

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

Name	G. VIJAY RAJ
Salary	12,000/-
Conveyance	<input checked="" type="checkbox"/> Included in salary <input type="checkbox"/> Extra Rs. _____ per month
Mobile Allowance	<input type="checkbox"/> Nil <input checked="" type="checkbox"/> Rs. 250/- 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	MPIPL.
Designation	Asst. Engrg.
Site	Ho. for Q.C. Team.
Date of joining	21/5/08
Report to	Ho. to MD.
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 checked="" type="checkbox"/> Copy of drivers license <input checked="" type="checkbox"/> Copy of passport <input checked="" type="checkbox"/> Fathers employment details / Copy of ID card pension details. <input checked="" type="checkbox"/> Reference letter from <u>First India Corporation</u> <input checked="" type="checkbox"/> Reference letter from <u>Pavani Estatee.</u> <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	Employed for Q.C. Team. Needs 3 to 6 months to learn.

Sign: [Signature]

Date: 19/5/08

Ref: Pariksha - Lab of mate 12th May 2008
05/05/08 ✓

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	Site Engineer
Date of application	05/05/2008
Application through	<input type="checkbox"/> Advertisement <input type="checkbox"/> Referred by: <u>G. Jata Kumar</u>

Personal Details

Name	G. VIJAY RAJ		
Age	29 years	Date of Birth	04/07/1978
Fathers Name	G. ANAND RAJ		
Address for Correspondence	H.NO:- 12-10-362, SEETHAPHALMANDI, SEC-BAD-61.		
Phone no. for correspondence	9849497484 ✓		
Permanent Address	H.NO:- 12-10-362, SEETHAPHALMANDI, SEC-BAD-61.		

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

<p>Good Communicator. Can be good for QC team. Come back on Monday for appointment by <u>17/5/08</u></p>			
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Education

Degree	BACHELOR OF ENGG. (CIVIL)		
Name of college	VASAVI COLLEGE OF ENGG.		
Location	IBRAHIM BAGH.		
Year	2003	Medium of Instruction	ENGLISH.

Degree			
Name of college			
Location			
Year		Medium of Instruction	

Name of Inter/ Jr. College	ST. PETER'S Jr. COLLEGE		
Location	BARKATPURA		
Year	1995	Medium of Instruction	ENGLISH

Name of school	SREE BALASI HIGH SCHOOL		
Location	WARSIGUDA		
Year	1973	Medium of Instruction	ENGLISH.

Other courses or training	'C' LANGUAGE, AUTO CAD, Learning 'STAAD'
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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	PASSION PLUS	Year	2007
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Family Details	Name	Age	Occupation	Company
Father	G. ANANABRAJ	65	DOCTOR	Rtd. Deputy Director, IPR
Mother	G. SATHAVATHI	58	HOUSEWIFE	-
Wife / Husband	G. SWETHA	27	HOUSEWIFE	-
Brother / Sister	G. RAJASHEKAR	32	TECH. SUPPORT	IOBI BANK.
Brother / Sister				
Brother / Sister				
Son / Daughter	G. DOLLY	6 months	-	-
Son / Daughter				
Son / Daughter				

Salary Details

Last Drawn Salary	12,000/- (After Deductions)	
Above salary Included	ESI: <input type="checkbox"/> Yes <input checked="" 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	12,000/- to 15,000/-	

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

Agreed to the same salary
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Experience & Employment Details

Years of experience in relevant field	(SITE ENGINEER) & 6 months
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Name of Company	DAVANI ESTATES PVT. LTD.				
Duration of employment	6 Months	From date:	5 th Oct 2007	To date:	Till date
Location	AMEER PCT.				
Designation	SITE ENGINEER				
Last drawn salary	12,000/-				
Brief Description of work	As a Site Engineer, I use to execute the the flooring and painting work in the Apartments and corporate offices. At the time . This company mainly deals with interior design- ing.				
Reason for leaving	want to shift to construction and field.				

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Name of Company	FIRST INDIAN CORPORATION PVT. LTD.				
Duration of employment	4 years 2 months	From date:	23/08/2003	To date:	20/10/2007
Location	AMEER PCT				
Designation	TEAM COORDINATOR				
Last drawn salary	16,000/-				
Brief Description of work	My responsibility in the company to send the production & other MIS Reports to the Management. Basically I joined in this company as Research Executive, moved to Quality, then moved to Team coordinator.				
Reason for leaving	NO PROJECTS.				

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

→ No projects left the cr. on Oct 07

CURRICULAM VITAE

Vijay Raj.G

Email: rajvijay03@gmail.com

☎: +91-9849497484

Career Objective

Seeking a challenging position as a professional, wherein given a chance of proving my mettle to the best. To accomplish my responsibilities to best of my efficiency in the field of Civil Engineering & Interiors execution and to work hard in achieving the assigned task towards the organizational and personal growth.

Employment History

M/s Pavani Estates Pvt Ltd

Site Engineer

October 2007 – Till date

As a Site Engineer, I carried out the Quantity Estimation of the different materials used in various Corporate Interiors & domestic Interiors. I have been executing the complete interiors as per the plans given from our design studio. I am managing teams of different contractors and supervisors to execute the projects perfectly and in the stipulated time.

First Indian Corporation Pvt.Ltd

Team Coordinator

August 2003 – October 2007

The key function of this Captive BPO is to constantly maintain and update the Data Base of the Real Estate information server. This BPO provides all the necessary details of the entire American Real Estate to its clients, who are mostly the American Insurance Companies. This is the end process where the data will be uploaded to the database after quality check. Here we check the quality of work done at various levels by using different types of tools and to confirm the exact real estate property.

As a Team coordinator, Reporting daily activities such as Team Production and other MIS reports on daily/weekly/monthly basis. Analyzing the Projects/Volumes and accordingly preparing the targets and ETC's of the team. Preparation of year end appraisals of the team members and providing the constructive feedback regarding their quality and productivity.

CORE COMPETENCY

- ✓ Execution of Construction Activities and Interiors perfectly.
- ✓ Proficiency in Civil Software Packages & Software Applications.
- ✓ Good interpersonal skills, committed, result oriented, team leading, hard working with a quest and zeal to learn new things at a faster pace and to undertake challenging tasks.

Educational Qualifications

- 1 B.E. (Civil) from Vasavi College of Engg, Hyderabad.
- 2 Intermediate from St.Peter's Junior College, Hyderabad.
- 3 S.S.C from Sree Balaji High School, Hyderabad.

Civil Engineering Project

Project Title: "Feasibility studies for the construction of flyover along a corridor".

Brief overview of Project:

The corridor is from S.R. Nagar to Khairatabad. This is the biggest corridor in Hyderabad City. There are main five intersections in this corridor are S. R. Nagar, Maitrivanam, Ameerpet, Punjagutta and Khairatabad. Though all the roads are wide enough, they are over loaded with heavy traffic. Hence, we concluded that a flyover is required along the above corridor by doing the following surveys – Traffic volume study, Delay study and Public opinion study.

Extracurricular Activities

- 1 Was member of the organizing committee of "ACUMEN 99", a National level Technical Symposium conducted by Vasavi College of Engineering.
- 2 Participated in the Traffic Surveys as well as geometric surveys related to MCH Project on Junction Improvement.
- 3 Participated in school and college cricket team

Software Skills

Operating Systems	:	DOS, UNIX, WINDOWS.
Languages	:	C
Office Packages	:	MS- Word, Excel, PowerPoint.
Civil Engineering Packages	:	AutoCAD

Personal Profile

Father's Name : G.ANAND RAJ
Date Of Birth : 04th July, 1978.
Marital Status : Male - Married.
Nationality : Indian
Religion : Hindu
Languages Known : Telugu, Hind & English
Hobbies : Playing cricket, Swimming, Surfing Net and Driving.
Permanent Address : H.No: 12-10-362,
Ramalayam St No.4, Seethaphalmandi,
Secunderabad,
A.P.

Date:

Place:


(VIJAY RAJ. G)