

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

Name	SAPTHA GIRI
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 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	MODI AND MODI CONSTRUCTION
Designation	SUPERVISOR
Site	MNH
Date of joining	
Report to	Mr. YADGIKI
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 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 type="checkbox"/> 1 yr bank statement CANCOM SYSTEM <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	He is Relative of Mr. T. Shivan Ram Contractor

Approved by Shankar Reddy	Approved By MD
Date:	Date:
Sign: <i>Shankar Reddy</i>	Sign:

Ravi - P. Phukan - Bathubelav

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	Supervisor	
Date of application		
Application through	<input type="checkbox"/> Advertisement	<input type="checkbox"/> Referred by: P. Phukan

Personal Details

Name	G. SATHAGIRI		
Age	28	Date of Birth	01-06-1982
Fathers Name	G. Venkateswlu		
Address for Correspondence	H.No. 13-31-1, Suryanagar Colony, Malloppu, Hyderabad		
Phone & Mobile	9391970323		
Permanent Address	Kalkivaya: (PO) Singarayakonda (MD) Parkashu Dik (A-P)		

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			
Name of college			
Location			
Course type	<input type="checkbox"/> Regular course	<input type="checkbox"/> Correspondence Course	
Year of completion		Medium of Instruction	
Percentage marks			

Name of Inter/ Jr. College	Govt. J.S College.		
Location	Singarayakonda, Parkashu Dik (MD)		
Year	2002	Medium of Instruction	Telugu

Name of school			
Location			
Year		Medium of Instruction	

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 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		Year	
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Family Details	Name	Age	Occupation	Company
Father	Verbalakrishnan	60	Farmer	-
Mother	Narasany	50	H/W	-
Wife / Husband	Shulavani	25	H/W	-
Brother / Sister	Caamath	20	Teacher	CBP
Brother / Sister	Punnam	22	Student	
Brother / Sister	Mangala	20	Student	
Son / daughter	Chaitanya	14	Student	
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	6000/-		
Does the above salary include:	ESI: <input 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	6500/-		

Surety

Can you provide 2 sureties from Govt. employees or employees of reputed companies?				<input type="checkbox"/> Yes <input type="checkbox"/> No
Surety 1:	Name	J. Shovana	Company	Carhu
	Designation	Contractor	Your Relation	Born the wife
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	7 yrs
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Name of Company	CIN Com Systems India (P) LTD		
Duration of employment	3 yrs	From date: 01-12-05	To date: 28/11/08
Location	BAPUR Mills. HydSnd		
Designation	office in charge		
Last drawn salary	6.000/-		
Number of employees in the company / branch?	branch	Number of employees in your dept. or division?	8-113 Sahas
Brief description of work handled by you.	office maintenance		
	front desk partially maintained		
	Taking care of Salary, tax, xerox payment of bills.		
Reason for leaving	Basic selected works.		

Remarks: (For office use only -- Do not write in this box) office new Delhi starting.

→ Branch shifted to Delhi -

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	
<p><i>Site experience only, only office work experience.</i></p> <p><i>J. P. P. P.</i></p> <p><i>02/12/09</i></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:			

PROFILE

Subject: Application for the post of

Objective: I would like to associated with an intellectually stimulating and challenging organization that will give me an opportunity to improve my existing skills on one hand and to acquire new skills on the other hand, I plan to achieve this by complete dedication and commitment.

Name : Sapthagiri Gunji
Father Name : Venkateswarlu G
Date of Birth : 01.06.1982
Marital Status : Married
Permanent Address : Kalikivaya (Post), Singaraya Konda (Mandal)
Prakasham (District), Andhra Pradesh
Ph: 08598-237736
Communication Address : H.No: 13-31-1, Surya Nagar Colony,
Mallapur, Hyderabad – 76, A.P.
Ph: 9391970323 / 9912323807 (M)
Education Qualification : Intermediate
Nationality : Indian
Religion : Hindu
Languages Known : Telugu & English

Experience: *Presently working with Naman Flexi Pack Industries,
Mallapur as office Assistant from 01.04.2009,*

Dec, 2005 – till date

Working as Office In charge in Cincom Systems India Pvt. Ltd, Road#1, Banjara Hills,
Hyderabad – 500034, A.P

Roles:

- Office maintenance
- Front desk registry maintenance
- Taking care of Stationary, Fax, and Xerox
- Payment of bills (Internet, electricity, courier, etc)
- Bank related works

May, 2002 – Nov, 2005

Worked as attender cum Bill Collector in Mallapur Notified Municipal Industrial Area Service
Society, I.D.A, Mallapur, Hyderabad, A.P

Roles:

- Delivery of Demand notices
- Collection of Property Tax & deposit

Date:
Place: Hyderabad


Sapthagiri Gunji