

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

Name	Ms. MEGNAKSHI SINGH
Salary	Rs. 6000/- p.m.
Conveyance	<input checked="" type="checkbox"/> Included in salary <input type="checkbox"/> Extra Rs. _____ per month
Mobile Allowance	<input type="checkbox"/> Nil <input type="checkbox"/> Rs. 950/- 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 -10
Employee company	
Designation	Asst. Accountant
Site	ALPINT
Date of joining	30/12/09
Report to	Mr. Neter
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 checked="" 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	She has come through Mr. Roopa

Approved by Shankar Reddy	Approved By MD
Date: 01/12/09	Date: 5 DEC 2009
Sign: [Signature]	Sign: [Signature]

APPROVED BY
 -5 DEC 2009
 SONIA K...
 MANAGING...

Ref: Mr. [Signature]

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	Accounts Asst
Date of application	26.11.2009
Application through	<input type="checkbox"/> Advertisement <input checked="" type="checkbox"/> Referred by: Rupaf Rijetha

Personal Details

Name	Meenokshi Singh		
Age	23	Date of Birth	3-7-87
Fathers Name	Dinesh Pratap Singh		
Address for Correspondence	H.NO - 64-465 Krishna Nagar Colony Musheerabad.		
Phone & Mobile	995530679 / 9989432286		
Permanent Address	H.No 6-4-465 Krishna Nagar Colony Musheerabad.		

Education

Degree (PG)	- NA -		
Name of college			
Location			
Course type	<input type="checkbox"/> Regular Course <input type="checkbox"/> Correspondence Course		
Year of completion			
Percentage marks	Medium of Instruction		Category
			SC/ST/BC/Open

Degree	B-Com		
Name of college	Osmania University		
Location	Cantonment		
Course type	<input type="checkbox"/> Regular course <input checked="" type="checkbox"/> Correspondence Course		
Year of completion	Pursing final year	Medium of Instruction	English
Percentage marks			

Final
Cantonment
FT. with
complete
in March 10

Name of Inter/ Jr. College	Vikas Jr college		
Location	Alayanguda		
Year	2004	Medium of Instruction	English

Name of school	St. Sai High School		
Location	Musheerabad		
Year	2004	Medium of Instruction	English

Description of other courses or training	

Computer Skills

MS Office	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
MS Word	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
MS Excel	<input checked="" type="checkbox"/> Good <input 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		Year	
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Family Details	Name	Age	Occupation	Company
Father	D.P Singh	50	Clerk	Grigori
Mother	Kanthe Singh	45	Housewife	
Wife / Husband				
Brother / Sister	Rohit Singh	20	Student	
Brother / Sister	Rohit Singh	16	Student	
Brother / Sister				
Son / daughter				
Son / daughter				
Son / daughter				

Salary Details

Last Drawn Salary	5,500	
Does the above salary include:	ESI: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	PF: <input type="checkbox"/> Yes <input type="checkbox"/> No
	Conveyance: <input type="checkbox"/> Yes <input type="checkbox"/> No	Mobile Allowance: <input type="checkbox"/> Yes <input type="checkbox"/> No
Expected Salary	6,500	

Surety

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

Surety 1:	Name	S. Dilip	Company	IBM
	Designation	IBM Tech Engg	Your Relation	Friend
Surety 2:	Name	S. Krishna	Company	
	Designation	Recrod Asst.	Your Relation	Uncle

Commitment

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

Experience & Employment Details

Years of experience in relevant field			
Name of Company	Citifinancial India Pvt Ltd		
Duration of employment	2 yrs	From date: 25/6/05	To date: 10/1/07
Location	Secunderabad.		
Designation	Process Associate		
Last drawn salary	5000		
Number of employees in the company / branch?	60	Number of employees in your dept. or division?	15
Brief description of work handled by you.	Worked as process Associate. 1) Data Entry 2) Maintaining CPV MIS ✓		
Reason for leaving	Process closed. ✓		

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

Name of Company	Indiabulls Credit Service Pvt Ltd.		
Duration of employment	1 yrs	From date: 15/1/07	To date: 30/12/08
Location	Secunderabad.		
Designation	Credit executive,		
Last drawn salary	5,500		
Number of employees in the company / branch?	50	Number of employees in your dept. or division?	10
Brief description of work handled by you.	1) Data Entry 2) Maintaining CPV MIS 3) checking dedupe ✓		
Reason for leaving	Due to personal reasons.		

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

→ Ready to handle Bank Material
→ Has further job opened
→ For the best one you the ideal:

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

Background - Personal	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Background - Work	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Personality	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Appearance	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Communication skills	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Recommendation	<input checked="" type="checkbox"/> Employ <input type="checkbox"/> Reject <input type="checkbox"/> Short list & decide later
Recommended salary	
<i>Salary given for 1st good -</i>	

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

Relevant experience	<input type="checkbox"/> Good <input checked="" type="checkbox"/> Average <input type="checkbox"/> Poor
Knowledge of subject	<input type="checkbox"/> Good <input checked="" type="checkbox"/> Average <input type="checkbox"/> Poor
Recommendation	<input checked="" type="checkbox"/> Employ <input type="checkbox"/> Reject <input type="checkbox"/> Short list & decide later
Recommended salary	<i>2,000 PM</i>
<i>Pursuing Final year</i>	
<i>she is fresh but can improve, good at data entry. good at English</i>	
<i>[Signature]</i>	

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	

Offer Details

Salary offered		Date of joining	
Remarks:			

CURRICULUM VITAE

H NO: 6-4-465
C/o: Dinesh Pratap Singh
Krishna Nagar Colony
Musheerabad
Secunderabad-500045

Meenakshi Singh

Email: singh.meenakshi43@gmail.com

Mobile: 9985530679

OBJECTIVE

Desire to join in an organization that gives me scope to apply my knowledge and skills, and to be part of the team that dynamically works towards growth of the organization.

PERSONAL SKILLS

- Willingness to learn and ability to work hard.
- Self-learning Ability.
- Ability to work long hours.
- Presentation & Communication Skills.

TECHNICAL SKILLS

Operating systems : Windows 98 & 2000. Ms-Office (Excel, Word)
Diploma in Office automation (DOA) from BDPS

EDUCATIONAL QUALIFICATIONS

- ✓ Bachelor of Commerce (B.com) from Osmania University
- ✓ Intermediate (Bi.PC) from Board of Intermediate Education.
- ✓ S.S.C.Board of Secondary Education.

WORK EXPERIENCE:

CITIFINANCIAL

Worked as Sr.Processor Associate

Job Profile

- ✓ Monitoring the flow of files in CPA & data entry
- ✓ Checking of initial criteria according to the Minimum Credit Parameters
- ✓ Doing De-dupe check with local data base
- ✓ Authenticity and Vat
- ✓ Checking Budget Analysis to prepare Credit appraisal for eligibility.
- ✓ Monitor the CPA team to deliver credit assessment and send credit report to credit Manager.
- ✓ To review complete file and put the comments and send credit report to credit Manager
- ✓ Interacting with Customers (Personal Discussion)
- ✓ Updating PDC s/ECS in I – apply to ensure smooth flow of PDC Punching system
- ✓ Co-ordinating with relationship Managers and BDEs for health checking of files
- ✓ Assists and reports to Credit Manager for decisioning proposals.

2. Indiabulls financial services Limited (STPL)

- ✓ Monitoring the flow of files in CPA & data entry in PLMS
- ✓ Check initial criteria according to the Minimum Credit Parameters
- ✓ Checking De-dupe against the local data base
- ✓ Doing CIBIL & TVR of References and Customer.
- ✓ Underwriting and deviations, Prepare the credit appraisal memo to know the eligibility
- ✓ Monitor the CPA team to deliver credit assessment targets within the specified TAT.
- ✓ Coordinating with the Relationship Managers
- ✓ To review completed file and put the comments and send credit report to Credit Manager

PERSONAL INFORMATION

Name : Meenakshi Singh
Date of Birth : 03-07-1987
Gender : Female
Marital Status : Single
Languages known : Telugu, Hindi, English
Nationality : Indian
Permanent Address : Meenakshi Singh
6-4-465, Krishna Nagar Colony
Musheerabad.

DECLARATION

I here by declare that above written particulars are true to the best of my Knowledge and belief.

Place: Hyderabad

(MEENAKSHI SINGH)

Indiabulls

January 28, 2008

Meenakshi Singh
Executive
Hyderabad

Sub: Relieving Letter

Dear Meenakshi,

This has reference to your letter of resignation dated 12th November 2007, wherein you have requested to be relieved from the services of the company at the earliest.

Your resignation is hereby accepted. As requested, you were relieved from the services of the company with effect from close of office hours on 12th November 2007.

Your contributions to the organization and its success will always be appreciated. We at Indiabulls Group wish you all the best in your future endeavors.

Yours sincerely,

For Indiabulls Financial Services Limited



Manish Manral
Manager
Human Resources

Indiabulls Financial Services Limited

Corporate Office : Indiabulls House, 448-451, Udyog Vihar, Phase V, Gurgaon - 122 001. (Haryana). Tel. : +91 124 3081666
Registered Office : F-60, Malhotra Building, 11nd Floor, Connaught Place, New Delhi - 110 001. Tel. : +91 11 4152 3700 Fax : +91 11 4152 9071

BOARD OF SECONDARY EDUCATION ANDHRA PRADESH



SECONDARY SCHOOL CERTIFICATE

AA 075368

ST SAI HS Bholakpur, Secunderabad

CERTIFIED THAT MEENAKSHI SINGH
D/O DINESH PRATAP SINGH

Bearing Roll No 0050909

belongs to ST SAI HS BOLAKPUR SECUNDERABAD

has appeared and PASSED at the SSC EXAMINATION held in MARCH-2002

in **SECOND** Division with **ENGLISH** as the medium of instruction.

DATE OF BIRTH OF THE CANDIDATE	DAY	MONTH	YEAR			
03/07/1987	ZERO	THREE	JUL	ONE	NINE	EIGHT SEVEN

THE CANDIDATE SECURED THE FOLLOWING PERCENTAGE OF MARKS

SUBJECT	Marks Secured (in figures)	Marks Secured (in words)
FIRST LANGUAGE : (HINDI)	62	SIX TWO
THIRD LANGUAGE : ENGLISH	59	FIVE NINE
MATHEMATICS :	49	FOUR NINE
GENERAL SCIENCE :	55	FIVE FIVE
SOCIAL STUDIES :	67	SIX SEVEN
TOTAL :	292	(TWO NINE TWO)
SECOND LANGUAGE : (ENGLISH)	67	SIX SEVEN
GRAND TOTAL :	359	(THREE FIVE NINE)

Marks of Identification : 1. A mole on the right side of the neck.
2. A mole on the right hand.

Head Mistress
Head of Institution **ST. SAI HIGH SCHOOL**
with School Stamp Bholakpur, Secunderabad.

Date of issue : **30-04-2002**

SECRETARY
BOARD OF SECONDARY EDUCATION
A P, HYDERABAD

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.

2002

075368

Sl. No. **E971541**

27/4889/E971541



Board of Intermediate Education, A. P.

Vidya Bhavan, Nampally, Hyderabad - 500 001



INTERMEDIATE PASS CERTIFICATE CUM MEMORANDUM OF MARKS

This is to certify that **MEENAKSHI SINGH** daughter
of **DINESH PRATAP SINGH** bearing
Registered No. **052779800** has appeared at the Intermediate Public
Examination held in **JUNE-2005** and passed **COMPARTMENTALLY**
with **ENGLISH** as the Medium of Instruction.

The subjects in which 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	070 *	100	052 *
Part - 2 : SANSKRIT	100	072 *	100	067 *
Part - 3 : Optional Subjects				
BOTANY	060	033 *	060	024 *
ZOOLOGY	060	033 *	060	022 *
PHYSICS	060	031 *	060	025
CHEMISTRY	060	030 *	060	022 *
BOTANY PRACTICAL			030	027 *
ZOOLOGY PRACTICAL			030	022 *
PHYSICS PRACTICAL			030	024 *
CHEMISTRY PRACTICAL			030	022 *
Total Marks In Figures	576 →			
In words	*FIVE**SEVEN*SIX**			
Date	25-06-2005			

(**RAVI SHANKAR**)
Principal and College Seal
Vidya Bhavan, Nampally,
Hyderabad - 500 029.



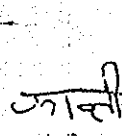
Controller of Examinations

052779800



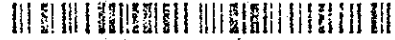
Family Members Details:



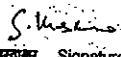
S.No	Name	Relation	Date of Birth	Age
2	Dinesh Pratap	husband		45
3	Dhananjay Singh	Son		22
4	Rahul Singh	Son		16
5	Rohith Singh	Son		11
6	Meenakshi Singh	Daughter		20


K. VENKATESWARA REDDY
 Jr. Auditor, Co-op Dept.
 I/C. DPL No. 110

HOUSEHOLD CARD

Card No. : WAP167882900414
 F.P Shop No. : 829
 పేరు : Singh Kaathi
 Name of Head of Household : Singh Kaathi
 తండ్రి/భర్త పేరు :
 Father/ Husband name : Dinesh Pratap
 పుట్టిన తేదీ/Date of Birth :
 వయస్సు/Age : 38
 వృత్తి/Occupation : House Wife
 ఇంకా.నెం./House No. : 6-4-465
 రోడ్/Street : BHOLAKPUR
 Colony : BHOLAKPUR
 వార్డు : 6/Ward- 6
 Circle : Circle VIII
 జిల్లా/District : Hyderabad
 Annual Income (Rs.) : 22,000
 LPG Consumer No. : No Cylinder



 दक्षिण मध्य रेलवे South Central Railway		
विभाग Department	इंजीनरी Engineering	
चिकित्सा पत्र Medical Card	मुख्यालय HORS	
नाम Name:	Sesham Krishna	
पदनाम स्टेश Desig-Stn:	Khalasi	
रे.अ स्टा यू RH/HU:	LGD	
जन्म तिथि D.O.B:	18/02/1959	
 हस्ताक्षर Signature	191	Dy.CPO.HQ प्राधिकारी Issuing Authority

चिरवाचा :	GBZ6991061
10-424	
चक्र राघवेंद्र कॉलनी . चक्र राघवेंद्र कॉलनी . मुल्काजी गिरी(मंडळ) . रंगारेड्डी	
Address:	
10-424	
Sathya Raghvendra Colony , Sathya Raghvendra Colony , Malkaj Giri(Mandal) , Rangareddy	
Date: 1/8/2009	
चक्र राघवेंद्र चक्र राघवेंद्र चक्र राघवेंद्र चक्र राघवेंद्र 44 - मुल्काजी गिरी(मंडळ) . रंगारेड्डी	
Facsimile Signature of Electoral Registration Officer 44 - Malkajgiri Assembly Constituency	
उद्योगातील बदल झाल्याने या कार्डाचा बदल घडवून देण्यासाठी ही कार्डाचा बदल घडवून देण्यासाठी ही कार्डाचा बदल घडवून देण्यासाठी ही कार्डाचा बदल घडवून देण्यासाठी ही कार्डाचा बदल घडवून देण्यासाठी ही	
In case of change in address, mention this Card No. in the relevant form for including your name in the Roll at the changed address and to obtain the card with same number	
46/ 355	