

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

Name	N. SHESHADRI.
Salary	4,500/-
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	Mehta & Modi Homeel.
Designation	Asst. Accountant.
Site	H.O.
Date of joining	13/10/06
Report to	Ho. Samba Shiva 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 type="checkbox"/> Copy of passport <input checked="" type="checkbox"/> Fathers employment details / Copy of ID card. <input checked="" type="checkbox"/> Reference letter from <u>Dealwell Automobiles.</u> <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	To Assist Samba shiva Rao & Vijay Kumar for Mehta & Modi Homeel.

Sign: [Signature]

Date: 5/16/06

Ref: = Mr. M. Mubashir ✓
 Ref: = Mr. M. Mubashir ✓

Bio-Data

Note: Attach copy of Resume / Bio-data friend 2. Mubashir ✓

Application for post of	Accountant. (JR Accountant)
Date of application	05/10/06.

Personal Details

Name	N. SHESHADRI		
Age	25	Date of Birth	04-01-1983.
Fathers Name	N. B. CHARY		
Address for Correspondence	H No 12-11-629/188/4. L.N.Nagar, warrasiguda sec-bad.		own house.
Phone no. for correspondence	9848808583, 9247511033.		star mobile
Permanent Address	H No 12-11-629/188/4. L.N.Nagar warrasiguda sec-bad.		

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

Education

Degree	B.COM		
Name of college	S.P. college padmarangapur / 57		
Location	Padma Rao Nagar.		
Year	2003-2004	Medium of Instruction	English

Degree	→ Pursuing M-Com. Correspondence (D.U)		
Name of college			
Location			
Year		Medium of Instruction	English

Name of Inter/ Jr. College	V.M.S Junior college.		
Location	Pillak Nagar Road. Madakurtha. / 607		
Year	2000-2001	Medium of Instruction	English

Name of school	Ammanavathi Grammar High School.		
Location	Warrasiguda sec-bad. / 607		
Year	1998-1999	Medium of Instruction	English

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 5/10/06

Other courses or training: Tally Accounting packages & Auto soft

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: Hero - Pindel Year: _____

Family Details	Name	Age	Occupation	Company
Father	N. B. Chaury	57	Retd. HM	Govt Head Master.
Mother	N. Jagadamba	50	Home Maker.	
Wife / Husband				
Brother / Sister	Maheshwari	32	Married	
Brother / Sister	Shambhavi	22	Married	
Brother / Sister				
Brother / Sister				

Salary Details

Last Drawn Salary	5000/-		
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 type="checkbox"/> No	Mobile Allowance: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Expected Salary	5700/- (Negotiable)		

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App

One week

Experience & Employment Details

Years of experience in relevant field	1 year Experience in		
Hero Honda Deolwal Automobiles as Asst Accountant.			
Name of Company	Deolwal Automobiles		
Duration of employment	From date:	Dec 2005	To date: till date
Location	Opp: Telegu University, chapel Road ✓ Wampally		
Designation	Asst. Accountant		
Last drawn salary	5000/-		
Brief Description of work	Maintaining petty cash book. Maintaining cash transactions mainly & in accounting process.		
Reason for leaving	Its a small servicing company center.		

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→ Due to office timings, (9. AM to 8. PM)
He want to leave the existing job.

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

N.SHESHADRI

**H.No. 12-11-629/188/4, L.Narayan Nagar,
Warasiguda, Secunderabad.**

Ph.No. (M) 9848808583.

E-Mail-sheshadri8962@yahoo.co.in

(M) 9247511033.

OBJECTIVE:-

To pursue a 'Senior Position' in the Accounts Department of an Esteemed organization where my Experience and skills should be utilized for the growth of Organisation and growth of myself.

SUMMARY OF QUALIFICATIONS:

- A self-motivated and organized professional skilled in orchestrating tasks and details to achieve overall Goals.
- A dedicated team player committed to providing high quality support and excellent problem solving skills to all organizational levels.
- Possess strong analytical and problem resolution skills.
- Flexible work style, adapting to changing work and client needs.
- Strong planning and organization skills.
- Detail orientated and resourceful in completing projects, ability to multitask effectively.
- Strong interpersonal skills, proven ability to work well with individuals at all levels.

• **QUALIFICATION**

- B.Com (M.Com) from Osmania University

OTHER COURSES

- MS Office, Net Browsing, Autosort, DTP, Pagemaker, Coral Draw etc.

Work Experiences

- Worked in Deal Well Motors as Accounts Assistant since December'2005

Work Profile:

Handled Petty Cash Book, Bank Entry & Cash Entry in Tally Accounts Package.

PERSONAL DETAILS

Name: N. Sheshadri

Fathers Name: N.B Chary

Permanent Address: H. No. 12-11-629/188/4,
L.N Nagar, Warisguda, Secunderabad

Languages Known: English Hindi Telugu

Place: *secbad*
Date: *05/06/06.*

N. Sheshadri
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