarks	* 3 months probation. * Referred to by <u>Ravi Rajit</u> . + Check comp skills in ACAD.

Sign: [Signature]

Date: 13/4/06.

Bio-Data**Note:** Attach copy of Resume / Bio-data

Application for post of	Draft's man
Date of application	12-04-2006

Personal Details

Name	Y. Veena Devi		
Age	32	Date of Birth	28-07-1972
Fathers Name	K. Vijay Kumar		
Address for Correspondence	H.No: 3-5-220, Vittalwadi, narayanguda Hyd. 29		
Phone no. for correspondence	23227114		
Permanent Address	as above		

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

Education

Degree	Diploma in Architecture (D.Arc)		
Name of college	Smt. Durgabai Deshmukh polytechnic college		
Location	Amespet		
Year	1996	Medium of Instruction	English

Degree	Intermediate (discontinued)		
Name of college	Stanley girls senior college		
Location	Abids		
Year	1991	Medium of Instruction	English

Name of Inter/ Jr. College	—		
Location	—		
Year	—	Medium of Instruction	—

Name of school	Stanley girls high school		
Location	Abids		
Year	1990	Medium of Instruction	English

Other courses or training	Auto cad & 3dmax. Learnt at Marudhara. 3 months course. Fulltime course.
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Remarks: (For office use only – Do not write in this box)

Computer Skills

MS Office:	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Avg.	<input type="checkbox"/> Learnt but never worked on it	<input type="checkbox"/> Nil
MS Word:	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Avg.	<input type="checkbox"/> Learnt but never worked on it	<input type="checkbox"/> Nil
MS Excel:	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Avg.	<input type="checkbox"/> Learnt but never worked on it	<input type="checkbox"/> Nil
Auto CAD:	<input checked="" type="checkbox"/> Excellent	<input checked="" 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	
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Family Details	Name	Age	Occupation	Company
Father	K.Vijay Kumar	60	Ret. D.G.M	B.D.L
Mother	K. Jayalaxmi	50	-	-
Wife / Husband	Y. Harinath	40	Advocate	Independent (P.V.R Associates, Himayatnagar)
Brother / Sister				
Brother / Sister	K. Venukumar	32	Software Engg	U.S.A
Brother / Sister	K. Vanitha	28	Housewife	-
Brother / Sister				

Salary Details

Last Drawn Salary	4000/-		
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			

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

1 child 12 years - 9th class - daughter

Experience & Employment Details

Years of experience in relevant field	7 years
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Name of Company	M/S Malalabhimini Builders & Consultant
Duration of employment	2 years From date: 1-10-2002 To date: 30-11-04
Location	Mumbai, Sec-6ad
Designation	Architect
Last drawn salary	4000/-
Brief Description of work	All kinds of municipal drawings & estimations, Architect works.
Reason for leaving	health reason

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

Name of Company	Nirmaan Architect & Engineers
Duration of employment	1 1/2 years From date: Aug 2000 To date: Feb 2002
Location	Malakpet, Hyd.
Designation	Assistant Architect
Last drawn salary	3000/-
Brief Description of work	All kinds of Architect works & civil works
Reason for leaving	Because of late home work

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

Name of Company	Form A Spall				
Duration of employment	3 years	From date:	May 1997	To date:	2000
Location	Patney				
Designation	Architect & Interior Designer				
Last drawn salary	3000/-				
Brief Description of work	All kinds of Interior Designing & Estimations				
Reason for leaving	Office shifted to Teedimatta				

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

Name of Company	M/S Advice Associates				
Duration of employment	1 year	From date:	April 1996	To date:	April 1997
Location	Kaddurapool Hyd.				
Designation	Assistant Architectural				
Last drawn salary	2000/-				
Brief Description of work	Manual drawings of all kinds viz :- house planing, court hospitals				
Reason for leaving					

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

BIO - DATA

NAME : **SMT. Y. VEENA DEVI**

HUSBAND'S NAME : **SRI. Y. HARINATH**

AGED : **31 YEARS**

PERMANENT ADDRESS : **H.NO. 3-5-220
VITTALWADI
NARAYANGUDA
HYDERABAD - 29.
Resi-Ph. 23227114**

QUALIFICATIONS : i) Intermediate
ii) Diploma in Architectural Engg.
From Durgabai Deshmukh
Polytechnic College for Womens,
Ameerpet, Hyderabad.
Qualified in the year 1996.
In the year 2002.

EXPERIENCE : i) Worked as Architectural Assistant
In M/s. Aarvee Associates, Red Hills,
Lakdikapool, Hyderabad
From April 1996 to April 1997
ii) Worked as **Architect & Interior
Designer** with M/s. Form and
Space, Opp: Secunderabad Post
Office, Patney, Secunderabad -3.
From May 1997 to May 2000.
(Computer knowledge in Auto-
Cad, Visio & Revit)
iii) Worked as **Architect & Interior
Designer** with M/s. Nirmaan
Architect, Malakpet, Hyderabad.
From August 2000.
(iv) Last job worked as Architecture &
Interior Designer with M/s. Mahalakshmi
Builders & Consultants,
Alwal, Opp: Municipal Office, Sec-bad
From 1.10.2002 to 30.11.2004

1997

Last Drawn salary : **Rs. 4,000/- per month**

Salary expecting minimum : **Negotiable**

Languages known : **Telugu, English and Hindi.**

Veena
(SMT. Y. VEENA DEVI)

12/09/06

#2

Ref: Ranjith
Mr. Ranjith's Neighbour.

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	Drafts man.
Date of application	12-04-2006

Personal Details

Name	Y. Veena Devi		
Age	32	Date of Birth	22-07-1972
Fathers Name	Y. Harinath		
Address for Correspondence	H.No: 3-5-220, Vittalwadi, nerayanguda.		own house
	Hd. 29		
Phone no. for correspondence	23227114		
Permanent Address	as above		

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

Education

Degree	D. A. E. Diploma in Architecture		
Name of college	Smt. Durga bai Deshmukh Polytechnic College		
Location	Amberpet		
Year	1996	Medium of Instruction	English

Degree	/		
Name of college	/		
Location	/		
Year	/		

Name of Inter/ Jr. College	/		
Location	/		
Year	/		

Name of school	Stanley girls high school		
Location	Abids		
Year	1990	Medium of Instruction	English

- Communication Skills - Average
- Working knowledge - good experience
- She agrees for even less than Rs 400/-
M

Other courses or training	Auto cad & 3dmax.
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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	K. Vijay Kumar	60	Ret. D.G.M	B.D.L
Mother	K. Jayalalitha	50	—	—
Wife / Husband	Y. Habinath	40	Advocate	Independent
Brother / Sister	—			(P.V.R. Associates)
Brother / Sister	—			Honeydew
Brother / Sister	K. Vanita	28	Housewife.	
Brother / Sister	K. Uma Kumar	32		Software Pegg in the US.

Salary Details

Last Drawn Salary	4000/-		
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 checked="" 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)

→ She is not asking anything about salary			
1 child 12 years — 9th class — daughter.			

Experience & Employment Details

Years of experience in relevant field	7 years
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Name of Company	as per Bio-Data enclosed		
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)

Name of Company	M/S Arjee Associates		
Duration of employment	From date:	To date:	April 1996 April 97
Location	Wardheerpool, Hyd.		
Designation	Assistant Architectural		
Last drawn salary	2000/-		
Brief Description of work	manual draws of all kinds viz :- house planning, Govt. hospitals		
Reason for leaving			

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

→ She wanted to learn all aspects of plan.

Name of Company	Form A Space
Duration of employment	3 years From date: May 1997 To date: 2000
Location	Patney
Designation	Architect & interior Designer
Last drawn salary	3000/-
Brief Description of work	All kinds of interior Designing & Estimations
Reason for leaving	

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

Name of Company	NIRMAN Architect & Engineer
Duration of employment	1 1/2 years From date: Aug 2000 To date: Feb 2002
Location	Malakpet, Hyd.
Designation	Assistant Architect
Last drawn salary	3000/-
Brief Description of work	All kinds of Architect works & Civil works
Reason for leaving	Because of late home work.

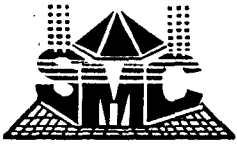
Remarks: (For office use only - Do not write in this box)

M/s Mahalakshmi Builders & Consultants
 Alwal, Secbad.

From :- 1-10-2002 to 30-11-2004

Duration = 2 years

Salary :- 4000/- (inclu. conveyance)



SHREE MAHALAXMI CONSULTANTS

ARCHITECTS, ENGINEERS & BUILDERS

Ref :

Date :


EXPERIENCE CERTIFICATE

SMT. Y. VEENA DEVI has worked as a Architect-Drafts-Man in our Office for the period 1-11-2002 to 30-12-2004, She is Regular, Sincere and Hare Work.

We have now Hesitation in recommending her sincerely.

Date: 31-12-2004

Place: Sec-Bad


M. VENKATA RAMANA REDDY
ENGINEERS & BUILDERS
L. No. D/987/94,
ALWAL MUNICIPALITY,
H. No. 10-64/2, VENKATAPURAM
SECUNDERABAD - 500 018

Office : 1-13-14, Sri Laxmi Kala Mandir Road, Lothkunta, Secunderabad - 500 015.

☎ : (O) 7860659, (R) 7860895



NIRMAAN
ARCHITECTS & ENGINEERS

16-10-27/113/3, Beside ANDHRA BANK, MALAKPET, HYDERABAD-500 036.

Tel: 45916

ON THE LETTER HAED OF NIRMAAN ARCHITECT

TO WHOM SO EVER IT MAY CONCERN

This Is To Certify That Mrs. Y. VEENA DEVI w/o Sri Y. HARINATH
Has Worked In Our Organization From 1 st January 2001 to 31 st January
2002 As DRAFTSMAN.

During The Above Said Period She Has Worked On Various Architectural
And Interior Designing Drawings In Our Organisation . She Is Regular , Very
Sincere Hard Working .

We Have No Hesitation In Recommending Her Services In Any Other
Organisation Which She Chooses .

Ko Fridher

NIRMAAN
ARCHITECTS & ENGINEERS
16-10-27/113/4,5, Beside Andhra Bank,
Malakpet, Hyderabad-500 036.
Ph. No: 4553862

EXPERIENCE CERTIFICATE

Mrs. Veena has been working with us as a draughtsman for the past three years. She is regular, hardworking and a nice person. We have no hesitation in recommending her services.

Date *22nd May 2000*

for Form & Space


(S. VIJAY SREE RAM)

TO WHOM SO EVER IT MAY CONCERN

This is to certify that **Mrs. Y.Veena Devi** W/o. Sri. Y.Harinath has worked in our organization from 15/04/96 to 31/11/96 as **Draftsman**.

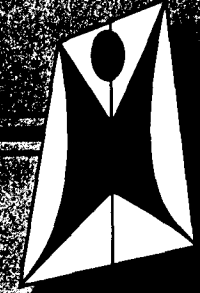
During this period she has worked on various **Residential and Hospital Buildings**. She is sincere and hardworking.

For **AARVEE ASSOCIATES**



R.V.CHAKRAPANI
CHIEF CONSULTANT.

Akademy of Design and Architecture



Certificate

This is to certify that Ms. Y. V. Devi
has successfully completed Advanced Architectural CAD
covering AutoCAD 2002, Architectural Desktop 4.2, Photoshop 6.0 & Premiere 6.0
on November 25, 2002 at Hyderabad, Andhra Pradesh, India.



Prof. P.N. Krishna Das
M. Arch. F.I.A.
Former Principal, JNTU College of Fine Arts & Architecture
Director
Akademy of Design and Architecture

State Board of Technical Education & Training, A.P.

MEMORANDUM OF MARKS

S.No. 55

Date: 29/03/1996

Course:

D.ARCH.E. III YEAR (C-90)

Month & Year of Exam

Held in JAN/FEB 1996

Name of the Candidate:

K VEENA DEVI D/O K VIJAYA KUMAR

Permanent Id.No. (PIN)

9125-Ar-50

Name of the Institution


SMT.D D W T T INSTITUTE HYDERABAD

Subject Code	Subject	MAX MARKS			MARKS AWARDED			Re- marks
		End Exam.	Sessional	Total	End Exam.	Sessional	Total	
	<u>THEORY</u>							
AR 301	HISTORY OF ARCHITECTURE III	100	—	100	35	—	35	P*
AR 302	SURVEYING II	100	—	100	40	—	40	P*
AR 303	TOWN PLANNING & LEGISLATION II	100	—	100	48	—	48	P*
AR 304	STRUCTURAL ENGINEERING	100	—	100	35	—	35	P*
AR 305	PUBLIC HEALTH ENGINEERING & SERVICES	100	—	100	36	—	36	P
AR 306	ARCHITECTURAL ENTREPRENEURSHIP & MANAGEMENT	100	—	100	41	—	41	P*
	<u>PRACTICALS</u>							
AR 307	ARCHITECTURAL DESIGN III	60	40	100	35	33	68	P
AR 308	SURVEY PRACTICALS II	60	40	100	49	34	83	P*
AR 309	SERVICES & CONSTRUCTION PRACTICE LAB	60	40	100	52	34	86	P*
AR 310	PROJECT WORK	60	40	100	41	37	78	P*
	TOTAL	840	160	1000	412	138	550	

RESULT COMPLETED


Asst.


Supdt.


Asst. Secretary/Dy. Secretary


Controller of Exams

NOTE: MINIMUM PASS MARKS FOR EACH SUBJECT
75% IN END EXAM FOR THEORY & 50% FOR PRACTICAL SUBJECTS
40% MINIMUM FOR SESSIONAL MARKS
* INDICATES PASSED EARLIER

**BOARD OF SECONDARY EDUCATION
ANDHRA PRADESH**



SECONDARY SCHOOL CERTIFICATE

E 0093361

PC/03/0013586/9

Candidate's Name: K. VEENA DEVI		bearing	
Roll No.: 0043188		X/Son/Daughter of: K. VIJAY KUMAR	
Institution: STANLEY GIRLS JR COLLEGE, CHAPEL ROAD, HYD		appeared	
And belonging to		and PASSED the EXAMINATION in	
at the SSC EXAMINATION held in MARCH, 1989.			
SECOND division with ENGLISH as the medium of instruction.			
The Date of Birth of the Candidate is			
DATE OF BIRTH	DAY	MONTH	YEAR
22/07/1972	TWO	TWO	JUL ONE NINE SEVEN TWO
The Candidate Secured the following Percentage of marks			
FIRST LANG	MARKS	THIRD LANG	MARKS
TELUGU	59	ENGLISH	44
GENERAL SCIENCE	58	SOCIAL STUDIES	46
MATHEMATICS		MARKS	
62		TOTAL (in figures)	
259		* TWO HUNDRED AND FIFTY NINE	
SECOND LANGUAGE		HINDI	
54		* FIFTY FOUR	
Marks of Identification			
1	A mole on the left hand middle finger		
2	A mole on the left eye brow Kavuna Achala		
Head Mistress Stanley Girl's High School Chapel Road Hyderabad			
Date of Issue: 07/05/1989.		Addl./Jt. Secretary	
HYDERABAD		BOARD OF SECONDARY EDUCATION	

The marks with the asterisk indicates the marks secured in the Previous Examinations.