

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

Name	M. Nagalaxmi
Salary	4,750/-
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	Modi Proprietorship Modi Ventures
Designation	Drafts man.
Site	H.O. for Now / YMG on later date.
Date of joining	11/5/06
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 _____ Husband's <input checked="" type="checkbox"/> Fathers employment details / Copy of ID card. <input checked="" type="checkbox"/> Reference letter from <u>Mahalaxmi Consultancy</u> <input checked="" type="checkbox"/> Reference letter from <u>NSS Associate</u> <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	<p>Same job profile as Sujatha. Ask her to go to Chevlopally - 60A for understanding her work for 2 weeks.</p> <p>learn — database — Entra Specke.</p>

Sign: [Signature]

Date: 28/4/06

She attended interview on Tuesday

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	Draughtsman
Date of application	

Personal Details

Name	M. Nagalaxmi		
Age	33 years	Date of Birth	22-10-1973
Fathers Name	S. Kotiswara Rao		
Address for Correspondence	H.No: 9-68/A, East Hanuman Nagar, Boduppal, uppal, Hyderabad.		
Phone no. for correspondence	9346666946, 27207931.		
Permanent Address	Same as above.		

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

Education

Degree			
Name of college			
Location			
Year		Medium of Instruction	

Degree			
Name of college			
Location			
Year		Medium of Instruction	

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

Name of school	St. John's High School.		
Location	West Marredpally.		
Year	1989	Medium of Instruction	English.

Other courses or training	Diploma in civil Engineering from Kamala Nehru polytechnic
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Remarks: (For office use only – Do not write in this box)

→ She completed Diploma in the year - 1994

Computer Skills

MS Office: <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
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 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
Other:

Two Wheeler

Make	Year
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Family Details	Name	Age	Occupation	Company
Father	S. Kotiswarabha	58	Govt. Employee	M. E. S
Mother	S. Devi	48	House wife	-
Wife / Husband	M. S. Srinivas	37	Pvt. Employee	Hope's Hospital
Brother / Sister	S. Subbarao	25	Pvt. Employee	A.P. Securities
Brother / Sister	S. Pranita	28	Pvt. Employee	Ambience
Brother / Sister				
Brother / Sister				

Salary Details

Last Drawn Salary	4500/-	
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	5000/-	

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→ She works with one day + night

Experience & Employment Details

Years of experience in relevant field	5 years
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Name of Company	Mahalaxmi Consultancy
Duration of employment	1998 2 years From date: 1998 To date: 2000
Location	Alwal
Designation	Draughts man
Last drawn salary	2000/-
Brief Description of work	Municipal Drawings,
Reason for leaving	Because of marriage

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Name of Company	N.S.S. Associates
Duration of employment	3 years From date: 2003 To date: till date
Location	Amberpet
Designation	Auto-Cad operator
Last drawn salary	4500/-
Brief Description of work	Irrigation, Roads, Architectural and Survey drawings.
Reason for leaving	

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

CURRICULUM VITAE

M.NAGALAXMI

W/o M.Srinivas

H.No:- 9-68/A

East Hanuman Nagar,

Boduppal, Uppal

Hyderabad-500039

Cell: 9346666946

CAREER OBJECTIVE: To pursue a challenging carrier, which utilizes my knowledge and skills in CAD field to the maximum extent in an organization that can exploit my present skills and provide platform for career growth and learning.

Technical Skills

Operating system : MS-OFFICE, Adobe Photoshop
Softwares : Auto cad-2000

Educational Qualifications

Diploma in Civil Engineering from Kamala Nehru Polytechnic Exhibition Grounds
Nampally, Hyderabad

Work Experience

Having 2 years experience in Manual Drawings.

Presently working as Auto-cad operator in N.S.S.Associates from 3 years.

PROJECT#1 : HUDA PLANS

Basically this is a irrigation project. For this project our surveyors survey the different lakes in the city. According to these survey data we draw cross-section, longitudinal sections, culvert cross-sections and top view of the bunds. For these lakes we also give 48 hours discharge measurements and water analysis details, present water level and F.T.L. of the lakes.

PROJECT#2 : ARCHITECTURAL DRAWINGS

Planning for proposed Individual houses, Duplex houses and Multistoried buildings according to Vastu. Preparation of Layout maps according to the survey details. Preparation of Estimations.

OTHER PROJECTS : ROADS

PERSONAL DETAILS

Name	: M.Nagalaxmi
Husband's Name	: M.Srinivas
Date of Birth	: 22-10-1978
Marital status	: Married
Religion	: Hindu
Nationality	: Indian
Languages Known	: Telugu, Hindi, English

Place:

M. N. Laxmi
(M.Nagalaxmi)

Date: 20-04-06