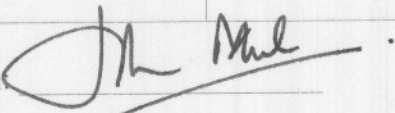


**Details of Appointment:** (For office use only - Do not write on this page)

Name	Y. V. Shailaja
Salary	4,000/-
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	Marketing Co-ordinator.
Site	H.O.
Date of joining	29/1/07
Report to	H.O. - to Kani
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 Blue chip Corp - speak to them. <input checked="" type="checkbox"/> Reference letter from St. Jivira High school. <input checked="" type="checkbox"/> Reference letter from Vivek vardhini <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	Can give loan (small amount) after 1 month to aliviate financial problems.

Signature: 

Date: 31/1/07.

Ref: Mr. Narveena Yala Ref: V. Daveeag  
 Prasad. Critic for last 10yrs

**Bio-Data**

Note: Attach copy of Resume / Bio-data

Application for post of	Accountant Marketing Coordinator
Date of application	20-Jan-07

**Personal Details**

Name	Y.V. Shailaja		
Age	29 yrs	Date of Birth	24.02.1977
Fathers Name	Y.N. Venkateshwar Rao		
Address for Correspondence	H.No. 2-4-873 Kachiguda, Nimboliadda. Hyderabad -27		
Phone no. for correspondence	9346350216 → same number		
Permanent Address	Nstine e/ HW		

Rent  
str.

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

→ Communication Skills - Ok.

**Education**

Degree	P.G.	M.A. English literature	English
Name of college	Koti Women's College osmania University		
Location	Koti Hyderabad		
Year	2002-2004	Medium of Instruction	English

English literature.

Degree	B.Com	osmania University
Name of college	Dr.B.R.Ambedkar Degree College	
Location	Baghlingampally Hyderabad	
Year	2000	Medium of Instruction English

Name of Inter/ Jr. College	B.P.C Dr.B.R.Ambedkar Junior College		
Location	Baghlingampally Hyderabad		
Year		Medium of Instruction	English

Name of school	G.G.H.S Goshamahal		
Location	Koti		
Year	93	Medium of Instruction	English

\* Visits GMU, SOB & PMR on 29/1/07.  
 \* sit with Rani on Tuesday - 30/1/07 and learn her work!

**Experience & Employment Details**

Years of experience in relevant field

Name of Company	Vivek Vardhini Upper Primary School			
Duration of employment	2000	From date:	2 yrs	To date: 2002
Location	Jambagh Hyderabad.			
Designation	Teacher			
Last drawn salary	1500			
Brief Description of work	Teaching			
Reason for leaving	I got seat in M.A			

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


Name of Company	St. Mira High School			
Duration of employment	2004	From date:	2 yrs	To date: 2006
Location	Kachiguda			
Designation	Teacher			
Last drawn salary	3000			
Brief Description of work	Teaching			
Reason for leaving	I got the Job in citi bank.			

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




Ref:- V. Naveena

## CURRICULUM VITAE

✓  
Y.N. SHAILAJA

# 2-4-873,

Kachiguda,

Nimboliadda,

Hyderabad - 500 027.

Voice : 9346350216

e-mail: shailushalini@yahoo.com

### CARRIER OBJECTIVE:

To be a good team member & wishing to work in a organization which can exploit my potential and enhance the growth of the orgnaization and my carrer. I want to play a challenging role in the concerned field and to be a part of the organization.

### EDUCATIONAL QUALFICATION:

- ❖ Bachelor of Commerce from Osmania University.
- ❖ M.A. English literature from Osmania University.

### EXPERIENCE:

- ❖ Worked a a "TEACHER" at Vivek Vardhini Upper Primary School, Jambagh, Hyderabad for two years.
- ❖ Worked as a "TEACHER" at St. Mira High School, Kachiguda. Hyderabad for one year.
- ❖ Worked as a Tele Caller in S.R. Nagar, Citi Bank for 6 months

### PERSONAL PROFILE:

Name	:	Y.V. SHAILAJA
Father's Name	:	Y.N. Venkateshwar Rao
Date of Birth	:	24 <sup>th</sup> February, 1977
Marital Status	:	Unmarried
Nationality	:	Indian
Religion	:	Hindu
Hobbies	:	Travelling, Cooking & Music
Strengths	:	Hardworking, Self-confidence & Honesty
Languages Known	:	English, Hindi & Telugu
Computer	:	Basics

Place : Hyderabad

Date: 20. Jan. 07

(Y.V. SHAILAJA)

Shja

Name of Company	Citibank - DSA - Blue chip Corp.		
Duration of employment	June-06	From date:	To date: December-06
Location	S.R. Nagar		
Designation	Telecaller		
Last drawn salary	4000.		
Brief Description of work	It was an out bound. Selling Credit Cards.		
Reason for leaving	Office has been converted into Real Estates		

**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)


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

→ Basic in computer

**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	
------	--	------	--

Family Details	Name	Age	Occupation	Company
Father	Y.N. Venkatesh		Business	Almarakari
Mother	Y.V. Draksha		Housewife	
Wife / Husband	-			
Brother / Sister	Kaleshwari		Teacher	Naive High school
Brother / Sister	Y.V. Jagdish		Business	Amara blinds
Brother / Sister	Y.V. Srikanth		Pvt. Job	
Brother / Sister				

*Handwritten note:* P. K. Reddy - Amarakari

**Salary Details**

Last Drawn Salary	4000		
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	6000 <i>PM</i> <i>CR Meddler</i>		

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

Not married.