

Ref: Mr. Jayanth Jagan

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	Sales Executive		
Date of application			
Application through	<input type="checkbox"/> Advertisement	<input type="checkbox"/> Referred by:	

Personal Details

Name	S. MADHAVI		
Age	21 years	Date of Birth	21/09/1995.
Fathers Name	S. BALRAJ.		
Address for Correspondence	H.No. 1-4-27/71/70, PADMASHALI COLONY, BHOLAKPUR, HYDERABAD - 500080.		
Phone no. for correspondence	RES: 040-27534772.		
Permanent Address	H.No. 1-4-27/71/70, PADMASHALI COLONY, BHOLAKPUR, HYDERABAD - 500080.		

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

→ Communication Skills OK.	

Education

Degree	B.COM		
Name of college	OSMANIA UNIVERSITY [FACULTY OF COMMERCE]		
Location	HYDERABAD.		
Year	MARCH	APRIL-07	Medium of Instruction
			ENGLISH.

→ 65%

Degree			
Name of college			
Location			
Year			Medium of Instruction

Name of Inter/ Jr. College	SRI SAIVIGNAN BHARATHI Jr. COLLEGE.		
Location	PADMARAO NAGAR, SEC-RAD.		
Year	MARCH - 2003		Medium of Instruction
			ENGLISH.

→ 66.1%

Name of school	KEYES HIGH SCHOOL FOR GIRLS.		
Location	SECUNDERABAD.		
Year	MARCH - 2001		Medium of Instruction
			ENGLISH.

71.83%

Good Communication Skills
Confident, can be appointed

H.

Other courses or training	PROFESSIONAL EDUCATION - I (P.E.I) Jnr ACCOUNTANCY.
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Remarks: (For office use only - Do not write in this box)

Computer Skills

MS Office:	<u>Excellent</u> / Good / Avg. / Learnt but never worked on it / Nil
MS Word:	<u>Excellent</u> / Good / Avg. / Learnt but never worked on it / Nil
MS Excel:	<u>Excellent</u> / 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	<u>NO</u>	Year	
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Family Details	Name	Age	Occupation	Company
Father	S. BALRAJ	50yrs	Taken VRS from	H.M.T.
Mother	S. MEGAMALA	42yrs	HOUSE WIFE.	-
Wife / Husband	-	-	-	-
Brother / Sister	S. SREDEVI	19yrs	STUDENT.	
Brother / Sister				
Brother / Sister				
Son / Daughter				
Son / Daughter				
Son / Daughter				

Salary Details

Last Drawn Salary	<u>5000/-</u>		
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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Mobile Allowance: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Expected Salary	<u>6,000/-</u>		

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

→ Salary seems to be high but negotiable

Experience & Employment Details

Years of experience in relevant field	2 1/2 years
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Name of Company	DTDC COURIERS.		
Duration of employment	2 1/2 yrs	From date: 2005	To date: 2007.
Location	KAWADIGUDA.		
Designation	SYSTEM OPERATION.		
Last drawn salary	3,000/-		
Brief Description of work	Taking Updating the details & taking Feedback.		
Reason for leaving	FINANCIAL PROBLEMS.		

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

Name of Company		From date:		To date:	
Duration of employment					
Location					
Designation					
Last drawn salary					
Brief Description of work					
Reason for leaving					

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

**BOARD OF SECONDARY EDUCATION
ANDHRA PRADESH**



**SECONDARY SCHOOL CERTIFICATE
PC/03/0017910/4**

VK 369008

CERTIFIED THAT **S MADHAVI**
D/O **S BAL RAJ** Bearing Roll No **0055842**
belongs to **KEYS HIGH SCHOOL (GIRLS), SECUNDERABAD**
has appeared and PASSED at the SSC EXAMINATION held in **MARCH-2001**
in **FIRST** Division with **ENGLISH** as the medium of instruction.

DATE OF BIRTH OF THE CANDIDATE	DAY		MONTH	YEAR		
21/09/1985	TWO	ONE	SEP	ONE	NINE	EIGHT FIVE

THE CANDIDATE SECURED THE FOLLOWING PERCENTAGE OF MARKS

SUBJECT	Marks Secured (in figures)	Marks Secured (in words)
FIRST LANGUAGE : (TELUGU)	82	EIGHT TWO
THIRD LANGUAGE : ENGLISH	65	SIX FIVE
MATHEMATICS :	66	SIX SIX
GENERAL SCIENCE :	72	SEVEN TWO
SOCIAL STUDIES :	73	SEVEN THREE
TOTAL :	358	(THREE FIVE EIGHT)
SECOND LANGUAGE : (HINDI)	73	SEVEN THREE
GRAND TOTAL :	431	(FOUR THREE ONE)

Marks of Identification : 1. *A mole on the nose.*
2. *A mole on the left hand.*

S. Madhavi
Head of Institution
with School Stamp

[Signature]
**SECRETARY
BOARD OF SECONDARY EDUCATION
A P, HYDERABAD**

Date of issue: **30/04/2001**

PC/03/0017910/4

Any corrections in the certificate will not be entertained after one year from the date of issue.
Any unauthorised correction in the certificate will result in cancellation of certificate.
The marks with an asterisk indicates the old marks secured in previous appearances.



369008

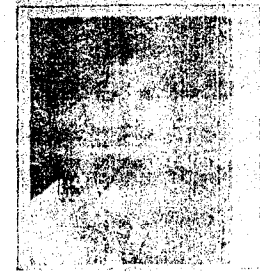
Sl. No. 0915892

23/5104/0915892



Board of Intermediate Education A. P.

Vidya Bhavan, Nampally, Hyderabad- 500 001



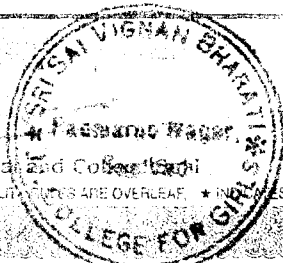
INTERMEDIATE

SENIOR CERTIFICATE MEMORANDUM OF MARKS

Name of Candidate: **S. M. CHAVI** Roll No: **XXXXXXX**
 of **S. B. S. S. S. S.** School, **XXXXXX** District
 Register No: **6522703** has appeared and passed at the **XXXXXX** date
 of the examination held on **MAY 2003** in **FIRST DIVISION**
 with **ENGLISH** as the Medium of instruction.

The subjects in which ~~XX~~ she was examined and the marks awarded are as follows :

Subject	I Year		II Year	
	Maximum Marks	Marks Secured	Maximum Marks	Marks Secured
Part - 1 : ENGLISH	100	057	100	056
Part - 2 : SANSKRIT	100	075	100	051
Part - 3 : Optional Subjects				
MATHEMATICS-A	050	022	050	042
MATHEMATICS-B	050	035	050	021
ECONOMICS	100	053	100	075
COMMERCE	100	084	100	080
Total Marks in Figures	661			
In Words	SIX *SIX**ONE**			
Date	11-05-2003			



Signature of the Principal and Controller

[Signature]
Controller of Examinations

NOTE: ELIGIBILITY RULES ARE OVERLEAF * INCLUDES MARKS OBTAINED AT AN EARLIER EXAMINATION.



Osmania University UE 218275

CONSOLIDATED MARKS MEMORANDUM

NAME: S. MADHAVI

ROLL NO

094-05-00986

FATHER'S NAME: S. BALRAJ

PART I SUBJECT	MAX. MARKS	PASS MARKS	MARKS SECURED	YEAR OF PASSING
FINAN. ACCTG	100	36	65	A05
SANSKRIT I (SE. LANG.)	100	36	58	A05
S. E. MGMT.	100	36	71	A06
SANSKRIT II (S. LANG.)	100	36	46	A06

TOTAL MARKS SECURED IN PART I
IN FIGURES : 240
IN WORDS :
**** TWO FOUR ZERO ****
PART I DIV : **FIRST**

PART II SUBJECT	THEORY MARKS				PRACTICAL MARKS				
	MAX. MARKS	PASS MARKS	MARKS SECURED	YEAR OF PASSING	MAX. MARKS	PASS MARKS	MARKS SECURED	YEAR OF PASSING	
FINAN. ACCTG	100	36	74	A05	==	==	==	====	
BUSINESS ECONOMICS	100	36	81	A05	==	==	==	====	
FINAN. ACCOUNTING I	100	36	70	A05	==	==	==	====	
INDUSTRIAL ORG. MGMT.	100	36	98	A05	==	==	==	====	
QUANT. TECHNIQUES I	100	36	31	A05	==	==	==	====	
*IND. H. CULTURE	50	18							
SECOND YEAR									
FINAN. ACCOUNTING II	100	36	60	A06	==	==	==	====	
QUANT. TECHNIQUES II	100	36	73	A06	==	==	==	====	
BANKING&FIN. SYSTEM.	100	36	62	A06	==	==	==	====	
ENTERPRENEURSHIP D.	100	36	54	A06	==	==	==	====	
*SCI. AND CIVI.	50	18	40	A06	==	==	==	====	
THIRD YEAR									
BUSINESS LAWS	100	36	36	A07	==	==	==	====	
INCOME TAX & P. A.	100	36	60	A07	==	==	==	====	
COST&M. ACCOUNTING	100	36	62	A07	==	==	==	====	
BUS. COMMUNICATION&RW	100	36	82	A07	==	==	==	====	
S. E. MANAGEMENT	100	36	56	A07	==	==	==	====	
AD. MGMT. ACCOUNTING	100	36	48	A07	==	==	==	====	
CORPORATE ACCOUNTING	100	36	60	A07	==	==	==	====	

TOTAL MARKS SECURED IN PART II }
IN FIGURES :
IN WORDS

976
**** NINE SEVEN SIX ****

PART II DIV **FIRST**

HYDERABAD - A.P.

M. Madani
REGISTRAR

* IN AN HERITAGE SUBJECTS ENVIRONMENTAL STUDIES AND SCIENCE & CIVILISATION MARKS ARE NOT INCLUDED IN TOTAL



Osmania University
FACULTY OF COMMERCE

UK 121328

Ref 03460 Probisional Certificate

Roll 094-05-00986



This is to certify that S MADHAVI

son/daughter of S BALRAJ

passed the BACHELOR OF COMMERCE

Examination of this University, held
in MARCH/APRIL 2007 and that he/she was placed in

Part I : FIRST DIVISION

Second Language : SANSKRIT

Part II : FIRST DIVISION

Hyderabad A. P.

Dated 15/06/2007

for Registrar

Section - Incharge

RESUME

S.MADHAVI,
D/O.S.BALRAJ,
H.NO: 1-4-27/71/70,
PADMASHALI COLONY,
BHOLAKPUR,
HYDERABAD – 080, A.P.

Res : 040 - 27534772

Career Objective:

To associate with progressive that gives me scope to update my knowledge and skills according to latest Trends and be a part of term that dynamically works towards the growth of organization and gains satisfaction thereof.

Strengths:

Sincerity, hard working, positive attitude, communication skills.

Academic Qualification:

B.Com from Osmania University CDE, A.P. 65% - First Division.

Persued C.A. P.E.-1, in Badruka College, Kachiguda.

Intermediate from Board of Intermediate Education with 66% - First Division.

10th from SSC Board, A.P. 72% - First Division.

Technical Acquaintance:

Operating System : Windows 95, 98 & XP, MS Office.

Experience:

Worked as Tele-caller In SBI Credit Cards For 6 Months.

Working as Computer Operator in a courier company since 3 Years.

(P.T.O)

Personal Profile:

Name : **S.MADHAVI.**

Father's Name : **S.BALRAJ.**

Date Of Birth : **21-09-1985.**

Nationality : **Indian.**

Religion : **Hindu.**

Languages Known : **Telugu, English and Hindi.**

E-Mail ID : **smadhu2185@yahoomail.com**

Permanent Address : **S.MADHAVI,
D/O S.BALRAJ,
H.NO: 1-4-27/27/70,
Padmashali Colony,
Bholakpur,
Hyderabad,
Pin Code: 500 080, A.P.**

I declare that above information given by me is correct and true to my complete knowledge and belief also commit my complete dedication and accept to abide by the rules an regulations of your esteemed organization if given an opportunity to serve.

(S.MADHAVI)

Date:02/07/07

Place: Hyderabad.