

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

Salary	6,000/-
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 checked="" type="checkbox"/> 3 months <input type="checkbox"/> Nil
Salary revision	<input checked="" type="checkbox"/> After 3 months <input type="checkbox"/> Next April
Employee company	MPIPL
Designation	Accountant.
Site	H.O.
Date of joining	1/4/06 (3/09/06)
Report to	Kaula Rao.
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 <input type="checkbox"/> Fathers employment details / Copy of ID card. <input checked="" type="checkbox"/> Reference letter from <u>Tirupal Reddy</u> <input checked="" type="checkbox"/> Reference letter from <u>Siva Sanketi Bios</u> <input checked="" type="checkbox"/> Reference letter from <u>Rambabu & Co.</u> <input type="checkbox"/> Other <u>₹</u> <input type="checkbox"/> Other _____
Remarks	<p>Somashekar was junior of Subbar Reddy in degree college.</p> <p>Employed as Assistant of one of the Sr. Accountants for Audit work.</p>

Sign: _____

Date: _____

23/3/0.

Ref: K. Soma Sekhar
 known from 1996
 College. 10424.

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	Accountant
Date of application	20.03.2006

Personal Details

Name	R. SUBBA HARSNATH REDDY		
Age	32 yrs	Date of Birth	10-08-1974
Fathers Name	R. SUBBA REDDY		
Address for Correspondence	LIG-540 BHARAT NAGAR COLONY - rented house. HYDERABAD - 17		
Phone no. for correspondence	9440936810		
Permanent Address	LINGALA (P.O) KOILKUNTA (M) KURNOOL (D.T) - Village house.		

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Education

Degree	M. Com	reg. class	60%
Name of college	S.V.U. P.G. Centre		
Location	Kavali, Nellore (D.T)		
Year	1996-98	Medium of Instruction	English
Degree	B. Com	reg. class	50%
Name of college	P.S. Ekus College		
Location	NANDYAL, KURNOOL (D.T)		
Year	1993-96	Medium of Instruction	Telugu
Name of Inter/ Jr. College	Govt Jr. college,		
Location	KOILKUNTA, KURNOOL (D.T)		
Year	1990-92	Medium of Instruction	Telugu
Name of school	D.P.H. School		
Location	Revansav, KURNOOL (D.T)		
Year	1987-90	Medium of Instruction	Telugu

Other courses or training	MS-office, Tally 7.2
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Remarks: (For office use only - Do not write in this box)

- ASP Computers - Bhenuatnagar, Hysar
- 6 months

Computer Skills

MS Office:	<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 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 checked="" 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 type="checkbox"/> Learnt but never worked on it	<input checked="" type="checkbox"/> Nil
Other:					

Two Wheeler

Make	No	Year	
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Family Details	Name	Age	Occupation	Land in villages	Company
Father	RSUBBARAO	64	G. Survey/Agri	Govt Surveyor	Farmer
Mother	Rama Subbamma	57	Housewife		
Wife / Husband	Purnetta Devi	24	Housewife		
Brother / Sister	Raghunatha Reddy	38	Sub Station	electrical	Nandiyal, Kurnool.
Brother / Sister	Arbhavathi	29	Housewife		
Brother / Sister					
Brother / Sister					

Salary Details

Last Drawn Salary	5,500/-		
Above salary Included	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	6,500/-		

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Experience & Employment Details

Years of experience in relevant field	6 years
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Name of Company	M. Tirupal Reddy & Associates
Duration of employment	From date: 1999 To date: 2007
Location	S.R. Nagar, Hyderabad
Designation	Accountant, Verification of Receipts
Last drawn salary	4000
Brief Description of work	Maintenance of Cashbook, Outward, Inward Registers, BRS, Bankbook, Purchase voucher Debit note, Credit note
Reason for leaving	Personal - (went to village)

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verification for

- CA firm - 3 ppl - All accnts. incl. him.
 - small workshops - (fabrication)

1 yr 9 months March

Name of Company	Sivashakti Bio Planters Ltd
Duration of employment	From date: 2002 To date: Oct 2003
Location	Bogumtla
Designation	Accountant
Last drawn salary	4,500
Brief Description of work	Maintenance of Cashbook, Inward, outward Registers, BRS, Bankbook, Purchase book, Debit notes, Credit notes, Sales vouchers
Reason for leaving	Personal

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- Seeds - supply to agriculture industry
 - 6 months at Mahabubnagar

Name of Company	M/S Rambhadr & Co. Chartered Accountants		
Duration of employment	From date:	2004	To date: 2006
Location	Somajiguda		
Designation	Accountant Accountant Verification Assistant		
Last drawn salary	5,500		
Brief Description of work	Verification of books, Vouchering Final inspection of Accounts. Submission of bills to Audit		
Reason for leaving	per Panel		

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

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NO Knowledge of Ex Accounting