

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

Salary	3,750/-
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 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 type="checkbox"/> Next April <input checked="" type="checkbox"/> after 6 months.
Employee company	Mehta & Modi Homes.
Site	SOB phase I.
Date of joining	23/1/06.
Report to	Mr. Ranjit - Site Engg.
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 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"/> Reference letter from <u>BHEL</u> <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	Unable to provide reference letter from Zen Securities. Designation: <u>Admin Assistant</u> . - <u>ADMIN Dept.</u>

Sign: Shekhar Moh.

Date: 19/1/06

18-1-06
✓ 12:30

Admin Assistant
S. B. Sharma

Bio-Data

Note: Attach copy of Resume / Bio-data

#5

Application for post of	Administrative Assistant
Date of application	18/01/06

Personal Details

Name	CH. HARIKA		
Age	21 yrs	Date of Birth	05-10-1984
Fathers Name	Pitchai Chunduru		
Address for Correspondence	# B-10/1, DAE colony - rental apt. ECIL (PO) HYD - 52 (by wife)		
Phone no. for correspondence	cell: 9866479146		
Permanent Address			

Old Computer knowledge
but - OK

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

Good Comm. skills
Typing skills
knowledge

Education

Degree	B. Com	- 55%	
Name of college	O.U. -	correspondence	
Location	Hyderabad		
Year	8 yrs. 2003 - 05	Medium of Instruction	English

Copy

Degree Diploma	DCCP	- Diploma in Commercial Computer Practice	
Name of college	C.P.W.S		
Location	Swyapet		
Year	3 yrs. 2000 - 03	Medium of Instruction	English

19/1/05

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

Can back call

Name of school	Atomic Energy Central School		
Location	ECIL		
Year	2000	Medium of Instruction	English

Other courses or training	Have been trained in BHEL for an year after completing Diploma
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Computer Skills

MS Office: <input checked="" type="checkbox"/> Excellent <input checked="" type="checkbox"/> Good <input type="checkbox"/> Avg. <input type="checkbox"/> Learnt but never worked on it <input type="checkbox"/> Nil
MS Word: <input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Avg. <input type="checkbox"/> Learnt but never worked on it <input type="checkbox"/> Nil
MS Excel: <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input checked="" type="checkbox"/> Avg. <input type="checkbox"/> Learnt but never worked on it <input type="checkbox"/> Nil
Auto CAD: <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Avg. <input checked="" type="checkbox"/> Learnt but never worked on it <input type="checkbox"/> Nil
Other: DOS, UNIX, Oracle, RDBMS MS Access

Two Wheeler

Make	By Bus	Year	-
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Family Details	Name	Age	Occupation	Company
Father	C. Pitchaiiah	53 yrs	NFC Employee	NFC - Store clerk
Mother	Souala Devi	45 yrs	Housewife	
Wife / Husband				Aster
Brother / Sister	Bhonu ch	22 yrs	employee	Aster Technologies
Brother / Sister	Chander			CO&M Engg
Brother / Sister				Calcutta
Brother / Sister				

Salary Details

Last Drawn Salary	Rs 3,500/-		
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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Expected Salary	4,500		

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went to

<p>→ Tenali - AT</p> <p>after March '05</p>

Experience & Employment Details

Years of experience in relevant field		
Name of Company	BHEL (R&D) - mfr. turbines	
Duration of employment	one yr	From date: Aug 2003 To date: Aug 2004
Location	Baldanagar	
Designation	Trainee	
Last drawn salary	Rs. 1400/- = stipend.	
Brief Description of work	As a P.A. & used to look after all the correspondence & also as a <u>computer operator</u>	
Reason for leaving	- Temporary.	

exp ✓
letter ✓

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

comprndance
- PA to GM - short hand dictation
- letters for tenders - MS Word
- Auto Cad - 2D
- Diag. in MS word - electrical diag.

Name of Company	Zen Securities		
Duration of employment	8 months	From date: Aug 2004	To date: Mar 2005
Location	Tismulgherry		
Designation	Trader		
Last drawn salary	3,500/- net		
Brief Description of work	- Has done trading		
Reason for leaving	→ for Blom exams, better opportunity		

can't get as boss didn't like her leaving job

exp? ✓
letter ✓

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Co into stocks - online trading
- Buy & sell stocks online on behalf of clients.

BSE - Bombay stock exch.
- NSE

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			
Last drawn salary			
Brief Description of work			
Reason for leaving			

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

CURRICULUM VITAE

HARIKA CHUNDURU

Cell : 9866479146,

Email : itsme_hari55@yahoo.co.in

OBJECTIVE:

To explore into the avenues of technologies and hone my skills in an organization, which would effectively utilize and satisfy my passion for growth.

ACADEMIC QUALIFICATIONS:

- SSC (CBSE) with an aggregate of 50%
- DCCP (Diploma in Commercial and Computer Practice) with an aggregate of 73%
- B.Com with an aggregate of 55%

TECHINICAL QUALIFICATIONS:

- English Shorthand Lower Grade (80 WPM)
- English Typewriting Higher Grade
- Telugu Typewriting Lower Grade

SOFTWARE KNOWLEDGE

Operating Systems	:	MS-Dos, Unix
Languages	:	" C "
Packages	:	RDBMS, Oracle, MS-Office
Others	:	Accounting Package (Tally), <i>AutoCAD</i> Autocad - 2D

PROJECT:

- Project on AUTOMATION OF CIVIL SUPPLIES (MS ACCESS)

EXPERIENCE:

- 1 Year Training in BHEL(R&D)
 - Worked with Zen Securities for a period of 8 months and done trading over there
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PERSONAL DETAILS:

Name : Chunduru Harika
Father's Name : Chunduru Pitchaiah
Date of Birth : 05th October 1984
Languages Known : English, Hindi & Telugu.
Nationality : Indian.
Permanent Address : H.No: B-10/1,
D.A.E. Colony, ECIL (POST)
HYDERABAD (A.P), 500062. INDIA

I declare that the information given above is true to the best of my knowledge. In view of the above, I request you to be kind enough to give me an opportunity to serve your esteem organization in the capacity mentioned above, for which act of kindness I shall be very grateful to you.

DATE: 18/01/05

PLACE: Hyderabad


(HARIKA CHUNDURU)


18-1-05