

Date of joining  
end April 08

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

Name	R. RAGHUNATH
Salary	9,000/-
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. 200/- 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 '09
Employee company	Alpine Estates
Designation	Admin Officer
Site	MFH
Date of joining	26/3/08 (approx)
Report to	P. Ramiah at MFH.
Documents required	<input checked="" type="checkbox"/> 2 photographs (4) <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 IDPL - ID card - VRS details. <input checked="" type="checkbox"/> Reference letter from <u>Vishnavi Multi products.</u> <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	

Sign: Oh Muel  
Date: 22/3/08

Through A78 :-

To start from Monday  
28.4.08

**Bio-Data**

Note: Attach copy of Resume / Bio-data

Application for post of	ADMINISTRATIVE OFFICER
Date of application	17-3-2008
Application through	<input checked="" type="checkbox"/> Advertisement <input type="checkbox"/> Referred by:

**Personal Details**

Name	R RAHUNATH		
Age	49 years	Date of Birth	16-11-1958
Fathers Name	Sri R. MURTHY RAO		
Address for Correspondence	8-1003, VIDYUTHANAGAR DILSHUKANAGAR HYDERABAD - 500036		
Phone no. for correspondence	25501610 / 24044900 9394011218		
Permanent Address	B/2 J.N.V. Gachibowli, HCV CAMPUS HYDERABAD - 500047		

from from

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

→ Communication Skill - ok.

**Education**

Degree	B. Com.		
Name of college	V.V. PURAM COLLEGE		
Location	BANGALORE		
Year	1978	Medium of Instruction	ENGLISH

Degree			
Name of college			
Location			
Year		Medium of Instruction	

Name of Inter/ Jr. College	Sri Ramakrishna Junior College		
Location	CUDDAPAH		
Year	1974	Medium of Instruction	T.ELUGU

Name of school			
Location			
Year		Medium of Instruction	

Previously he is worked in small organization, in one month training he can handle the all Administrative work easily, He is o.k for site office work.

P. Jambh  
18/03/08.

Other courses or training	✓ Post-Graduate Diploma in Materials Management
---------------------------	---

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

→ This degree is very much useful for purchases

**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		Year	2006
------	--	------	------

Family Details	Name	Age	Occupation	Company
Father				
Mother	VANSA BAI	72	Home wife	-
Wife / Husband	LALITHA	46	Teacher	
Brother / Sister	GREENATH	44	BUSINESS	CON B...
Brother / Sister	SMOBHA	42	HOUSE WIFE	
Brother / Sister	PADMA	40	GOVT. Employee	AIR FORCE
Son / Daughter	ANIKETH	12	-	
Son / Daughter	ALOKIA	10	-	
Son / Daughter				

**Salary Details**

Last Drawn Salary	12,000/-		
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	As per company policy -		

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

→ Salary is Neglible.  
→ He dealt with purchases in his career.

**Experience & Employment Details**

Years of experience in relevant field					
Name of Company	IDPL				
Duration of employment	23 years	From date:	1980	To date:	2003
Location	Balanagar, HYDERABAD				
Designation	EXECUTIVE				
Last drawn salary	Rs. 9,000/-				
Brief Description of work	Worked in purchase Department. Looking after Procurement of Chemical Raw-materials, Packing Materials, Pesticides & Medicines, Vitamins, Bases, Kallam, Ahmedabad, Corlim, Chemi, Nagore for expediting supply.				
Reason for leaving	VRS				

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


Name of Company	3 months. Reliance Industries Ltd. - Franchiser.				
Duration of employment	2004	From date:	April '04	To date:	Nov '04
Location	Medchal - Hyderabad				
Designation	Stores officer				
Last drawn salary	Rs. 12,000/-				
Brief Description of work	Looking after stores activities. electrical items - cables, pumps, transformers.				
Reason for leaving	Due to ill health.				

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


Name of Company	Sri Vaishnavi Multiproducts				
Duration of employment	18 months	From date:	Oct 2006	To date:	17-3-08
Location	Kharvaughat.				
Designation	Administrative officer				
Last drawn salary	Rs. 12,000/-				
Brief Description of work	Maintaining Company activities etc.				
Reason for leaving	Better Prospects.				

**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)


*\*Ask for additional sheets if required.*

## Resume

Name : **R.Raghunath**  
Address : II.No: 8-100/3, Vidyuthnagar, Dilsukhnagar.  
Hyderabad – 500 036.  
Phone (Res) 2551610, 24044900  
Mobile No: 9394011218.

---

Objectives : To seek a challenging position in your organization wherein my past experience, knowledge and skills are utilized upto optimum level for the growth of the organization as per productivity standards.

Educational Profile : Bachelors of Commerce ( Bangalore University )  
PGDMM ( Indian Institute of Materials Management)

Job Profile : **Indian Drugs & Pharmaceutical Limited**

23 Years of experience in Purchase / Stores Department. Exposed to various activities of Purchases in different level like procuring Chemical raw materials, packing materials, printing & stationery. Visiting Baroda, Ratlam, Ahemedabad, Cochin, Chennai, Bangalore and also other places for expediting supplies, maintaining records etc., of stores.

### **Reliance Industries Limited**

Worked in Central Stores Department involved  
In all the activities of stores.

### Personal Profile :

Date of birth : 19.11.1958  
Marital Status : Married  
Nationality : Indian  
Father's Name : Late Sri R. Murthy Rao.  
Languages Known : English, Hindi, Telugu, Kannada, Marathi.  
Salary Drawn : ~~Rs. 10000~~  
Expected : Negotiable. As per Company rules

Date: 17-3-08

*R. Raghunath*  
(R.RAGHUNATH)

R. Raghunath

INDIAN UNION DIV. LICENCE  
**ANDHRA PRADESH**

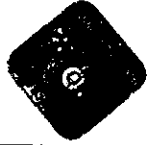
**DRIVING LICENCE**  
 DLFAP028300902007

RAGHUNATH R  
 SHRI RANGAREDDY RAO  
 B1/2  
 JAWANNA RAO VIDYALAYA  
 HCU CAMPUS  
 GACHIBOWLI DIST

Signature: *R. Raghunath*  
 Issued on: 15/11/2007

Issuing Authority:  
 RTA RANGAREDDY

	<u>Class Of Vehicle</u>	<u>Validity</u>
<u>Non-Transport</u>	LMV,MCWG	15/11/2008
<u>Transport</u>		
<u>Hazardous Vehicle</u>		
<u>Series No.</u>		
<u>Reference No.</u>	DLFAP028300902007	
<u>Original LA</u>	RTA RANGAREDDY	
<u>DOB</u>	16/11/1958	
<u>Blood Gr.</u>		
<u>Date of 1st Issue</u>	15/11/2007	



R. Raghunath

R. RAGHUNATH  
 STAFF No. 6025  
 SPECIALS MGT.

*R. Raghunath*

**Notes/INSTRUCTIONS**

1. This card is not to be used for any other purpose than that for which it is issued.
2. The card is to be used only for the purpose for which it is issued and is not to be used for any other purpose.
3. The card is to be used only for the purpose for which it is issued and is not to be used for any other purpose.
4. The card is to be used only for the purpose for which it is issued and is not to be used for any other purpose.

1. This card is not to be used for any other purpose than that for which it is issued.

2. The card is to be used only for the purpose for which it is issued and is not to be used for any other purpose.

3. Duplicate card in case of loss/damage will be issued on payment of Rs. 50/-

4. This card must be surrendered to Asst. Commandant, C.I.S.F., I.P.L, Hyderabad on Retirement/Resignation/Transfer etc.

THE WIFE  
 Blood Group (if known)

*R. Raghunath*  
 RTA RANGAREDDY, Hyderabad of Holder

**IF FOUND PLEASE RETURN TO ASST. COMDT. C.I.S.F., I.P.L., HYD.**

R. Raghunath

*R. Raghunath*

# **Shree Vaishnavi**

## **MULTIPRODUCTS**

Pillows, Bolsters, Cushions, Mattress, Hospital Beds, Handlooms & Textiles

Date : 31.03.08

### **SERVICE CERTIFICATE**

Sri **R.RAGHUNATH** is working in our firm since October, 2006 to till date. He is looking after Administration, Purchases and all other activities of the Organization. He is active, hard worker and sincere.

*Sreenath R.*  
**(SREENATH.R)**  
**Proprietor**





दूरभाष /  
TELEPHONE : 3078641 (10 lines)  
तार / : इन्द्राफार्म /  
TELEGRAM INDRAPHARM  
फैक्स / FAX : 040 - 3078359  
क्र.सं. / IDP/HID/A-PF-6025/2003  
REF. No.

R. Raghunath

APGST. No. HYR/04/02/2152/95-96  
C S T. No. HYR/04/02/2050/95-96  
Valid From 26-3-1964

इंडियन ड्रग्स एंड फार्मास्यूटिकल्स लिमिटेड  
(भारत सरकार का प्रतिष्ठान)  
**Indian Drugs & Pharmaceuticals Ltd.**  
(A GOVERNMENT OF INDIA UNDERTAKING)

पो. ऑ. बालानगरटाउनशिप,  
हैदराबाद - ५०० ०३७.  
P.O. BALANAGAR TOWNSHIP,  
HYDERABAD - 500 037.

दिनांक / DATE : 06-06-2003

SERVICE CERTIFICATE

Consequent upon the acceptance of his request for Voluntary Retirement under the Voluntary retirement scheme, Sri R. Raghunath, Staff No. 6025, has been relieved of his duties from this plant with effect from 31-05-2003 (AN).

Sri R. Raghunath has worked as Executive Assistant in the scale of Rs. 2050-3550 at the time of relief. He joined in this plant on 14-03-1980 as Clerk/Typist in the scale of Rs. 310-515.

As per the records his date of birth is 16-11-1958.

  
DY PERSONNEL MANAGER.

To  
Sri R. Raghunath  
St. No. 6025.

...