

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

Name	K V L N RAO.
Salary	3,500/-
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	PARAMOUNT BUILDERS.
Designation	DATA ENTRY OPERATOR
Site	NAVARAM - PMR.
Date of joining	13/11/06
Report to	SUBRA KEDDY 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 type="checkbox"/> Fathers employment details / Copy of ID card. <input checked="" type="checkbox"/> Reference letter from TATA INBOUND — with 1 week. <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	Son of K. Pochiah — owner of 130/132 Cherlapally land.

Sign: John Mel

Date: 13/11/06.

Ref: - Mr. Pochai, Land Land 1304132
Cherlapally (Sons)

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	Date Entry operator
Date of application	11/11/06

Personal Details

Name	K. V. L. N. RAO		
Age	26 years	Date of Birth	08-09-1980
Fathers Name	K. Pochai		
Address for Correspondence	H.No: 2-2-3 Cherlapally W / Ghatkesar (M) Range Reddy dist pin + 501301.		
Phone no. for correspondence	cell 9866085668	Res: 040-27260819	
Permanent Address	- do -		

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→ Communication skills - NORMAL →

Education

Degree	B.Com. Correspondence		
Name of college	PRDC		
Location	Tammak.		
Year	2005	Medium of Instruction	English

Degree			
Name of college			
Location			
Year		Medium of Instruction	

Name of Inter/ Jr. College	Central Institute of Commerce (D.C.C.P)		
Location	Tammak.		
Year	2004	Medium of Instruction	English

Name of school	H.C.L. DAY public school		
Location	H.C.L		
Year	2000	Medium of Instruction	English

42006

Other courses or training	D.C.A Diplome in Computa Applicatin ICIL X ROADS.
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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 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 type="checkbox"/> Avg.	<input checked="" 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	Panini +	Year	2005
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Family Details	Name	Age	Occupation	Company
Father	K. Pochaiab	58	Burnings	
Mother	K. Laxmi	50	House wife	
Wife / Husband				
Brother / Sister	K. Ramurth Babu	30	Journalist (vaandhe)	
Brother / Sister	K. Bharath Raj	23	Burnings	
Brother / Sister	K. Sailaja Reddy	21	LCB III rd Year in PRR Law College.	
Brother / Sister				

Salary Details

Last Drawn Salary	4,106 = ₹	
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	Negotiable.	

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Experience & Employment Details

Years of experience in relevant field	2 years.		
Name of Company	T.E.C.		
Duration of employment	2/03/03	From date: 07/07/05	To date:
Location	Cherlapally		
Designation	Dispatch clerk		
Last drawn salary	4000 ~ 0		
Brief Description of work	Maintaining of vouchers, receipts Issuing of Stationary Maintaining of inward and outward regular DAK file etc.		
Reason for leaving	Got in TATA Call center.		

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Name of Company	TATA INBOUND CALL CENTER.		
Duration of employment	27/2/06	From date: 30/8/06.	To date:
Location	Ammapet.		
Designation	CSR Customer service Representative		
Last drawn salary	4000 ~ 0		
Brief Description of work	(1) Receiving the Customer Calls Explaining about the Validity period RCV (Recharge voucher) Downloading of Ring tones etc.		
Reason for leaving	No pay and no bus facility at Night 12:30 PM		

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CURRICULUM VITAE

K.V.L.N.Rao
H.No.2-2-3.
Cherlapally (village)
Ghatkesar (Mandal)
R.R.Dist – 501301
E.mail : kvln_rao_5668@yahoo.co.in
Residence : 040-27260819
Cell : 9866085668

Objectives:

Seeking a challenging positions and works to the best of my potential to update my knowledge to work in a competitive atmosphere.

To Contribute to the Growth of the company and grow along with IT.

Education qualification

B.com

Technical Qualification

D.C.C.P (diploma in commercial and computer practice),
From central institute of commerce (Tarnaka).

D.C.A (Diploma in computer application),
From Pace computer education (E.C.I.L X roads).

Experience

2 years as Dispatch clerk.

6 Months as a CSR (Customer Service Representative) in TATA call centre

Technical skills

Os : win-95
Packages : Ms-office

Special category

N.C.C.B Certificate holder.

Job responsibilities

Maintaining of vouchers and invoice.
Postal Dispatch and issuing stationary.

PERSONNEL PROFILE :-

NAME : K.V.L.N. RAO
Father' name : K. POCHAI AH
Date of birth : 08/09/1980
Sex : Male
Nationality : Indian
Religion : Hindu
Marial status : single
L.Known : Telugu, Hindi and English
Strengths : adaptable to job challenges confident.
Self-learning and hard working.
Address : K.V.L.N.Rao
Plot.No.10-399.
E.C.NAGAR,
H.C.L (po)
R.R.Dist – 500051

Date:

Place:

(K.V.L.N. RAO)