

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

Name	A. Venu Gopal.
Salary	4,500/-
Conveyance	<input checked="" type="checkbox"/> Included in salary <input type="checkbox"/> Extra Rs. _____ per month
Mobile Allowance	<input type="checkbox"/> Nil <input checked="" type="checkbox"/> Rs. 250/- 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 checked="" type="checkbox"/> Next April
Employee company	<del>MPEDE</del> B Mayflower Heights.
Designation	Accounts Assistant.
Site	H.O.
Date of joining	8/9/06.
Report to	H.O. Ramna Murthy / Mubasher.
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 type="checkbox"/> Copy of passport <input checked="" type="checkbox"/> Fathers employment details / Copy of ID card. <input checked="" type="checkbox"/> Reference letter from <u>KALAM FAMILY</u> <input checked="" type="checkbox"/> Reference letter from <u>KASHI CONST.</u> } within 7 day. <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	To take over Mubashers Job.. Right Now anish Mubasher & Ramna Murthy.

Sign: [Signature]  
 Date: 7/9/06.

NOPE

Sir,

The enclosed BTD-Dates  
belong Mr Venugopal Brotharaw-law of  
Mr. Pandu, ~~the~~ land lord of Sy No. 33.

He seems to be good candidate  
for Hon'ble loan or matters.



Ref:- Mr. P. Anand, Land Lot Eym-133  
Cherlapally

**Bio-Data**

( Brother's employ)

Note: Attach copy of Resume / Bio-data

cc:  
Jm

Application for post of	
Date of application	26 <sup>th</sup> August 2006

**Personal Details**

Name	R. Venugopal		
Age	25	Date of Birth	10 <sup>th</sup> Sep 1980
Fathers Name	R. Krishna		
Address for Correspondence	H-NO-1-9-80, Kusbaiguda ECIL POST - HYD - 62		own house.
Phone no. for correspondence	27135550, 9949234511		
Permanent Address	Same		

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

→ Communication skills - ok.  
→ He has experience in Accounts  
→ He can handle Home Loan, & Marketing

**Education**

Degree	B.Com		
Name of college	RRD Degree College		
Location	Vidya Nagar, Hyd		
Year	2002-03	Medium of Instruction	English

53%

Degree			
Name of college			
Location			
Year		Medium of Instruction	

Name of Inter/ Jr. College	ATOMIC ENERGY JUNIOR COLLEGE		
Location	ECIL 'X' ROAD, HYD		
Year	1999	Medium of Instruction	English

68%

Name of school	ATOMIC ENERGY JUNIOR COLLEGE		
Location	ECIL 'X' ROAD, HYD		
Year	1996	Medium of Instruction	English

10<sup>th</sup> class

45%

☆

Other courses or training	
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<p>1. He has Experience in data Entry, Not more in Accounts          2. He can handle banker to day to day transactions.          3. Not familiar with Ex and familiar with Tally 7.2          4. Independently he can not handle, if some one supervise then he can.</p>
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**Computer Skills**

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

**Two Wheeler**

Make	HERO HONDA	Passion +	Year	2006
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Family Details	Name	Age	Occupation	Company
Father	R. Krishna	52	Employee	ECIL
Mother	R. Leetha	48	Home Maker	-
Wife / Husband				
Brother / Sister	UMA RANI	29	Teacher	Gopi Memorial High School
Brother / Sister	Vasundhara	27	Lecturer	Vasundhara Degree College
Brother / Sister				
Brother / Sister				

*Comment*

**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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Mobile Allowance: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Expected Salary	Above is 5000/-		

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


**Experience & Employment Details**

Years of experience in relevant field | 3 years.

*Railway contracts*

Name of Company	<u>KAILASH ENGG/ENGINEERING ENTERPRISES</u>
Duration of employment	<u>one year</u> From date: <u>1-09-05</u> To date: <u>Till date</u>
Location	<u>Secunderabad - MAAREDPALLY</u>
Designation	<u>ACCOUNTS ASSISTANT, PURCHASE ASSISTANT</u>
Last drawn salary	<u>5500/- + Allowance 8</u>
Brief Description of work	<u>Daily Bank Transaction, Correspondence with Suppliers and Railway officials POSTING in Tally 7.2 version, Maintaining of Petty Cash, Railway Bills etc.</u>
Reason for leaving	<u>Company not doing well - for better project</u>

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

→ Company Profit is not good  
 → Still working with the above company.  
 → Ready to work at sites a nice

*Amrpet*

Name of Company	<u>KRISHI CONSTRUCTIONS</u>
Duration of employment	<u>2 years</u> From date: <u>May 2003</u> To date: <u>Aug 2005</u>
Location	<u>AMRERPET - HYD.</u>
Designation	<u>ACCOUNTS ASSISTANT, SITE INCHARGE</u>
Last drawn salary	<u>3,000/-</u>
Brief Description of work	<u>Bank Transaction, Labour Payment Suppliers payments, Site inspection Contract Bills of Govt. etc</u>
Reason for leaving	<u>FAR FROM RESIDENCE</u>

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


## CURRICULAM VIATE

**R.VENU GOPAL**

H-NO.1-9-80, KUSHAIGUDA

ECIL POST, HYD-500062

PHONE NO. 040-27135550  
MOBILE NO. 9949234511

BIL of Paudu  
Sy. NO 133

EMAIL ID: [venu\\_ragula@yahoo.co.in](mailto:venu_ragula@yahoo.co.in).

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## CAREER OBJECTIVE

- To work in a challenging work environment.
- To contribute the best of my ability for growth and development of a progressive company.
- To work in a friendly environmental atmosphere.

## EDUCATIONAL QUALIFICATION

- Pursuing M.COM from CENTER FOR DISTANCE EDUCATION of OSMANIA UNIVERSITY
- B.COM from RRD DEGREE COLLEGE of OSMANIA UNIVERSITY. Acquired second division (52 %) in the academic year 1999-2002.
- INTERMEDIATE from ATOMIC ENERGY JUNIOR COLLEGE. Acquired first division (65 %) in the academic year 1997-99.
- Tenth class (CBSE) from ATOMIC ENERGY CENTRAL SCHOOL. Acquired second division.

## COMPUTER SKILLS

MS-OFFICE, TALLY, BUSY, EX-GEN, FOCUS, WINGS.

## **EXPERIENCE**

- Presently working in KAILASH ENGGENIRING ENTERPRISE as assistant accountant and purchase assistant
- Having two years experience in KRISHI CONSTRUCTIONS, HYDEABAD as an accountant and site incharge.
- Having six months experience in KAPIL CHIT FUNDS as a collection executive.

## **PERSONAL PROFILE**

NAME : R.VENU GOPAL

FATHER NAME : R.Krishna

DATE OF BITRH : 10-09-1980

MARITAL STATUS : Unmarried

RELIGION : Hindu

NATIONALITY : Indian

LANGUAGE KNOWN : ENGLISH,HINDI, TELUGU.

Date:

Place:

(R.VENU GOPAL)