

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

Name	Mr. SAG ARUN JOSHI
Salary	4750/-
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. 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 - 10
Employee company	GREENWOOD ESTABLS.
Designation	Site - Supervisor
Site	GWE
Date of joining	8/12/09
Report to	Mr. Ranjit Prabhakar
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 checked="" 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	He has come through Mr. Ranjit of GWE

Approved by Shankar Reddy	Approved By MJD DEC 2009
Date: 8/12/09	Date:
Sign: <i>[Signature]</i>	Sign: SOHAI MANAGIN

Su
2/11/09

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	ASSISTANT ENGINEER
Date of application	01 st Dec 2009
Application through	<input type="checkbox"/> Advertisement <input checked="" type="checkbox"/> Referred by: U. Kunal.

Personal Details

Name	Sai Arun Joshi		
Age		Date of Birth	24 th Sep 2009 (98)
Fathers Name	Sunil Joshi		
Address for Correspondence	H.No: # 1-11-97, Shamal building		
Phone & Mobile	Begumpet, Hyderabad.		
Permanent Address	9866770776		
	H.No: # 11-97, Shamal building		
	Begumpet, Hyderabad.		

Education

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

Degree	Diploma in Civil Engineering		
Name of college	Government polytechnic		
Location	Masab tank Hyderabad		
Course type	<input checked="" type="checkbox"/> Regular course <input type="checkbox"/> Correspondence Course		
Year of completion	2009	Medium of Instruction	English
Percentage marks	62.16%		

Name of Inter/ Jr. College			
Location			
Year		Medium of Instruction	

Name of school	Gujarathi High School		
Location	Ranigunj, Secunderabad.		
Year	2005	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 checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Other	Staad pro, Primavera project

Two Wheeler / Car

Make		Year	
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Family Details	Name	Age	Occupation	Company
Father	Sunil Joshi	49	Self employed	
Mother	Satyalakshmi	44	House wife	
Brother / Sister	Rajini	23	Employee	Color Bar Cosmetics
Brother / Sister	Manoj	19	Student	
Brother / Sister				
Son / daughter				
Son / daughter				
Son / daughter				

Salary Details

(Copy of 1 yr bank statement form salary account will have produced at time of employment)

Last Drawn Salary	5500/-		
Does the above salary include:	ESI: <input type="checkbox"/> Yes <input type="checkbox"/> No	PF: <input checked="" 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	7500/-		

Surety

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

Surety 1:	Name	U. Kunal	Company	Modi Projects Builders
	Designation	Asst. Engineer	Your Relation	Friend
Surety 2:	Name		Company	
	Designation		Your Relation	

Commitment

Can you commit to work for a minimum of 2 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Experience & Employment Details

Years of experience in relevant field		1/2 year (5 months)	
Name of Company	Cemtech tiles & Construction		
Duration of employment	1/2 yrs	From date: 27/05/09	To date: 10/11/09
Location	IDA UPPAL		
Designation	SITE ENGINEER		
Last drawn salary	5500/-		
Number of employees in the company / branch?	25 Nos.	Number of employees in your dept. or division?	4 Nos.
Brief description of work handled by you.	Calculation of Quantities, Marking for Columns & bricks.		
Reason for leaving	Site, completed		

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

Name of Company			
Duration of employment	yrs	From date:	To date:
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			

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

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 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 type="checkbox"/> Employ <input type="checkbox"/> Reject <input checked="" type="checkbox"/> Short list & decide later
Recommended salary	Rs 4100/- to Rs 4200/-
<p>knowledge in construction is less & less He had faced each & every part of construction like preparation, Estimation, Quantity survey & etc; Measurements, Contracting etc. over all satisfactory.</p>	

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

SAI ARUN JOSHI

Cell: 9866770776

Work Experience

- Worked as a Site Engineer in Cemtech Tiles & Constructions, Hyderabad for 5 months.

Academic Profile

- **Diploma in Civil Engineering** from Government polytechnic, Masab Tank, Hyderabad.
- **SSC** from Gujarathi High School.

Objective

To excel in a challenging and responsible Job. To grow with the company and thereby satisfying personal urge for excellence and professional achievements.

Technical Skills

Operating Systems : Windows 98, 2000, XP.
Packages : M.S Office, AutoCAD, STAAD pro and Primaveera,

Strengths

- Optimistic, Self-Confident, Punctual, Bold & Brave.
- Maintain utmost sincerity, Discipline in work and Personal life.
- Ability to perform with a team.
- Considering work as ownership.
- Willing to learn & innovate.

Personal Profile


Father's Name : Sunil Joshi
Date of Birth : 24th sep.1989.
Sex : Male.
Marital Status : Single.
Nationality : Indian
Languages Known : English, Telugu, and Hindi..
Address for communication :
H.No.1-11-97,
Shyamlal building,
Begumpet,
Hyderabad-500016.
E-mail : sai_arun666@yahoo.com
Hobbies : Learning about new things, Watching TV.

Date: 01/12/09

Place: Hyderabad


(SAI ARUN JOSHI)

OFFICE
RA PRADESH
AD WIA



Family Details

SLNo	MemberName	Relation	DateOfBirth	Age
1	Sarjolsakshmi	Wife	6-Mar-1952	56
2	Rajini	Daughter	28-Dec-1986	22
3	Arun	Son	24-Sep-1989	19
4	Manasa	Daughter	4-Sep-1991	17

ASSISTANT SUPPLY OFFICE
 CIRCLE VIII, SECUNDERABA
 17/10/2008
 S. Suresh
 18/10/08

HOUSEHOLD CARD

Card No : WAP1678904A0148
 F.P Shop No : 904
 పేరు : జోషి . సునీల్ కుమార్


Name of Head of Household : Joshi . Sunil Kumar
 తల్లి /భర్త పేరు : జయంతి లాల్ జోషి

Father/ Husband name : Jayanthi Lal Joshi
 పుట్టిన తేదీ/Date of Birth : 27-May-1959
 వయస్సు/Age : 49
 వృత్తి /Occupation : Employee-Private

ఇంటి నెం./House No. : 1-11-94/A
 షా /Street : SHAMLAL BUILDING
 Colony : BEGUMPET

Village : వార్డ్ 1 / Ward- 1
 Mandal : సెక్టర్ 8 / Circle VIII
 జిల్లా /District : హైదరాబాదు / Hyderabad

Annual Income (Rs.) : 36,000
 LPG Consumer No (1) : 27239/Single
 LPG Dealer Name (1) : Navratna Enterprises,IOC
 LPG Consumer No (2) : Single
 LPG Dealer Name (2) :



ASSIST. SUPPLY OFFICER
 SEC-B