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

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Page 5 of 5

Ref. M. Prolaich, Land Land 1304132 Chalapoly (SON)

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	Date Entry Operatar
Date of application	Date Entry Operatar 11/11/06
Personal Details	
Name	K. V. L. N. RAO
Age	26 year Date of Birth 08-09-1980
Fathers Name	V. Dintlenent
Address for	History 2-2-3 Charla Dally W/
Correspondence	H. No: 2-2-3 Cherlapally W/ Ghot Kesar (H) Ronge Reddy sist pin + 501301.
Phone no. for correspondence	Cell 9866085668 Res: 040-27260819
Permanent Address	- do -
Education	
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Family Details	Name	Age	Occupati	on		Compan	y
Father	K. Pochaiah		Burne			 ;-	
Mother	K. Laxmi	50	House w	ive			
Wife / Husband Brother / Sister	120 101	1	- Ta	1. h /			
Brother / Sister	K. Ramush Bal		Joanul				
Brother / Sister	K. Bharats &		Burne	Tive .	11.	» PRR	Caw Colle
Brother / Sister	K. Sailaja Ri	21	CCD		yean :	DIKK	Care Cours
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Experience & Employment Details

Years of experience in relev	rant field 2 years.
Name of Company	7. E. C.
Duration of employment	2/03/03 From date: 07/07/05 To date:
Location	
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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. POCHAIAH

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)