

Accountant

BIO-DATA

Join Date 22/5/2002

Note: 1. Attach copy of Resume / bio-data. 2. Fill up this form in capital letters.

Name	M.V. RAMPANA MURTHY
Age/Date of Birth	18-07-1976
Fathers Name	M.B.K. GESHADRY
Address for Correspondence	H.No. 12-1-508/111, CAMPENAGAR COLONY, LAKAPEET, Sec. Bad-17.
Permanent Address	H.No. SD-12, 24 Incline Area, Yellandu - 507126 - Khairatabad (Dt)
Phone No.	Local 7003687, 41286-08765.

gkx
home

Education

Degree	B.com.,
Name of college	OPEN UNIVERSITY,
Location	OSMANIA UNIVERSITY.
Year	1998-2001

Degree	
Name of college	
Location	
Year	

Name of Inter/Jr. college	Grout. Junior college,
Location	Yellandu
Medium & Year	Telugu, 1996.

Name of School	Singareni Colliers High school,
Location	Yellandu.
Medium & Year	Telugu, 1991

Experience

Years of experience in relevant field.	worked with obotetrical & Gynaec. Society from 1999 - 2002 January.
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Name of company	The obotetrical & Gynaecological Society
Duration of employment	3 yrs From date: Jan-99 To date: Jan-02
Location	Himayatnagar, Hyderabad.
Last drawn salary	3000 and conveyance
Brief description of work	Maintenance of cash & Bank Books, General Ledger and handled Society A/c.
Reason for leaving	voluntary organization.

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Joined Jan 22/5/2002

Name of company				
Duration of employment		From date:	To date:	
Location				
Last drawn salary				
Brief description of work				
Reason for leaving				

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Duration of employment		From date:	To date:	
Location				
Last drawn salary				
Brief description of work				
Reason for leaving				

Computer Skills	MS DOS, MS windows 95, 98, 2000, C, unix
Two wheeler & make	Oracle with Developer 2000, Tally 5.6. Yes, Chetak.

Details of family members	Name	Age	Occupation	Name of company / employer
Father	M. B. K. Seshadri			Expired.
Mother	M. RAJANANNA	60		Id
Wife				
Brother / Sister	M. Subrahmany	34		Asst Chairman / Sec
Brother / Sister	M. H. Basud	32		D.Y.C. E (GIRCO Econ.
Brother / Sister	G. S. Laksh	38		Lecturer.
Brother / Sister	G. S. Kumari	31		Housewife.

Expected salary	3500 bond conveyance.
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Other information	* Salary - 3,250/- (No conveyance from home) * Reference of Mr. Ravi Prakash - Premier
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- ① Two photographs.
- ② Experience Certificate
- ③ Copy of degree & school certificate.

CURRICULAM VITAE

Malladi Venkata Ramana Murthy

E-mail: malladiramana_venkat@yahoo.com

Career Objective:

- To build up a career in Finance and Accounting field where my education, knowledge and training can be effectively utilized.

Strengths:

- Ability to plan and Organize Things, Convince People, Self –confidence, Dynamism, Curiosity to Learn, Effective Communication Skills and High Degree of Adaptability to New Environment

Academic Exposure:

- Bachelors in Commerce (B.com)

Technical Exposure:

- MS Dos, Ms Windows 95 98,2000, C, UNIX, Oracle with Developer 2000
- Ms Office 2000 (Ms-Word, Ms-Excel, Ms Power point)
- Accounting Packages – Tally & Quicken98

Professional Exposure:

- Worked as an Accountant cum Office In charge (January 1999– January 2002) in Obstetric & Gynecological Society of Hyderabad.
- Worked as an Accountant in Lakshmi Maternity & Nursing Home (January 1999– January 2002 part time)

Nature of Work :

- Maintenance of Computer operating systems and Books of account such as Cash & Bank Books, General Ledger and other Subsidiary books

Personal Profile:

Father's Name : M.B.K.Seshadry
Gender : Male
Date of Birth : 18 - 07- 1976
Marital Status : Unmarried
Permanent Address : M.V. Ramana Murthy
C/O G.V Jagdish
12-1-508/11/1,Laxmi Nagar Colony,
Lalapet, North Lallaguda (post)
Secunderabad - 17
Ph (R) : 7003487
Ph : 7561494
Nationality : Indian
Languages Known : Telugu, English & Hindi
Reference : Can be furnished if required

Place : Hyderabad ,

Date : 20/5/02

Ramana
(M.V. Ramana Murthy)



The Obstetrics & Gynaecological Society of Hyderabad

(Affiliated to the Federation of Obstetrics & Gynaecological Societies of India)



President
Dr. Hemalatha Rangachary
MD, DGO

Vice-President :
Dr. T. Shantha
MD
Dr. Sasikala Kola
MD, DGO

Secretary
Dr. K. Swarajalakshmi
MD, DGO

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I ahmida Banu
MD, DGO, DNB, MRCOG

Dr. Rooma Sinha
MD DNB

Treasurer :
Dr. G. Vijayalakshmi
MD, DGO

Co-Treasurer :
Dr. P. Usha Rani
DNB, DGO

Address :
301, 3-6-140/A, City Centre,
Himayatnagar, -
Hyderabad - 500 020, India.
☎ : 91(040)6614846, 3226000
Fax : 91-040-3226000
E-mail:ogsh2002@yahoo.com

January 07,2002

To Whomsoever It May Concern

Mr. M. V.Ramana Murthy S/o Mr. M.B.K.Seshadry has been working as an Accountant cum Computer Personal with the Obstetrics & Gynaecological Society of Hyderabad for the past two years from December 1999 till date.

During his service the following Conferences and Workshops were conducted and the Delegate information and its accounts for the same were handled by him.

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| 1. Colposcopy workshop | : | 9 th April 2000 |
| 2. Annual CME 2000 | : | 20 th , 21 st and 22 nd October |
| 3. Gyn.Oncology Preconference
Workshop for ISOCON | : | 9 th November 2000 |
| 4. Planned parenthood workshop | : | 4 th March 2001. |

Medical meetings twice every month were organised.

He was responsible for the Members/Delegates data storage, retrieval and the reports required from the same and the day-to-day activities of the office. He has managed the Books of Accounts for the year 1999 – 2000 & 2000 – 2001.

He is hardworking, sincere and has a good grasp of work entrusted to him. His conduct with colleagues and superiors was exemplary during his service period.

He has a good knowledge of maintaining Cash & Bank Books and other Subsidiary books. His services have been satisfactory. We strongly recommend him for any job that comes into the purview of his profession.

Mrs.Arshia Akheel
Manager