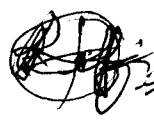


**Details of Appointment: :** (For office use only – Do not write on this page)

Name	PRADEEP KUMAR.
Salary	4,000/-
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 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	MPIPL
Designation	Liaison Assistant.
Site	H.O.
Date of joining	15/9/08.
Report to	H.O. – Assistant to Prabhakar Reddy.
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>Satyam Computer.</u> <input checked="" type="checkbox"/> Reference letter from <u>Vision infotech.</u> <input checked="" type="checkbox"/> Reference letter from <u>Cadry.</u> <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	<del>later work</del> Duties: Assist Prabhakar Reddy in registration works, primarily sale deed and sale agreements. <del>Assist</del> .

Sign: John Arul.

Date: 27/9/08.



Mr. Srinivasayalavar

Mr. Srinivasayalavar  
Yadav

(Friend's Friend)

Bio-Data

Note: Attach copy of Resume / Bio-data (Mr. Sridhanand, brother-in-law)

Application for post of	
Date of application	14 Sept '06

Personal Details

Name	G. PRADEEP KUMAR		
Age	23 yrs	Date of Birth	20-07-1984
Fathers Name	G. DHANRAJ		
Address for Correspondence	H. NO. 1-10-263, SWARNA BHARTHI COLONY, NEW BOWENPALLY, SEC-BAD-11.		
Phone no. for correspondence	040-65440288 (R)		
Permanent Address	1-10-263, SWARNA BHARTHI COLONY, NEW BOWENPALLY, SEC-BAD-11.		

DOJ  
15/09/06

Dr. M. K. M.

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

→ Communication Skills - OK
→ Appearance - OK

1-1/2 sol. 45-1  
→ Open University

Education

Degree	Pursuing B.Com Final Year		
Name of college	Ambedkar Open University, HYD.		
Location	YMCA, SEC-BAD.		
Year	2004-	Medium of Instruction	ENGLISH

Degree			
Name of college			
Location			
Year		Medium of Instruction	

50%  
50%

Name of Inter/ Jr. College	VIVIKANANDA MATHA VIDYALAYA JR. College		
Location	KURATPALLY, HYD.		
Year	2001-2003	Medium of Instruction	ENGLISH

Name of school	MOUNT CARMEL HIGH SCHOOL		
Location	New Bowenpally, SEC-BAD-11		
Year	2000	Medium of Instruction	ENGLISH

Offered the 4000/- salary

Other courses or training: ~~RECORDED~~ TYPEWRITING HIGHER GRADE (PASSED)

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: BAJAJ DISCOVER Year: 2006

Family Details	Name	Age	Occupation	Company
Father	G. DHANRAT	49	EMPLOYEE	JDE (GULF OIL CORP. LTD)
Mother	G. BHAGYARATHA	43	HOUSE WIFE	-
Wife / Husband	-	-	-	-
Brother / Sister	G. DIVYA	16	STUDENT	-
Brother / Sister	G. DEEPIKA	18	STUDENT	-
Brother / Sister	-	-	-	-
Brother / Sister	-	-	-	-

**Salary Details**

Last Drawn Salary	3,800/-		
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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Mobile Allowance: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Expected Salary	4,500/-		

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


**Experience & Employment Details**

Years of experience in relevant field 04 Yes.

Name of Company	SATYAM COMPUTERS SERVICES LTD.		
Duration of employment	24-12	From date: MARCH 2003	To date: Sept-2005
Location	KHARKANA, HARSHA TOWNS, SEC-BAD		
Designation	CONFERENCE INCHARGE		
Last drawn salary	2,500/-		
Brief Description of work	Taking care of foreign delegates and to make arrangements for them like food & beverages, study materials and Transport facilities.		
Reason for leaving	Job was under contract basis, so that contract has been changed.		

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

→ It was under contract basis

Name of Company	VISION Infotech Ltd		
Duration of employment	<del>2 months</del>	From date: Oct-2005	To date: Jan-2006
Location	MITAL Chambers, M.G. Road, Sec-bad.		
Designation	Collection Executive		
Last drawn salary	3000/-		
Brief Description of work	The work is that we should go to customer house / office to collect AIRTEL phone bills.		
Reason for leaving	Reason for leaving is I should learn all over city with in 8 hrs.		

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

Name of Company	CADSYS INDIA LTD.		
Duration of employment	07 months	From date: Feb 2006	To date: Aug 2006
Location	HIMAYATH NAGAR, HYD.		
Designation	DATA ANALYST.		
Last drawn salary	3800/-		
Brief Description of work	we use to make the records of death persons & find place of that person.		
Reason for leaving	It's under piece rate bases.		

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

long hour — 8 am to 9 pm.

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

### **G.PRADEEP KUMAR**

H.No:1-10-263,

Swarna Bharathi Colony,

New Bowenpally

Secunderabad-11

Res: 65440288

Email : pradeep\_guddla@yahoo.co.in

### **Objective:**

To obtain a challenge position in an organization and to live up to it by consistent performance.

To contribute my knowledge, managerial abilities and valuable experiences in improving the profitability and furthering the growth of the organization. To acquaint with an organization having potential growth and adapt myself with the latest technological changes and improvements in the competitive market.

### **Strength:**

My communication skills, desire to Excel, Enthusiastic and self-motivated. Zeal to learn, independent problem-solving attitude and high sense of team spirit.

### **Current job profile:**

#### **March 2004-Feb 2005:**

Worked in Satyam Computers LTD as conference Incharge

#### **March- 2005- June 2006**

Worked in Administrative Staff college of India as a front office Executive

#### **July 2006 – Sep 2006**

Worked in cadsys system India LTD as a Data analyst.

**Academic**

Pursuing B.Com (Commerce) final year from Ambedkar Open University, Hyderabad

**Technical**

- MS-Office
- Typewriting higher grade

**Other Activities:**

**Sports:** Cricket, Volleyball and Basket Ball .

**Personal Details:**

Father's Name : G. Dhanraj  
Address for communication : H.No:1-10-263  
Swarna bharthi colony,  
New Bowenpally,  
Secunderabad-11  
Date of Birth : 20<sup>th</sup> July 1984  
Marital status : Un Married  
Nationality : Indian

Date:

Place: Hyderabad

**G. Pradeep Kumar.**