

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

Salary	Rs. 5,000/-
Conveyance	<input checked="" type="checkbox"/> Included in salary <input type="checkbox"/> Extra Rs. _____ per month
Mobile Allowance	<input checked="" type="checkbox"/> Nil <input type="checkbox"/> Rs. _____ per month.
PF & ESI	<input type="checkbox"/> No PF & ESI <input type="checkbox"/> Only after 3 months <input checked="" type="checkbox"/> Pay ESI & PF
Probation Period	<input type="checkbox"/> 3 months <input checked="" type="checkbox"/> Nil
Salary revision	<input type="checkbox"/> After 3 months <input checked="" type="checkbox"/> Next April
Employee company	MP/PL
Site	HO
Date of joining	24/10/05
Report to	HO
Documents required	<input checked="" type="checkbox"/> 2 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 _____ Husband's <input checked="" type="checkbox"/> Fathers employment details / Copy of ID card. <input checked="" type="checkbox"/> Reference letter from <u>P J Agro Tech.</u> <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	Can give leave for 1 or 2 weeks in NOV to settle account with old company.

Sign: Jhan Moh

Date: 18/10/05

For Acctg Post

7.10.05

2nd interview
Sat. m.m. 15.10.05

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	Accountant
Date of application	7/10/2005

Personal Details

Name	D. Vasanthi		
Age	28 years	Date of Birth	05-01-1977
Fathers Name	D. Pavan Kumar		
Address for Correspondence	Rohit Mansion 20-37, G-1, Gautham Nagar Hyderabad - 47 - Malkajgiri → own apt. husband's mother-in-law		
Phone no. for correspondence	27050261 - res. no.		
Permanent Address	as above. husband's cell no :- 9885774491		

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

Education

Degree	B.COM		
Name of college	OSTANIA open university for Correspondence		
Location	Tarnaka.		
Year	2000	Medium of Instruction	English ✓

Degree			
Name of college			
Location			
Year		Medium of Instruction	English

Name of Inter/ Jr. College	Kasthuba college		
Location	Marredpally		
Year	1998	Medium of Instruction	English ✓

Name of school	Railway girls High school		
Location	Chilkalguda X Road		
Year	1997	Medium of Instruction	English ✓

Resender has friends relative day after

OK
confidential

Press services in call

Other courses or training	
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Remarks: (For office use only – Do not write in this box)

Computer Skills

MS Office: Excellent Good Avg. Learnt but never worked on it Nil
 MS Word: Excellent Good Avg. Learnt but never worked on it Nil
 MS Excel: Excellent Good Avg. Learnt but never worked on it Nil
 Auto CAD: Excellent Good Avg. Learnt but never worked on it Nil
 Other:

Two Wheeler

Make: *own bought new* *Honda Activa*
 Year: 2000

Family Details	Name	Age	Occupation	Company
Father	D. Parvath Kumar	53	Manager	Dheender Engineering Co. - <i>passalawaya</i>
Mother	D. Lakshmi	49	Self Business	Ladies Tailor Shop in General Bazar
Wife / Husband	D. Narendra Kumar	32	Conductor	APSRTC - K.G. Dept. - <i>Kushal Jula</i>
Brother / Sister	D. Anil Kumar	32	Comp. Engineer	Adv. Tech. India Ltd.
Brother / Sister	D. Kiran	22	Sales Exec.	TVS, Shroobon MG
Brother / Sister	D. Gayatri	18	<i>with</i>	
Brother / Sister	<i>Sister</i> <i>Shweta</i>	33	<i>Blouse</i> <i>weaver</i>	<i>Sindhu Colony</i>

Salary Details

Last Drawn Salary	6,500/-		
Above salary Included	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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Expected Salary	6,500/-		

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

- main area - Acctg.
- can do Admin on side
- English & Telugu fluent
- can start from Oct 15 '05
- can get good exp certificate

- future - Acctg. only
 Child - 1 daughter - key high school - 3rd class

Experience & Employment Details

Years of experience in relevant field | Accounts Executive sending

Name of Company	P. J. Agrotech (P) Ltd. - Branch Office		
Duration of employment	3 yrs months	From date: 1-3-2002	To date: Till date
Location	Aherpet. Sales correspondence + PO's		
Designation	Accounts Executive cum Admin (Junior) Tally		
Last drawn salary	6,500/-		
Brief Description of work	Sales & purchases check preparations etc. Preparation of Invoicing BRS, Cash & Bank Payroll follow up - sends debts + creditors Income & out going - Funds		
Reason for leaving	office is shifting to vijaywada.		

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

- SVS Classic Residency - main office Vijaywada.
- dls of fertilizers + seeds.
- main job: Accts Exec. 1 Acct mgt +
- 32 members - Accts no - 4 → 1 Sr + 1 Jr
- Office & moving to V'wada. somes.
- started at 5,000/- → 6,500/-

Name of Company			
Duration of employment	From date:	To date:	
Location			
Designation			
Last drawn salary			
Brief Description of work			
Reason for leaving			

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

Name of Company			
Duration of employment	From date:	To date:	
Location			
Designation			
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Reason for leaving			

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

Name of Company			
Duration of employment	From date:	To date:	
Location			
Designation			
Last drawn salary			
Brief Description of work			
Reason for leaving			

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

In Accountant post

Oct 7/05

(K. Rao -
friend's ~~set~~
relative
daughter)

RESUME

D. VASANTHI
Phone :27050261

C/O R.P.Kala
Rohit Mansion,
20-37, G-1, Gautham Nagar,
HYDERABAD - 500 047

- **OBJECTIVES** : Providing efficient service to the effective satisfaction to the superiors as well to the customers
- **PROFILE** : Highly activated strong work ethics with excellent communication skills and highly ability to work as individual and as team member.
- **SUMMARY** : Working with P. J. Agro Tech Ltd. Ameerpet, Hyderabad from 01.03.2000 till date.
- **DESIGNATION** : Junior Executive Accounts cum Admin.
- **JOB PROFILE** :
ACCOUNTS :
 - Preparation of bank reconciliation statement
 - Preparation of sales tax returns
 - Preparation of creditors and debtors statements
 - Maintenance of cash book and bank book
 - Inventory control finalization of accounts (trial balance)
 - Preparation of staff salaries statements

Contd...2...

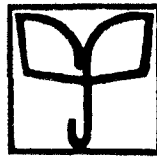
- **ADMIN:** : Preparation of enquiries, quotations, orders and all the correspondence related to the concerned department through mail.
✓ Customer Support
- **EDUCATIONL QUALIFICATION** : B.Com
- **TECHNICAL QUALIFICATION** : Type Writing Higher Grade
- **COMPUTER SKILLS** : ✓ MS Word
✓ MS Excel
- **ACCOUNTANCY PACKAGES** : ✓ Tally
✓ Wings
✓ Focus
- **PERSONAL PROFILE** :
- **Name** : ✓ **D. VASANTHI**
- **Husband's Name** : ✓ D. Narender Kumar
- **Date of birth** : 5th January 1977
- **Languages known** : ✓ English, Telugu and Hindi

Place : Secunderabad

Date : 25.08.2005

(D. VASANTHI)

D. Vasanthi
10.05



PJ AGRO TECH LTD

Regd. Office : Flat No. 501A, SV's Classic Residency
D.No. 6-3-853/2, Ameerpet, Hyderabad - 500 016
©: 3314083, 3313640, 3305809, 3305813; Fax: 3314094

TO WHOMSOEVER IT SO CONCERN

This is to certify that Mrs.D.Vasanthi was working in our organization M/S. P.J.Agro Tech Ltd, Ameerpet, Hyderabad from 01/01/2000 to 20/10/2005 as Accounts Executive whose conduct was good and satisfactory.

Date: 22/10/2005

Place: Hyderabad

For P.J.Agro Tech.Ltd

Authorized signatory

Branch Offices

GUNTUR : 12-19-13, Yadavallivari Street, Kothapet, Guntur - 522 001, A.P. Ph: 356696	BIDAR : 9-7-94, Gandhi Gunj, Bidar, Karnataka. Ph: 27254
VIJAYAWADA : D.No. 39-10-1, 2nd Floor, Veterinary Hospital Road, Labbipet, Vijayawada - 520 006, Ph: 470 972/471858	INDORE : 27/2, Usha Ganj (Chawni), Indore. Ph: 467045
VISAKHAPATNAM : 48-9-18/65, 11rd Floor, Ratnaveni Commercial Complex, Dwarakanagar, Visakhapatnam - 20. A.P. Ph: 548910, 548911	NELLORE : 16/1611-1, Ramamurthy Nagar, By Pass Road, Nellore. Ph: 321866