

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

Name	M. SANTOSH KUMAR, M
Salary	Rs. 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 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 GETAGES
Designation	Site Supervisor
Site	BWE
Date of joining	31/12/09
Report to	Mr. Ranjith Posteeran
Commitment	Committed to work for atleast _____ 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 type="checkbox"/> 1 yr bank statement _____ <input checked="" type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	<p>Fresh candidate has come through the kernal</p>

Approved by Shankar Reddy	Approved By MD
Date: 5/12/09	Date: -5 DEC 2009
Sign: <i>Shankar</i>	Sign: SOHAM MODI MANAGING DIRE

**Bio-Data**

Note: Attach copy of Resume / Bio-data

*Calu*  
*DDJ - B/MO*

Application for post of	ASSISTANT ENGINEER.
Date of application	01/12/2009
Application through	<input type="checkbox"/> Advertisement <input checked="" type="checkbox"/> Referred by: U. Kunal (Asst. Engg.)

**Personal Details**

Name	M. Santosh Kumar		
Age	18	Date of Birth	06/08/1991
Fathers Name	M. Yadagiri		
Address for Correspondence	38-113, Chenna Reddy Nagar, Ranga Reddy		
Phone & Mobile	opp DDPL colony, Hyd-37. 9636542399.		
Permanent Address	38-113, Chenna Reddy Nagar, Ranga Reddy opp DDPL colony, Hyd-37.		

**Education**

Degree (PG)			
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	DIPLOMA IN CIVIL ENGINEERING.		
Name of college	GOVT. POLYTECHNIC, MASAB TANK.		
Location	MASAB TANK, MCHIDIPATNAM.		
Course type	<input checked="" type="checkbox"/> Regular course <input type="checkbox"/> Correspondence Course		
Year of completion	2009	Medium of Instruction	ENGLISH
Percentage marks	63.36%.		

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

Name of school	PRASATHI HIGH SCHOOL		
Location	Pancha Sheela Colony, Hyd-37.		
Year	2006	Medium of Instruction	ENGLISH

Description of other courses or training	

**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 checked="" 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	M. Yadagin	45	Tailoring	Self
Mother	M. Anitha	38	Housewife	-
Wife / Husband				
Brother / Sister	M. Archana	10	Studying	PRAGATHI HIGH SCHOOL
Brother / Sister				
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 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Expected Salary	7500/- to 8000/-		

**Surety**

Can you provide 2 sureties from Govt. employees or employees of reputed companies?				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Surety 1:	Name	U. Kunal	Company	Modi Builders
	Designation	Asst. Band Evng.	Your Relation	friend
Surety 2:	Name		Company	
	Designation		Your Relation	

**Commitment**

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

Years of experience in relevant field 6 months

Name of Company	SARDHANA CONSTRUCTIONS		
Duration of employment	6 months	From date: 1/06/09	To date: 30/06/09
Location	WESTMAREDDALLY, NEW ROYAL WEST HOUSE.		
Designation	SITE ENGINEER.		
Last drawn salary	5500/-		
Number of employees in the company / branch?	30 nos.	Number of employees in your dept. or division?	8 nos.
Brief description of work handled by you.	Recording of steel, weekly measurement quantity of concrete required, marking of columns etc.		
Reason for leaving	COMPLETION OF SITE WORK IS AT FINISHING LEVEL.		

**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 4,000/-
<p>Subject knowledge is Average. New De is fresh, previous experience is very little only. May we have to take them as trainee &amp; teach all works. 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

**M SANTHOSH KUMAR**

**+919676542799**

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**Experience:** Working as Site Engineer from 6 months.

- **Company:** SAADANA CONSTRUCTIONS.

**Education Qualification:**

- S.S.C. from PRAGTHI HIGH SCHOOL.
- Diploma in Civil Engineering from Govt. Polytechnic, Masab Tank.

**Goal:**

- To pursue a highly challenging career, where I can apply my knowledge, acquire new skills and contribute effectively to the organization.

**Technical Skills**

Operating System : Windows 2000/XP.  
Packages : MS Office, AutoCAD.

**Strength:**

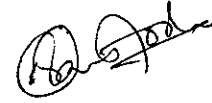
- Ability to learn.
- Maintain utmost sincerity, Discipline in work and personal life.
- Self-motivated.
- Desire to work.

**Personal Profile:**

Father Name : M YADAGIRI  
Date & Year of Birth : 6<sup>th</sup> AUG 1991  
Languages Known : English, Hindi & Telugu.  
Marital Status : Single  
Hobbies : Learning new things in Engg. Field.  
Nationality : Indian  
Permanent Address : H.No:38-`113  
Chenna reddy nagar,opp IDPL colony  
HYD-37.  
Email ID : santosh\_kumar9676@yahoo.com  
Alternative Number : 9676542799,8099301148

DATE : 01/12/09,

PLACE: HYDERABAD .



(M.SANTHOSH KUMAR)