

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

Salary	4,000/-
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	MPIPL
Site	H.O.
Date of joining	27/1/06
Report to	SURESH. / GAVRANG.
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 type="checkbox"/> Copy of drivers license <input type="checkbox"/> Copy of passport <input checked="" type="checkbox"/> Fathers employment details / Copy of ID card. <input checked="" type="checkbox"/> Reference letter from <u>Elmech Engg. written by month end.</u> <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	Designation: Admin Assistant.

Sign: John Mose

Date: 29/1/06

For Admin Asst job X

26.1.08

Bio-Data

Note: Attach copy of Resume / Bio-data

Acct / Purchase

(GM-Super)

#6

Application for post of	Administration Assistance.
Date of application	23/01/2006.

Personal Details

Name	Ch. Sruatha		
Age	24 years.	Date of Birth	30/12/1981
Fathers Name	Ch. Venkat Rao		
Address for Correspondence	H no. 3-13-38/1, Sruya nagar colony, near Mallapur Bridge, R.R. Dist. Hyd-26		
Phone no. for correspondence	9848820152 - cell no.		
Permanent Address	- do -		

o.u.
for Purchase Assistant.

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

Education

Degree			
Name of college			
Location			
Year	Medium of Instruction		

Degree	B.Com Computers - regular class 57%		
Name of college	Oswania University P.G. College		
Location	SP Road, Paradise, Ser-Pad.		
Year	2003	Medium of Instruction	English

Name of Inter/ Jr. College	Silver jubilee junior college		
Location	Habisiguda		
Year	2000	Medium of Instruction	English

Name of school	Govt High School Nallakunta		
Location	Vidyanagar		
Year	1997	Medium of Instruction	English

Other courses or training	Type writing lower grade (English) passed in 2003 with 83%
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Remarks: (For office use only - Do not write in this box)

Diploma in C.A.
Times Institute, Habsguda
6 months March 03 - July 03

Computer Skills

MS Office:	<input type="checkbox"/> Excellent	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Avg.	<input type="checkbox"/> Learnt but never worked on it	<input type="checkbox"/> Nil	worked
MS Word:	<input type="checkbox"/> Excellent	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Avg.	<input type="checkbox"/> Learnt but never worked on it	<input type="checkbox"/> Nil	worked
MS Excel:	<input type="checkbox"/> Excellent	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Avg.	<input type="checkbox"/> Learnt but never worked on it	<input type="checkbox"/> Nil	worked
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

Make	No.	Year	
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Family Details	Name	Age	Occupation	Company
Father	Ch. Venkat Rao	50	Cashier	State Nilaya chit funds
Mother	Ch. Lakshmi	47	House wife	
Wife / Husband				
Brother / Sister	Ch. Padmaja	25	married	
Brother / Sister	Ch. Srikant	22	chemist	Dr. Reddy's Laboratories
Brother / Sister				
Brother / Sister				

Salary Details

Last Drawn Salary	3,500	
Above salary Included	ESI: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	PF: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Conveyance: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Mobile Allowance: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Expected Salary	RS 4,000	

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

- Sept 05 - grandfather expired - Vijaywada.
- knows Tally Acctg - no experience
- knows manual acatg

Experience & Employment Details

Years of experience in relevant field one half year Experience.

Name of Company	M/s. Elmech Engineering Enterprises		
Duration of employment	1 1/2 Yrs	From date: March 2004	To date: August 2005
Location	Ravigninj, MG Road, Sec-Red.		
Designation	Asst Typist		
Last drawn salary	3,500/- from Sales from MD		
Brief Description of work	Ms Word + Excel Typing of quotations, purchase orders Invoices, letters etc.		
Reason for leaving	Distance + Salary less		

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

(for lifts) (Lifts)

Co - mfr. of gear boxes & car parts + guide rails

Office staff - 12 nos - accountants - 2 ppl
 + MD + Typist - 2 nos. Sales - 4 ppl
 Manager - 1 ppl
 admin - 2

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)

Experience & Employment Details

Years of experience in relevant field	
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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)

RESUME

CH. SUJATHA,
H.No. 3-13-38/ 1,
Surya Nagar Colony,
Near Mallapur Bridge,
R.R. District,
HYDERABAD -- 500 076

Contact No. 9848820152

CARRER OBJECTIVE:-

Seeking a quality environment where my knowledge can be shared and enriched, and to leave no stone unturned to give utmost satisfaction to my superiors.

ACADEMIC SYNOPSIS:-

HIGH SCHOOL : S.S.C. (E/m) passed in 1997

INTERMEDIATE : C.E.C. (E/m) passed in march 2000 with 57%
In Silver Jubilee Junior College (Habsiguda)

GRADUATION : B.Com Computers (E/m) passed in march
2003, with 57% from Osmania University at
PG.College.

WORK EXPERIENCE:-

2 Years experience as Typist in M/ s. Elmech Engineering Enterprises.

SOFTWARE KNOWLEDGE:-

Diploma in Computer Application knowledge in M.S. Office, Tally, Wings, HTML, Oracle, DBMS, E-Commerce, Web Programming & SQL language.

Contd...2

<<2>>

TECHNICAL KNOWLEDGE:-

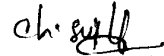
Typewriting Lower Grade (English) passed in 2003 with 83%.

PERSONAL PROFILE:-

Name : CH. SUJATHA
Father Name : CH. VENKAT RAO
Age & D.O.B. : 24 Years, 30th December 1981
Address for communication : H.No. 3-13-38/1,
Surya nagar colony,
Mallapur, R.R. District,
Hyderabad - 500 076.
Contact No. : 9848820152
Language Known : Telugu, English & Hindi
Nationality : Indian
Religion : Hindu

Place: Hyderabad

Date: 22/01/06.


(CH. SUJATHA)


24.1.06



OSMANIA UNIVERSITY

0127834

CONSOLIDATED MARKS MEMORANDUM

EXAMINATION B. Com. (YWS) MARCH/APRIL 2003

REF NO 2718

DATE 03/07/2003

NAME SUJATHA CH

ROLL NO 088-01-00518

FATHER'S NAME VENKAT RAO CH

PART I SUBJECTS	MAX MARKS	PASS MARKS	MARKS SECURED	YEAR OF PASSING
FIRST YEAR				
ENGLISH I	100	36	62	A01
SANSKRIT I (SEC LANG)	100	36	65	A01
SECOND YEAR				
ENGLISH 2	100	36	54	A02
SANSKRIT II (SEC LANG)	100	36	55	A02

TOTAL MARKS SECURED IN PART I
IN FIGURES
1000 236

** TWO THREE SIX *
PART I SECOND

PART II SUBJECTS	THEORY MARKS				PRACTICAL MARKS			
	MAX MARKS	PASS MARKS	MARKS SECURED	YEAR OF PASSING	MAX MARKS	PASS MARKS	MARKS SECURED	YEAR OF PASSING
FIRST YEAR.								
BUSINESS ECONOMICS	100	36	36	A01	==	==	==	==
FINA. ACCOUNTING I	100	36	63	A01	==	==	==	==
INDUSTRIAL ORG. MGMT.	100	36	41	A01	==	==	==	==
QUANT. TECHNIQUES I	100	36	59	S01	==	==	==	==
FUNDAMENTAL OF I. T.	70	25	33	A01	30	11	28	A01
*IND. H. CULTURE	50	18	37	A01	==	==	==	==
SECOND YEAR:								
FINAN. ACCOUNTING II	100	36	49	S02	==	==	==	==
QUANT. TECHNIQUES II	100	36	73	A02	==	==	==	==
BANKING FIN. SYSTEM.	100	36	41	A02	==	==	==	==
FUND. OF ELE. COM.	70	25	44	A02	30	11	28	A02
D. B. M. SYSTEMS	70	25	35	A02	30	11	28	A02
*SCIENCE&CIVILIZA.	050	18	23	A02	==	==	==	==
==	==	==	==	==	==	==	==	==
THIRD YEAR.								
BUSINESS LAWS	100	36	46	A03	==	==	==	==
INCOME TAX & P. A.	100	36	52	A03	==	==	==	==
COST & M. ACCOUNTING	100	36	55	A03	==	==	==	==
BUS. COMMUNICATION & RW	100	36	63	A03	==	==	==	==
ACCOUNTING SYSTEM	70	25	38	A03	30	11	30	A03
WEB PROGRAMMING	70	25	49	A03	30	11	30	A03
AD. MGMT ACCOUNTING	100	36	67	A03	==	==	==	==
CORPORATE ACCOUNTING	100	36	36	A03	==	==	==	==
==	==	==	==	==	==	==	==	==

TOTAL MARKS } IN FIGURES 1026
SECURED IN PART II } IN WORDS ** ONE ZERO TWO SIX **

PART II SECOND

HYDERABAD, A.P.

RECEIVED

Handwritten Signature

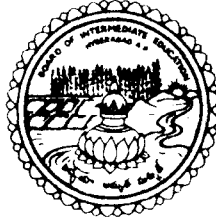
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15/3338/078242



Board of Intermediate Education A. P.

Vidya Bhavan, Nampally, Hyderabad- 500 001

Silver Jubilee Junior College,
Hubsiguda, HYDERABAD

PASS CERTIFICATE CUM MEMORANDUM OF MARKS

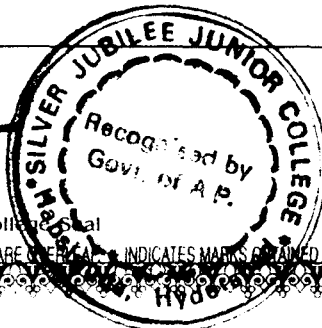
This is to certify that **SUJATHA CH** ~~XXX~~ daughter
of **VENKAT RAO CH** passed the
Intermediate Public Examination held in **MARCH/2000**
with Registered No. : **5209847** in **ENGLISH** medium
and is placed in **SECOND DIVISION.**

The subjects in which he/she is examined and the marks awarded are as follows :

Subject	Paper-I		Paper-II		
	Maximum Marks	Marks Obtained	Maximum Marks	Marks Obtained	
Part - 1 : ENGLISH	100	055	100	072	
Part - 2 : SANSKRIT	100	060	100	054	
Part - 3 : Optional Subjects	ECONOMICS	100	037	100	059
	COMMERCE	100	059	100	045
	CIVICS	100	069	100	080
Total Marks In Figures	570				
In Words	FIVE *SEVEN*ZERO**				
Date	26-05-2000				



Principal
Silver Jubilee Junior College
Hubsiguda X Roads,
Hubsiguda, HYDERABAD



Controller of Examinations

NOTE: ELIGIBILITY RULES ARE APPLICABLE. ** INDICATES MARKS OBTAINED AT EARLIER EXAMINATION.

**BOARD OF SECONDARY EDUCATION
ANDHRA PRADESH**



N ~~80885908~~
397966



65
GOVT. HIGH SCHOOL
Nallakunta, Hyd - 44.

SECONDARY SCHOOL CERTIFICATE

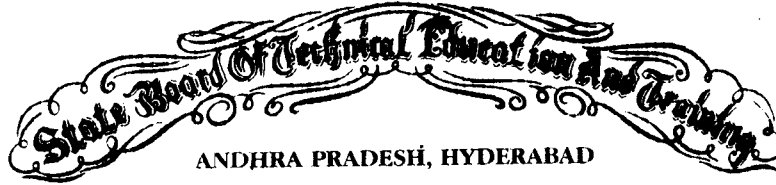
PC/02/0002212/5

PRIVATE

CERTIFIED THAT CH SUJATHA	
D/O CH VENKAT RAD	Bearing Roll No. 0037684
belongs to GOVT H SCHOOL NALLAKUNTA, HYDERABAD	
has appeared and PASSED at the SSC EXAMINATION held in SEPTEMBER, 1997 with	
COMPARTMENTAL division and ENGLISH	as the medium of instruction
DATE OF BIRTH OF THE CANDIDATE	DAY MONTH YEAR
30/12/1981	THREE ZERO DEC ONE NINE EIGHT ONE
THE CANDIDATE SECURED THE FOLLOWING PERCENTAGE OF MARKS	
SUBJECT	Marks secured (In Figures) Marks secured (In Words)
FIRST LANGUAGE (TELUGU)	45 * FOUR FIVE
THIRD LANGUAGE - ENGLISH	36 * THREE SIX
MATHEMATICS	43 * FOUR THREE
GENERAL SCIENCE	51 FIVE ONE
SOCIAL STUDIES	48 * FOUR EIGHT
TOTAL	223 (TWO TWO THREE)
SECOND LANGUAGE (HINDI)	57 * FIVE SEVEN
GRAND TOTAL	280 (TWO EIGHT ZERO)
Marks of Identification	1. A Mole on the left hand wrist 2. A mole on the st. hand face
Head of Institution with School Stamp	<i>K. Bhagavanthi</i> HEAD MASTER 97 GOVT. HIGH SCHOOL Nallakunta, Hyd - 44.
Date of Issue by the Board	27/11/1997.
SECRETARY BOARD OF SECONDARY EDUCATION HYDERABAD	
Any corrections in the certificate will not be entertained after 3 years from the date of issue Any unauthorised correction in the certificate will result in cancellation of certificate. The marks with the asterisk indicates the marks (old marks) secured in previous Examinations.	

C / I 184/199

S.NO. 003429



TECHNICAL EXAMINATION CERTIFICATE

This is to Certify that CH SUJATHA

~~son~~ Daughter of Shri. CH VENKAT RAD

With Reg. No. 130199 has passed the

TYPEWRITING ENGLISH LOWER (30 W. P. M)

EXAMINATION held in AUGUST - 2003 AT G. I. P. T., SEC. BAD

and has been placed in FIRST CLASS

The candidate has secured the following percentage of marks :

PAPER I	PAPER II
88	78

SPONSORED BY : GAYATHRI TYPE INSTITUTE, JANAKRIYA TOWNSHIP,
 FIRST CLASS : 75% and above in each paper MALLAPUR, HYDERABAD-76.
 SECOND CLASS : 45% and above in each paper

Given under the seal of the Board

02 -018329

ASST. SECRETARY
EXAMINATIONS

SECRETARY
STATE BOARD OF TECHNICAL EDUCATION
AND TRAINING (ANDHRA PRADESH)

Date : 02/10/2003
Hyderabad A.P.