

Ref - Amogh JPD

OK
Gundr 3M

Bio-Data

Note: Attach copy of Resume Bio-data

Application for post of	Admin. officer		
Date of application	16/7/07		
Application through	<input checked="" type="checkbox"/> Advertisement	<input type="checkbox"/> Referred by:	

Personal Details

Name	M. Srinivasa Rao		
Age	46	Date of Birth	01.07.1962
Fathers Name	M. Yellamanda		
Address for Correspondence	H. no. 2-105/9/1, Clo. M. Bala Raju, Sri Ram Nagar Colony, Chanda Nagar, Hyd. 50		
Phone no. for correspondence	9912745135		
Permanent Address	S/o. M. Yellamanda, Hono. 6-13-60, Arcandepet 13/1, Guntur.		

Review
How

Neluru

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

Education

Degree	B. Com		
Name of college	A. C. College		
Location	Guntur		
Year	1986	Medium of Instruction	Telugu

Degree	/		
Name of college	/		
Location	/		
Year		Medium of Instruction	

Name of Inter/ Jr. College	T. J. P. S College		
Location	Guntur		
Year	1981-83	Medium of Instruction	Telugu

Name of school	Sri Majety Guravanah High School		
Location	Guntur		
Year	1972-77	Medium of Instruction	Telugu

Other courses or training

Certificate Course in Computer Basic Knowledge

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 Scooter Year 2000

Family Details	Name	Age	Occupation	Company
Father				
Mother				
Wife Husband	Rajani Devi	32	Housewife	-
Brother / Sister	-			
Brother / Sister	-			
Brother / Sister	readers			
Son / Daughter	Balaji	6	Studying	
Son / Daughter	Reader Mr. Sai	2	"	
Son / Daughter	-			

Salary Details

Last Drawn Salary 10,000/-
Above salary included ESI: Yes No PF: Yes No
Conveyance: Yes No Mobile Allowance: Yes No
Expected Salary 11,000/-

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

→ Salary is negotiable

Experience & Employment Details

Years of experience in relevant field

Name of Company	Hyderabad Alloys Ltd.		
Duration of employment	7	From date: 1987	To date: 2005 1995
Location	Haryana & Hyderabad		
Designation	Jr. Asst		
Last drawn salary	12,550/-		
Brief Description of work	Volta Ltd. Hyderabad - Sr Supervisor - Customer Service, 1995-2003. Colours India, Ind. Manager Co-ordination - 2003 to 2007 Addressal of complaints, MIS, AMC payments, store handling Coordination with Mktg. Staff.		
Reason for leaving	Company winding up		

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

TAKEN UP VRS - Received 5 lacs.

Name of Company	Colours India		
Duration of employment	4 years	From date: 2003	To date: 2007 presently working
Location	Hyderabad		
Designation	Manager - Co-ordination		
Last drawn salary	10,000/-		
Brief Description of work	visiting customers, processing order. Erection of material. Collection of payments. Corresponding with customers, processing order Attending meetings with Corp-Clients. Travelling out stations on official work.		
Reason for leaving	Company may shift to Vizag.		

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Turnover of company 2.5 cr.