

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

Name	V. S. PADMANABHARAD
Salary	215000
Conveyance	<input type="checkbox"/> Included in salary <input type="checkbox"/> Extra Rs. _____ per month
Mobile Allowance	<input type="checkbox"/> Nil <input type="checkbox"/> Rs. 2500 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	GREEN ALPINE ESTATES
Designation	SALES MANAGER - AUDIT
Site	
Date of joining	15/11/09
Report to	M.D
Commitment	Committed to work for atleast 2 yrs.
Documents required	<input checked="" type="checkbox"/> 4 photographs <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 type="checkbox"/> Surety from _____ <input type="checkbox"/> Surety from _____ <input checked="" type="checkbox"/> 1 yr bank statement <input checked="" type="checkbox"/> Reference letter from _____ <input checked="" type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	He has come through Mr. S. V. Ramiah

Approved by Shankar Reddy	Approved By MD
Date: _____	Date: _____
Sign: _____	Sign: _____

Ref = Mr. V. Ramiah

(His Son)
Wednesday 2009

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	SALES ADMINISTRATION.		
Date of application	09.11.2009		
Application through	<input type="checkbox"/> Advertisement	<input checked="" type="checkbox"/> Referred by: MR. TV. RAMIAH	

Personal Details

Name	V.B. PADMANABHA RAO		
Age	50y	Date of Birth	03-03-1959
Fathers Name	VENKAIAH .V.		
Address for Correspondence	PLOT NO: 5, MANJU ENCLAVE, AYODHYANAGAR, ECIL POST, HYDRABAD - 500062		
Phone & Mobile	9849303813		
Permanent Address	SAME AS ADDRESS OF CORRESPONDENCE.		

Own house

Education

Degree (PG)	PG DIPLOMA IN MARKETING MGT.		
Name of college	INDIAN INSTITUTION OF MARKETING & MGT.		
Location	NEW DELHI.		
Course type	<input checked="" type="checkbox"/> Regular Course <input type="checkbox"/> Correspondence Course		
Year of completion	1991	Medium of Instruction	ENGLISH
Percentage marks	FIRST CLASS	Category	SC/ST/BC/Open

Degree	GRADUATION IN INDUSTRIAL ENGG.		
Name of college	INDIAN INSTITUTION OF INDUSTRIAL ENGG.		
Location	BOMBAY		
Course type	<input type="checkbox"/> Regular course <input type="checkbox"/> Correspondence Course		
Year of completion	1984	Medium of Instruction	ENGLISH
Percentage marks	FIRST CLASS		

Name of Inter/ Jr. College	DIPLOMA IN ELECTRICAL ENGG.		
Location	GUNTUR - AP.		
Year	1977	Medium of Instruction	ENGLISH

Name of school	Z PHS. SCHOOL		
Location	NIDUBROLU - AP.		
Year	1974	Medium of Instruction	TELUGU

Description of other courses or training

MANAGERIAL DEVELOPMENT PROGRAMME
 TEAM WORK & TEAM BUILDING
 COUNSELLING, HOW TO CONDUCT A MEETING
 HOW TO GIVE & RECEIVE NEGATIVE FEEDBACK

Computer Skills

MS Office	<input type="checkbox"/> Good <input checked="" type="checkbox"/> Average <input type="checkbox"/> Poor
MS Word	<input type="checkbox"/> Good <input checked="" type="checkbox"/> Average <input type="checkbox"/> Poor
MS Excel	<input type="checkbox"/> Good <input checked="" type="checkbox"/> Average <input type="checkbox"/> Poor
Auto CAD	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Other	

Two Wheeler / Car

Make: BAJAJ - CHLISAL Year: 1998

Family Details

Family Details	Name	Age	Occupation	Company
Father	VENKAIAH	-	-	EMPLOYED
Mother	SITAMMA	-	-	"
Wife / Husband	V.R. RAJESHWARI	42	HOMER WIFE	-
Brother / Sister	V. RAVIKUMAR	53	BUSINESS	-
Brother / Sister	V. SURENDRA SUDHAN	48	EMPLOYEE	INDIAN STEEL & PIPE INDUSTRIES LTD
Son / daughter	-			
Son / daughter	J			
Son / daughter	-			

Salary Details

Last Drawn Salary	RS 21,000 PM + (IN 2003)	
Does the above salary include:	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 15,000 - RS 20,000 PM + CONVEY ALLOWANCE	

Surety

Can you provide 2 sureties from Govt. employees or employees of reputed companies? Yes No

Surety 1:	Name	DR. SURESH <u>ESHTER RAJ</u>	Company	<u>RAILWAYS</u>
	Designation	<u>MANAGER OF TOWERS</u>	Your Relation	<u>FRIEND - NEIGHBOUR</u>
Surety 2:	Name	<u>A. RAJKUMAR</u>	Company	<u>SOLAR SEMI CONDUCTORS</u>
	Designation	<u>MR. MATERIALS</u>	Your Relation	<u>NEIGHBOUR</u>

Commitment

Can you commit to work for a minimum of 2 years? Yes No

Experience & Employment Details

Years of experience in relevant field	TOTAL 24 YRS IN MANUFACTURING SECTOR IN MANAGING OF MEN, MATERIALS, MACHINES & FACTORY ADMINISTRATION - HBL-NIFE, RCC, EUREKA FORRES, HAL		
Name of Company			
Duration of employment	yrs	From date: 1979	To date: 2003 2008-2009.
Location			
Designation			
Last drawn salary			
Number of employees in the company / branch?			Number of employees in your dept. or division?
Brief description of work handled by you.			
Reason for leaving	LATE OFF		

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

Name of Company	HYDRABAD BATTERIES LTD.		
Duration of employment	1 yrs	From date: MAY 2002	To date: JUNE 2003
Location	KOTTHUR - NARASIMHAPURAM.		
Designation	DY. GM (PRODUCTION)		
Last drawn salary	RS 21,000 p (IN 2003)		
Number of employees in the company / branch?	850	Number of employees in your dept. or division?	300
Brief description of work handled by you.	HEAD OF MANUFACTURING OPERATIONS		
Reason for leaving	LATE OFF		

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

Name of Company	RCC (SALES) PVT LTD.		
Duration of employment	5 yrs	From date: JUNE 1997	To date: MAY 2002
Location	HYDERABAD		
Designation	FACTORY MANAGER		
Last drawn salary	APPROX 20,000/-		
Number of employees in the company / branch?	1000	Number of employees in your dept. or division?	-
Brief description of work handled by you.	MANAGING OF MANUFACTURING OPERATIONS		
Reason for leaving	FOR BETTER PROSPECTUS.		

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

Name of Company	ARQA MAIL WATER SOLUTIONS LTD.		
Duration of employment	8 yrs	From date: 1989	To date: 1997
Location	HYDERABAD		
Designation	PRODUCTION MANAGER		
Last drawn salary	RS 10,000/-		
Number of employees in the company / branch?	200	Number of employees in your dept. or division?	-
Brief description of work handled by you.	MANAGING OF MANUFACTURING OPERATIONS		
Reason for leaving	FOR BETTER PROSPECTUS.		

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

Ask for additional sheets if required.

PHILIPS INDIA
BOMBAY.

1985-1989

INDUSTRIAL ENGR

Page 4 of 6

HINDUSTAN AERONAUTICS
LTD, NASIK

1979-1985

WORK STUDY ASST.

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

Background – Personal	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Background – Work	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Personality	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Appearance	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Communication skills	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Recommendation	<input type="checkbox"/> Employ <input type="checkbox"/> Reject <input type="checkbox"/> Short list & decide later
Recommended salary	

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

Relevant experience	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Knowledge of subject	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Recommendation	<input type="checkbox"/> Employ <input type="checkbox"/> Reject <input type="checkbox"/> Short list & decide later
Recommended salary	

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

Recommendation	<input type="checkbox"/> Employ <input type="checkbox"/> Reject <input type="checkbox"/> Short list & decide later
Recommended salary	5,000 - Review in April '09
See 2 or 3 sites, meet Jughra, see US Database.	
Call back on Monday 1. 2 11/11/09	
Designate - Manager Job or Similar.	

Offer Details

Salary offered		Date of joining	
Remarks:			

HYDERABAD,
08/12/2008

V.B, Padmanabha Rao
Plot No.5, Manju Enclave,
Ayodhya nagar,
E.C.I.L.(post)
Hyderabad 500062 ,A.P

Sub: Application for the position of MANAGER-ADMINISTRATION / Sales

Respected Sir.

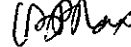
I am having total 24 years of experience in the areas of Industrial Engineering. Production planning & control .production and Factory Administration.

I was trained in team building activities and one of the core members of mega team, Whose objective is to change organisation, to the culture of 'working together' and award winner from M/s Philips, Holland.

This is for your consideration.

Thanking you,

Yours faithfully.



(V.B. PADMANABHA RAO)

Biodata

Name : V.B. Padmanabha rao,
Address for communication : Plot no.5, Manju Enclave,
Ayodhya nagar,
ECIL Post, Hyderabad - 500 062.
Telephone : 9849303813
Date of birth : 03 March 1959
Educational Qualifications :

- Graduate in Industrial Engineering (1984)
- Post graduate Diploma In Marketing (1991)
- Diploma In Electrical Engineering (1977)
- Software exposure (Unix, C, Oracle) (1998)

Professional Experience :

Total 24 years in the areas of industrial Engineering &, PPC , Production and Factory administration.

1. Industrial Engineering: 10 years (M/S. Philips, HAL & RCC) / Production Planning & Control

Profile:

- ✓ Cost reduction Programmes
- ✓ cost & benefit analysis
- ✓ Systems & Procedures
- ✓ Cross functional projects
- ✓ Designing of layouts/incentive systems
- ✓ Inventory control
- ✓ Material requirement planning
- ✓ Scheduling of resources and control of production
- ✓ Co-ordination with production and service functions
- ✓ Maintenance of stores

2. Production in-Charge : 8 years (M/s Eureka Forbes)

Profile:

- ✓ Achievement of set production targets
- ✓ Maintenance of quality standards and cost control
- ✓ Maintenance of industrial harmony
- ✓ Exposure to ISO 9000

3. Head of Manufacturing unit: 6 years (M/s HBL-NIFE,RCC)

Profile:

- ✓ Independent handling of manufacturing operations with 300 workforce
- ✓ Managing of production, maintenance, material and personnel systems.
- ✓ Cost reduction of the product
- ✓ Factory administration & dealing with workers union including wage agreement Maintaining of ISO:9000/ Single piece flow/ Six sigma.

4. Present Employer: M/s. Viswas Business Synergies Pvt. Ltd..
(Manager – Co-ordination)
- Co-ordination of various activities (May 2008 ^{to JAN 2009} onwards)

5. Past Employers:

Hyderabad Batteries ltd Hyderabad	Dy- G.M	(2002- 2003)
RCC (Sales) Pvt-Ltd Hyderabad	Factory Manager	(1997-2002)
Aqua Mall Water Solutions ltd (Eureka Forbes Ltd subsidiary) Hyderabad	Production Manager	(1989-1997)
Philips India Bombay	Industrial Engineer	(1985-19989)
Hindustan Aeronautics Ltd. Nasik division	Work Study Assistant	(1979-1985)

6. EXPECTED SALARY : Negotiable

7. Training Undergone:

- ✓ Managerial development Programme
- ✓ Team work and team building
- ✓ Counseling
- ✓ How to give and receive negative feedback
- ✓ How to conduct a meeting

8. Personal;




Wife : House wife
Time required to join : 1 Month

Reference: Mr, T. Anil Kumar Reddy, SR. Manager (AQUA MALL Ltd - Eureka Fortes Ltd)
Tele: 040 - 23700359

ANDHRA PRADESH DRIVING LICENCE

DRIVING LICENCE
DLDAP010205422009

V B PARDHABHAI RAO
 V VENU
 PLOT NO. 1
 MANJAPETA
 SECUNDERABAD

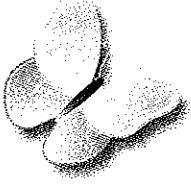




Signature
 Issued on: 29/08/2009

DUPLICATE

Licencing Authority
 RTA-SECUNDERABAD

M5738464/08	<u>Class Of Vehicle</u>	<u>Validity</u>
<u>Non-Transport</u>	MCWG	28/08/2014
<u>Transport</u>		
<u>Hazardous Validity</u>		
<u>Badge No.</u>		
<u>Reference No.</u>	782SD19990D	
<u>Original LA.</u>	HYDERBAD CENTRAL , ANDHRA PRADH	
<u>DOB</u>	28/03/1959	
<u>Blood Gr.</u>		
<u>Date Of 1st Issue</u>	19/09/1990	



Viswas Business Synergies Pvt. Ltd.

45, P&T Colony, Opp. Vikrampuri Colony, Karkhana, Secunderabad-500 009 A.P. India

tel: +91-40-2789 1793/94 fax: +91-40-6617 9944

web: viswas.net mail: info@viswas.co.in

24th Jan '09

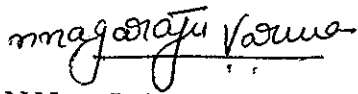
To Whomsoever It May Concern

This is certify that Mr. V B Padmanabha Rao S/O Late Sri Venkaiah is working with us as Manager – Co-ordination since 30th Apr '08 to 31st Jan '09.

In this capacity Mr. Rao is reporting to Chief Executive Officer.

During this tenure Mr. Rao's conduct is very good.

for Viswas Business Synergies pvt. Ltd



N Naga Raju Varma

Asst. Manager – Human Resources.

Phone : 08548 - 57017/57244

VHF : 3353363/3355038

Fax : 08548 - 57366/57522



HBL NIFE Power Systems Ltd.

(ALAB DIVISION)

Survey No. 100/101, Kothur Mandal/Village,
Mahaboobnagar (Dist) - 509228. INDIA.

16.09.2003

HNPS/P&A/2003

SERVICE CERTIFICATE

Name : Mr. V.B. PADMANABHA RAO
Father Name : Sri Venkaiah
Emp.Code : 7180
Designation : Dy. G.M - Production
Date of Joining : 16.05.2002
Date of Leaving : 30.06.2003
Reason for Leaving : Resigned
Salary Drawn : 2.65 Lakhs P.A
Conduct & Character : Good

FOR HBL NIFE POWER SYSTEMS LIMITED

S. SASIBHUSHAN RAO
ASST. MANAGER - P & A



Certificate No. 70166

Regd. Office : 8-2-601, Road No. 10, Banjara Hills, Hyderabad - 500 034. INDIA.

Fax : +91-40-3355048 / 3353189

Visit us at www.hblnife.com.

Telephones :

Fac. & Off. : 3095241, 3095027, 3098394

Grams :

MICROPLAS, Hyderabad-500 055.

Fax : 040-3095302

Email : smax @ hd 1. vsnl. net. in

R. C. C. (SALES) PRIVATE LIMITED

Factory & Office : KAUSHALYA NAGAR, PLOT NO. 2 & 2B, PHASE-IV, IDA, JEEDIMETLA, HYDERABAD-500 055.

In reply Please quote

:R:3082 :O:1339 :DT: 15/5/02

SERVICE CERTIFICATE

1. Name : Mr V B Padmanabha Rao
2. Designation : Factory Manager
3. Department : Factory co-ordination
4. Date of joining : 08-07-1997
5. Date of leaving : 14-05-2002
6. Salary at the time of leaving : Rs.13,800/- per month & perks
7. Reasons for leaving : Resignation.

For R.C.C (SALES) PVT. LTD


M SEETARAMA RAO
ASST. MANAGER - PERSONNEL

City Office : MALHOTRA HOUSE, 6-3-1186, BEGUMPET, HYDERABAD-500 016. Telefax : 3408302, 3418301

B 90C 0052


**IMM INSTITUTE OF MARKETING & MANAGEMENT
HYDERABAD CHAPTER**

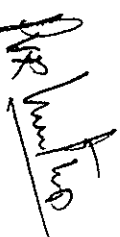
PROVISIONAL CERTIFICATE


This is to certify that V. B. Padmanabha Rao
has passed the Post Graduate Diploma in Marketing
having undergone the course in the academic year 1990 1991
and he/~~she~~ was placed in the A grade.

Hyderabad

Date : 7-11-91


Dy. Manager
(Exams)


Dy. Manager
(Admn.)


Resident
Director.



Indian Institution of Industrial Engineering

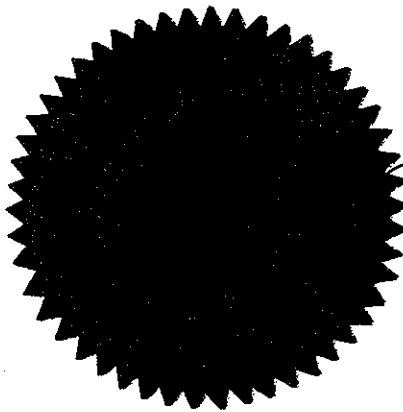


BOMBAY

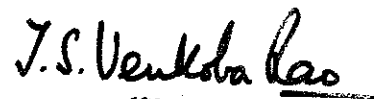
This is to certify that
SHRI V B P RAO

has successfully completed the **Graduateship Examination in Industrial Engineering** of the Institution on 1st DEC 1984 after having passed the prescribed examinations required of him/her and having completed the Project work requirement to the satisfaction of the Board of Examinations.

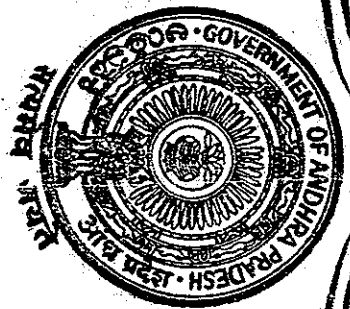
In Witness whereof we have hereunto set our hands and affixed the Common Seal of the Institution on this 28th day of JAN 1985




Chairman
Board of Examinations


Chairman
National Council

State Board of Technical Education And Training



This is to certify that Dr. Bala Chandra Reddy the Pro
Son/Daughter of Shri Dr. Venkatesh having completed
the course of study at Dr. B. S. S. Polytechnic Warangal
appeared as a private candidate, and passed the Diploma Examination in
Electrical Engineering conducted by the Board
in April/May 1977, in Trade class, is awarded the Diploma of
Licentiate in Electrical Engineering.

Given under the seal of the Board.



ROLL NO. 2786

DATE 30 NOV 1977

SECRETARY
STATE BOARD OF TECHNICAL
EDUCATION AND TRAINING.

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