



To

The president of
officers of the Regional
provident commission
Rourkela, Orissa AP

D/c

Sub: Submission of Monthly Return for the month of Jun '04
Ref: Our PF A/c No. AP/23261

With ref. to the above we are herewith submitting the
Monthly Return of the Jun '04 of 12A, 5010 & Combined
challan. Plz ack. the receipt of the same.

7/7

Y/y.

for Mod: propr.

→ Salary 2750/-

→ 3 months Probation.

→ Refund = 3.

→ Photo - ✓

→ Expenditure

- 47

15 July 04
BIO-DATA *Praveen of Srano*

Start date: Mon. 19-7-04

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

Notes on...

*2/11/04
 16 July 04
 ALL REED
 10 July 04*

Name	M. Uma Ravi
Age/Date of Birth	06.06.1981 (24 yrs)
Fathers Name	M. Yadaogi
Address for Correspondence	1-8-518/214 N/3 + Nagar Puligadda Sec 5th <i>own house</i>
Permanent Address	Same as above
Phone No.	9440524754 - cell no.

Education

Degree	B. Com - Eng. Medium
Name of college	Dr. B.R. Ambedkar Open University
Location	Bengaluru
Year	2003

Degree	
Name of college	
Location	
Year	

Name of Inter/Jr. college	Discontinued
Location	
Medium & Year	

Name of School	Govt Jr. College for Girls
Location	Kanipally
Medium & Year	English 1996

Experience

Years of experience in relevant field.	4 years 4 months
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Name of company	M. Reddy Communications, - Internet Ctr
Duration of employment	4 years From date: Apr 1999 To date: Feb 2004
Location	Prakashnagar Bengaluru, Hyd'bad
Last drawn salary	3,500 + Bonus
Brief description of work	Handling typing jobworks both on Manual & Electronic typewriters, D.T.P [Computer jobworks] petty cash maintenance, etc.
Reason for leaving	for better opportunity

PTO

Name of company	Mohan Computers Ltd, Paradise				
Duration of employment	4 months	From date:	Mar. 2004	To date:	till date
Location	Paradise, Sec 25				
Last drawn salary	4,000/-				
Brief description of work	Making quotation and preparing office document in computer. taking dictation, typing and on computer handling petty cash, handling phone calls. calling customer for bill payment.				
Reason for leaving	because of a new boss				

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

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

Computer Skills	MS Office has done PGDCA
Two wheeler & make	Benz

Details of family members	Name	Age	Occupation	Name of company / employer
Father	M. Yadavani Govt. Const. Dept.	65	Retd. Govt. employ	MES Deptt.
Mother	M. Lakshmi	58	house wife	—
Wife	—	—	—	—
Brother / Sister	M. Krishnaveni	27	housewife	—
Brother / Sister	M. Ramana	26	"	—
Brother / Sister	M. Ramesh	15	student	—
Brother / Sister				

Expected salary	4,500/-	negotiable
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Other information	<ul style="list-style-type: none"> - lives with parents - knows internet - want. of computers - Norton
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typing speed : 80 words/min - computer
 should : Don't know, - may pursue M.Com

RESUME

M. UMA RANI

H.No.1-8-518/214

N.B.T. Nagar

Patigadda

Secunderabad.

Phone: 9440524754

Email: uma_r19@yahoo.com

CAREER OBJECTIVE:

- To obtain a position that will enable me to utilise my organizational skills and ability to work well with people in a career that is fast paced and rewarding.

WORK EXPERIENCE:

- Worked in **M/s. Reddy Communications**, Prakashnagar, Begumpet Hyderabad as a Front Office Executive cum Computer Operator from 2nd January 2000 to 14th February 2004.

Job Responsibilities:

- Receiving calls and making day reports
 - Maintaining VOIP Conference Customers a/c in Excel Format
 - Making calls to the customers for collection of payments
 - Computer Job-works
 - Typing Job-work on Manual & Electronic Typewriters
 - Preparing monthly account bills
 - Handling cash counter
-
- Presently working in **M/s. Mohan Computers Ltd.**, as a computer operator since March 2004.

Job Responsibilities:

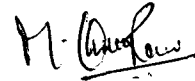
- Receiving calls and making day reports
- Making Quotations
- Preparing Invoices
- Handling petty cash

EDUCATIONAL QUALIFICATIONS:

- B.Com
- English Typewriting Higher Grade
- (PGDCA) Post Graduate Diploma in Computer Applications

PERSONAL PROFILE:

Date of birth : 6th June, 1981
Father's name : M. Yadagiri
Nationality : Indian
Languages known : English, Hindi & Telugu
Hobbies : Reading books and Internet surfing



M. Uma Rani

To
The Provident Officer
Office of the Regional Provident Commissioner
Barkatpura
A.P.

Dear Sir,

Sub: Submission of Monthly Returns for the month of June 2004 – Reg.

Ref: Our P.F. A/c. No. AP/23261.

With referent to the above, we are herewith submitting the Monthly Returns of June 2004 of 12A, 5 & 10 and combined challans. Please acknowledge the receipt of the same.

Thanking you,

Yours faithfully,
for **MODI PROPERTIES & INVESTMENTS PVT.LTD.,**


GENERAL MANAGER.

- Good at English with fluency.
- Good at Typing
- Expects $\frac{1}{2}$ 4000/- pay Salary.

M. Uma Rani
H.No.1-8-518/214
NBT Nagar
Patigadda
Secunderabad - 03.

Reported on
19/7/04

ORDER OF APPOINTMENT

Dear Madam,

With reference to your interview on 16/07/04 you had with me for your employment as Computer Operator in our industry at Secunderabad, we are glad to offer you this appointment for the above post on 3 months probation on the following terms and conditions:

You will be paid a consolidated monthly salary of k.s. 3,750/- during the probationary period of 3 months from the date of reporting to duty. After completing the probation period satisfactorily your services will be confirmed. During the probationary period management has every right or reserves to terminate your services without assigning reasons thereof.

You will be entitled to all benefits as per company rules and norms as applicable.

You are expected to carry out your responsibilities to the best of your abilities and always try to improve in future to utmost satisfaction of the management.

This appointment is terminable by one month notice or equivalent salary in lieu of notice from either side.

During the course of employment, you shall not engage in any business or employment and you shall devote whole time to the company with faithful and diligent performance of your duties.

You shall not indulge any confidential information or documents to person while in service or thereafter.

You are also required to work in places where the management undertakes its activities.

You shall undertake any type of responsibilities entrusted by the management from time to time depending upon the exigencies of work.

You should report for duty on or before 19/07/04.

Kindly confirm the token of acceptance of this appointment by signing the duplicate copy.

for MODI PROPERTIES & INVESTMENTS PVT.LTD.


SOHAM MODI,
Managing Director.



SI.No. **UU3472****Dr. B.R. AMBEDKAR OPEN UNIVERSITY**

HYDERABAD, A. P. (INDIA)

PROVISIONAL CERTIFICATE-CUM-CONSOLIDATED MARKS MEMORANDUM

B. A. / B.Com. / B.Sc.

This is to certify that **M UMA RANI**Son/ Daughter of **M YADAGIRI**

was

declared to have passed the Bachelor of **COMMERCE** (3 Years degree programme) examination in**ENGLISH** medium after qualifying in the following subjects with Hall Ticket No. **0289923182**

I YEAR FOUNDATION COURSES	Subject	Max Marks	Pass Marks	Marks Secured	Year of Passing
	English	100	35	53	SEP00
	MIL FUN. ENG	100	35	42	SEP00
	Science & Technology	100	35	35	DEC02
	Social Sciences	100	35	35	DEC02
Total	400	140	165	DEC02	

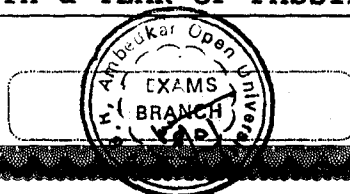
II YEAR OPTIONAL SUBJECTS	Code & Subject	Paper	THEORY MARKS				PRACTICAL MARKS			
			Max Marks	Pass Marks	Marks Secured	Year of Passing	Max Marks	Pass Marks	Marks Secured	Year of Passing
	08 GRA	I	100	35	35	MAR02	--	--	--	--
	08 GRA	II	100	35	42	MAR02	--	--	--	--
	09 GRB	I	100	35	35	MAR02	--	--	--	--
	09 GRB	II	100	35	39	MAR02	--	--	--	--
	10 GRC	I	100	35	42	DEC02	--	--	--	--
	10 GRC	II	100	35	35	JUN02	--	--	--	--
	Total		600	210	228	DEC02	--	--	--	--

III YEAR OPTIONAL SUBJECTS	08 GRA	III	100	35	48	MAY03	--	--	--	--
	08 GRA	IV	100	35	46	NOV03	--	--	--	--
	09 GRB	III	100	35	46	MAY03	--	--	--	--
	09 GRB	IV	100	35	39	NOV03	--	--	--	--
	10 GRC	III	100	35	42	NOV03	--	--	--	--
	10 GRC	IV	100	35	35	MAY03	--	--	--	--
	Total		600	210	256	NOV03	--	--	--	--

Grand Total
(Theory + Practical Marks)
(I, II & III year)

In Figures : **649**In Words : **SIX HUNDRED FORTY NINE**MONTH & YEAR OF PASSING : **NOV., 2003**Division **THIRD**Date : **08-Jan-04**

Hyderabad



Neeraj
CONTROLLER OF EXAMINATIONS

REDDY COMMUNICATIONS

28/3RT, Prakashnagar, Begumpet, Hyderabad – 500 016.

Ph: 55200664 / 55200665 / 55200666.

Date: 17.07.04

TO WHOM SOEVER IT MAY CONCERN

This is to certify that Ms. M. Uma Rani, D/o. M. Yadagiri, R/o. NBT Nagar, Patigadda, Secunderabad has been worked in our organization as a Stenographer from Jan. 2000 to Feb. 2004. During this tenure we found her work good and satisfactory. She resigned the job on her own accord.

We wish her all the best in her future endeavour.

For REDDY COMMUNICATIONS

A. S. Prakash Reddy

Proprietor



**MOHAN
COMPUTERS LTD.**

(A Pioneer in IT)

Showroom : 41, Ground Floor, Chandralok Complex,
Paradise Circle, Secunderabad - 500 003. INDIA.
Tel : 27846863 (EPABX : 10 lines) Fax : 040:27814172
E-mail : mohancomputers@eth.net , sales@mohancomputer.com
Website : mohancomputer.com

Date: 17.07.2004.

TO WHOM SO EVER IT MAY CONCERN

This is to certify that Ms. M. Uma Rani, R/o. NBT Nagar Patigadda, Secunderabad has worked in our organisation as Computer Operator from 9th March, 2004 to till date. She is resigning the job on her own accord. We wish all the best in her future endeavours.

for **MOHAN COMPUTERS LTD.,**

PRAVEEN M GUPTA,
Managing Director.