

Date of joining 25/04/07

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

Name	G. B. Rambhadr
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. Manager - Customer Relations.
Site	H.O.
Date of joining	25/4/07
Report to	H.O.
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 type="checkbox"/> Copy of passport <input type="checkbox"/> Fathers employment details / Copy of ID card. <input checked="" type="checkbox"/> Reference letter from <u>SINUH FINANCE</u> <input checked="" type="checkbox"/> Reference letter from <u>SWAYAMHA</u> . <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	Through Ad. Ask him to meet Jagdip.

Sign: Jagan Mohan

Date: 18/4/07

Ref. *Amr* *SW* *OK*
 if *1/3/07*

Bio-Data

Note: Attach copy of Resume Bio-data

Application for post of	MANAGER (ADMINISTRATION)
Date of application	18.04.07
Application through	<input checked="" type="checkbox"/> Advertisement <input type="checkbox"/> Referred by:

Personal Details

Name	G. B. RAM BABU		
Age	48 years	Date of Birth	06.11.1958
Fathers Name	SAIYA NARAYANA SWAMI		
Address for Correspondence	C/o. S. AMARJIT SINGH. H.NO. 1-9-811A12. FLAT NO: 1. RAMNAGAR. HYDERABAD.		
Phone no. for correspondence	27674182 & 98496 48945		
Permanent Address	H.NO: 1-9-811A12. RAM NAGAR. HYDERABAD.		

*Recd
 from*

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

→ Communicate with. - 8/11/07

Education

Degree	BACHELOR OF ARTS (Lit Eng)		
Name of college	A.C. College.		
Location	GUNDUR		
Year	1980.	Medium of Instruction	ENGLISH.

Degree			
Name of college			
Location			
Year		Medium of Instruction	

Name of Inter Jr. College	A.C. College.		
Location	GUNDUR.		
Year	1976.	Medium of Instruction	ENGLISH.

Name of school	M.G.H. School		
Location	GUNDUR.		
Year	-	Medium of Instruction	

Other courses or training	
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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	BAJAJ DISCOVER	Year	2007
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Family Details	Name	Age	Occupation	Company
Father	SATYANARAYAN	75	Ret. employee	Co-op bank
Mother	HOUSEWIFE (PARVATI)			
Wife / Husband	JYOTHI	39	Montessori Teacher	Shri Anand
Brother / Sister	-			
Brother / Sister	-			
Brother / Sister	-			
Son / Daughter	RAHMATUNNA	16	STUDENT	
Son / Daughter	VAISHNATH	13	STUDENT	
Son / Daughter				

Salary Details

Last Drawn Salary	Rs. 16000/-		
Above salary Included	ESI: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	PF: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	Conveyance: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Mobile Allowance: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Expected Salary	Rs. 20000/-		

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Experience & Employment Details

Years of experience in relevant field

Name of Company	SINGH FINANCE LTD.		
Duration of employment	From date:	1981	To date: 2000
Location	JAMMU.		
Designation	(ACCOUNTS & ADMINISTRATION) MANAGER		
Last drawn salary	Rs. 15000/-		
Brief Description of work	<ul style="list-style-type: none"> - MAINTAINING DAY-TO-DAY ACCOUNTS. - Interacting with creditors & Debtors. - Balance Sheet. - Correspondence with RBI. 		
Reason for leaving	CHILDREN EDUCATION & Better Position.		

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Name of Company	SWAGRUHA ENTERPRISES & Construction Wntd.		
Duration of employment	From date:	2001	To date: 2006.
Location	HYDRABAD.		
Designation	BRANCH MANAGER		
Last drawn salary	Rs. 16000/-		
Brief Description of work	<ul style="list-style-type: none"> - ADMINISTRATION OF ALL THREE BRANCHES - CREDIT CONTROL - CUSTOMER CARE. 		
Reason for leaving	BETTER POSITION		

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