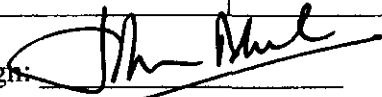


**Details of Appointment: :** (For office use only – Do not write on this page)

Name	K Manoj Kumar
Salary	3,500/-
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 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	Paramount Builders.
Designation	Site supervisor
Site	PMR
Date of joining	1/10/07
Report to	Subha Reddy <del>At</del> Project at PMR.
Documents required	<input checked="" type="checkbox"/> 2 photographs <input checked="" type="checkbox"/> Copy of school certificated <input type="checkbox"/> Copy of degree certificates <input type="checkbox"/> Copy of drivers license <input type="checkbox"/> Copy of passport <input type="checkbox"/> Fathers employment details / Copy of ID card. <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	Brother-in-law of A Ramesh. Employed on reference of A Ramesh.

Sign: 

Date: 22/9/07

Ref - A. Ramesh - CH's Brother in law

**Bio-Data**

Note: Attach copy of Resume / Bio-data

Saturday 11:30 AM

AM  
U

Application for post of	Supervisor.
Date of application	19.09.2007
Application through	<input type="checkbox"/> Advertisement <input type="checkbox"/> Referred by:

**Personal Details**

Name	K. MANOJ KUMAR		
Age	18	Date of Birth	14-03-1989
Fathers Name	K. BALAJI (late)		
Address for Correspondence			
Phone no. for correspondence			
Permanent Address	HNO 3-5-1119/1B Kachiguda 'x' Roads HYD - 27		

Renter

**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

Maths - failed

Name of Inter/ Jr. College	Kachiguda Gov't Jr. college		
Location	Hyd.	Medium of Instruction	T/M
Year	2005-2006	Medium of Instruction	T/M

Failed

Name of school	Aray Kanya Vidyalaya H.H. School		
Location	Hyd Kachiguda	Medium of Instruction	T/M
Year	2004	Medium of Instruction	T/M

54%

As continued.  
\* Recently he has completed his education, one subject is balance in Inter (Maths). Basic knowledge of civil works he has. Entered in knowledge in civil line has supervisor. Moreover has knowledge in M.S. office of G.C.E. Hence he can do. He has focus supervisor. or get can train him data base. out all o.k.

highly qualified

Other courses or training	M.S office - <i>Course</i>
---------------------------	----------------------------

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

<i>1 1/2 months course.</i>

**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	
------	--	------	--

Family Details	Name	Age	Occupation	Company
Father	K. BALAJI (42)		ESPM	
Mother	K. LOXIMA (46)			
Wife / Husband				
Brother / Sister	K. YADAGIRI	35	Pvt Sec	Sathyam - <i>clean</i>
Brother / Sister	K. RAJESWAR	22	H/W	Bondharam - <i>CA (Remarks)</i>
Brother / Sister	K. UAM DAVE	19	Unmarried	
Son / Daughter				
Son / Daughter				
Son / Daughter				

**Salary Details**

Last Drawn Salary		
Above salary:	ESI: <input type="checkbox"/> Yes <input type="checkbox"/> No	PF: <input type="checkbox"/> Yes <input type="checkbox"/> No
Included	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)


**Experience & Employment Details**

Years of experience in relevant field	
---------------------------------------	--

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)


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)


## CURRICULUM VITAE

K. Manoj Kumar  
H.No 3-5-1119/1B,  
Kachiguda X Road,  
Hyderabad-500 027.

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### OBJECTIVE:

To work in a challenging position where I can enrich my knowledge and skills while contributing my best for reaching professional goals of your esteemed organization

### EDUCATIONAL QUALIFICATIONS:

- **INTER** : Govt Junior College,  
Kachiguda.
- **S S C** : Arya Kanya Vidyalaya High School,  
Hanuman Tekedi, Sultan Bazaar.

### TECHNICAL SKILLS:

- MS-Office,

Experience : Nil  
(Recently Completed Education)

Post for Applying : Supervisor

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**PERSONAL DETAILS:**

Name : K.Manoj Kumar  
Father name : K. Balaiah (Late).  
Date of Birth : 14<sup>th</sup> March 1989.  
Age : 18 Years.  
Marital status : Un married.  
Languages Known : Telugu, Hindi & English.

**Thanking you for your kind perusal,**

**Kind regards.**

**Date:**  
**Place:**

**Your's truly**

**(K.Manoj Kumar)**

# BOARD OF SECONDARY EDUCATION ANDHRA PRADESH



## SECONDARY SCHOOL CERTIFICATE

DD 111307

REGULAR

PC/02/01037/011307/4

CERTIFIED THAT **K MANOJ KUMAR**  
S/O **K BALAIAH** bearing Roll No **0129898**  
belongs to **ARYA KANYA VID HS SULTANBAZAR, HYDERABAD**  
has appeared and PASSED at the SSC EXAMINATION held in MARCH 2005 in **SECOND**  
Division with **TELUGU** as the medium of instruction.

DATE OF BIRTH OF THE CANDIDATE	DAY	MONTH	YEAR
14/03/1989	ONE FOUR	MARCH	ONE NINE EIGHT NINE

### THE CANDIDATE SECURED THE FOLLOWING PERCENTAGE OF MARKS

SUBJECT	Marks Secured (in figures)	Marks Secured (in words)
FIRST LANGUAGE : ( TELUGU )	51	FIVE ONE
THIRD LANGUAGE : ENGLISH	39	THREE NINE
MATHEMATICS :	39	THREE NINE
GENERAL SCIENCE :	52	FIVE TWO
SOCIAL STUDIES :	79	SEVEN NINE
TOTAL :	260	TWO SIX ZERO
SECOND LANGUAGE : ( HINDI )	44	FOUR FOUR
GRAND TOTAL : <b>304</b>	304	THREE ZERO FOUR

Life Skills Education : GRADE SECURED :

Marks of Identification : 1. A mole on cheek  
2. A mole on thigh

Head of Institution  
with School Stamp

*N. Babbarath*  
Head Master.

*[Signature]*

Date of issue : 30-04-2005

**ARYA KANYA VIDYALAYA, SULTANBAZAR, HYDERABAD - 500 082**

SECRETARY  
BOARD OF SECONDARY EDUCATION  
A P, HYDERABAD

- 1 Life Skills Education : The Grade shall be incorporated by the respective Head of the Institution before delivery of the certificate to the candidates.
- 2 Any corrections in the certificate will not be entertained after one year from the date of issue.
- 3 Any unauthorised correction in the certificate will result in cancellation of certificate.
- 4 The Marks with asterisk indicate the old marks secured in previous appearances.

2005

