

Ref: Narendra (Can Booked)

**Bio-Data**

Note: Attach copy of Resume + Bio-data

Application for post of	Site Supervisor / Admin Officer		
Date of application	7.5.2007		
Application through	<input type="checkbox"/> Advertisement	<input type="checkbox"/> Referred by:	

**Personal Details**

Name	R. SURENDER		
Age	41 years.	Date of Birth	15.3.1966
Fathers Name	Late Ramaiah.		
Address for Correspondence	# 12-11-481, Warasigude Secunderabad. 500061		Rent.
Phone no. for correspondence	9949953009 ✓		
Permanent Address	# 12-11-481, Warasigude. Secunderabad. 500061		

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

→ Commencement (Skill) - None			

**Education**

Degree	B. A.		
Name of college	open University		
Location	Study Center SP College	Srinivasa Nagar	
Year	1985-86	Medium of Instruction	English

Degree	Batchlor of Arts		
Name of college	open University		
Location			
Year	1985-86	Medium of Instruction	English

details?

Name of Inter/ Jr. College			
Location			
Year			

Name of school	St Peter's High School.		
Location	Gunfoundry		
Year		Medium of Instruction	English

For supervisor post He is O.K, 2 months training required, Technical knowledge - Medium

P. Kunda  
09/06/07

Other courses or training

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 ~~Splendor~~ Splendor Year 2003 2003

Family Details	Name	Age	Occupation	Company
Father	Late Ramaiyal			
Mother	Durgamma	78	Housewife	
Wife / Husband	Mallleshwari	36	idc	
Brother / Sister				
Brother / Sister				
Brother / Sister				
Son / Daughter	Kranthi Kumar	20	Student	
Son / Daughter	<del>Sandeep Kumar</del>	<del>18</del>	''	
Son / Daughter	Kiran Kumar	18	''	

Salary Details

Last Drawn Salary  
Above salary Included ESI:  Yes  No PF:  Yes  No  
Conveyance:  Yes  No Mobile Allowance:  Yes  No  
Expected Salary Rs 6000/-

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

Fix salary at 4,500/- including salary.  
Let him join duty on 25/6/07. See  
me next Wednesday afternoon.

by  
23/6

**Experience & Employment Details**

Years of experience in relevant field Construction  
 6 years in Civil ~~Engineering~~

Name of Company			
Duration of employment	From date:	1999	To date: 2006
Location	MCH, Hyderabad & Secunderabad		
Designation	As Civil Contractor		
Last drawn salary			
Brief Description of work	I was an civil contractor earlier but <del>got</del> have losses in that field with one of my partner, now I have no source of income. hence trying for an job		
Reason for leaving			

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

→ Worked with a ~~Govt~~ Municipal Contractor as a Supervisor from 1994 - 2000  
 → later ~~begin~~ after 2000 himself own contractor in MCH.

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)



Note: Mr. Sumendar is ok for  
Road works like W.D.M & C.C.  
Roads & Drainage work also they  
know. He is suitable for Supervisor  
post. Technical knowledge is  
Medium. one or two months  
training is need.

And ✓  
23/6/07

~~For~~