

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

Name	VENKAT RAMANA REDDY.
Salary	5,000/-
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. 300/- per month.
PF & ESI	<input type="checkbox"/> No PF & ESI <input type="checkbox"/> Only after 3 months <input checked="" type="checkbox"/> Pay ESI & PF <i>add employee name.</i>
Probation Period	<input checked="" type="checkbox"/> 3 months <input type="checkbox"/> Nil
Salary revision	<input checked="" type="checkbox"/> After 3 months <input type="checkbox"/> Next April
Employee company	MOTI VENTURES.
Designation	Homeing loan Co-ordinator.
Site	GMU.
Date of joining	26/6/06
Report to	GMU - To TAURIN.
Documents required	<input checked="" type="checkbox"/> 2 photographs <input 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 checked="" 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	Prabhakar Reddy's Brother in law.

Sign: *[Signature]*

Date: 21/6/06

Ref:- Mr K. Prabhakar Reddy  
C Brother in-law of M.P. Reddy

**Bio-Data**

Note: Attach copy of Resume / Bio-data

Application for post of	Housey loan - co-ordinator Hyderabad
Date of application	

**Personal Details**

Name	CH. VENKAT RAMANA REDDY		
Age	33 years	Date of Birth	5-3-1974
Fathers Name	CH. ANJI REDDY (Late)		
Address for Correspondence	H.No. 11-187/2, Road No. 2, Green Hill Colony, Saroor Nagar, Hyderabad.		
Phone no. for correspondence	93933 81666		
Permanent Address			

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

→ commenced shift work

**Education**

Degree	B.COM		
Name of college	Dr. B.R. Ambedkar college		
Location	Hyderabad		
Year	1993	Medium of Instruction	Telugu

Degree			
Name of college			
Location			
Year		Medium of Instruction	

Name of Inter/ Jr. College	Dr. B.R. Ambedkar college		
Location	Hyderabad		
Year	1990	Medium of Instruction	Telugu

Name of school	Chaitanya High School		
Location	Chaitanya Pur		
Year	1988	Medium of Instruction	Telugu

Other courses or training	
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Remarks: (For office use only - Do not write in this box)

→ He is not aware of computer

**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 checked="" type="checkbox"/> Nil
MS Word:	<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 Excel:	<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
Auto CAD:	<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
Other:					

Two Wheeler Hero Honda

Make		Year	1997
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Family Details	Name	Age	Occupation	Company
Father	Anji Reddy	(Late)		
Mother	Poamma	50	House wife	
Wife / Husband	Vimala	29	House wife	
Brother / Sister				
Brother / Sister				
Brother / Sister				
Brother / Sister				

**Salary Details**

Last Drawn Salary		
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	6500/-	

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→ Salary seems to be high

**Experience & Employment Details**

Years of experience in relevant field

Name of Company	Core Care Pharmaceutical's		
Duration of employment	From date:	1991	To date: 2003
Location	Dilsukh nagar		
Designation	Sales Co-ordination		
Last drawn salary	4500/-		
Brief Description of work	Coordinate sales & collection for a formulation dealer - <del>the</del> leader of a team of 8 people. . .		
Reason for leaving			

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→ Presently he is idle,

Name of Company			
Duration of employment	From date:		To date:
Location			
Designation			
Last drawn salary			
Brief Description of work			
Reason for leaving			

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