

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

Name	VINOD KUMAR
Salary	5,000/-
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. 3000/- 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	Modi Ventures.
Designation	Hoising team Co-ordinator.
Site	GMU
Date of joining	4/12/06
Report to	Martin @ at GMU.
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 Kotak / Team Tehseerim. <input checked="" type="checkbox"/> Reference letter from Kavya - Png (Try) <input checked="" type="checkbox"/> Reference letter from Professional Courier. <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	Friend of Jai Kumar.

Sign: Jai Kumar  
 Date: 2/12/06

Ref: G. JAI KUMAR.  
 (His brother is friend to  
 Jai Kumar)  
 for 15 years.

**Bio-Data**

Note: Attach copy of Resume / Bio-data

Application for post of	collection executive / site supervisor
Date of application	22-11-06

**Personal Details**

Name	N. VINOD KUMAR		
Age	29	Date of Birth	16-06-1977
Fathers Name	N. NARASIMHA		
Address for Correspondence	H. No: 12-11-641 WARASIGUDA SECUNDERABAD		own house
Phone no. for correspondence	9849164415		
Permanent Address	H. No: 12-11-641 WARASIGUDA SECUNDERABAD		

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

→ Communication Skills - OK
→ He has relevant experience

**Education**

Degree	B' COM		
Name of college	CENTRE FOR DISTANCE EDUCATION		
Location	ARTS COLLEGE		
Year	1999	Medium of Instruction	English

Degree			
Name of college			
Location			
Year		Medium of Instruction	

Name of Inter/ Jr. College	Govt Junior College		
Location	SECUNDERABAD		
Year	1995	Medium of Instruction	English

Name of school	SREEBALAZI HIGH School		
Location	WARASIGUDA		
Year	1992	Medium of Instruction	English

This Candidate is found quite suitable and is willing to work  
 Sufi  
 1/12/06.

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


**Computer Skills**

MS Office:	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Avg.	<input checked="" type="checkbox"/> Learnt but never worked on it	<input checked="" type="checkbox"/> Nil
MS Word:	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Avg.	<input checked="" type="checkbox"/> Learnt but never worked on it	<input checked="" 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 checked="" 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	CHETAK	Year	2003
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Family Details	Name	Age	Occupation	Company
Father	N. NARASIMHA	63	Retd DSR III	South Central Railway
Mother	N. LAKSHMI BAI	55	Housewife	
Wife / Husband	-			
Brother / Sister	N. ANIL KUMAR	25	worker	MIDHANI
Brother / Sister	N. RAKESH KUMAR	23	STUDY	
Brother / Sister	N. SANDHYA	14	STUDY	
Brother / Sister				

**Salary Details**

Last Drawn Salary	4,500		
Above salary Included	ESI: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	PF: <input checked="" 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	5,500 <i>negotiable</i>		

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


**Experience & Employment Details**

Years of experience in relevant field					
Name of Company	KOTAK MAHINDRA BANK - DSA				
Duration of employment		From date:	21-7-06	To date:	Till Date
Location	SINDHI colony, P.G. Road				
Designation	SALES EXECUTIVE				
Last drawn salary	4,500				
Brief Description of work	MAKING Personal Loans to business People DSA - Shravan Kumar / Team Televiewer / Target 10 lac				
Reason for leaving	FOR BETTER JOB				

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

→ He has relevant experience - Target given in 10 lac - Reached 7 lac. Product: Personal loan to business.					

Name of Company	KARUY Consultancy				
Duration of employment		From date:	2003	To date:	2005
Location	MADHAPUR				
Designation	DATA ENTRY OPERATOR				
Last drawn salary	3,000				
Brief Description of work	DATA ENTRY of files Shared data entry.				
Reason for leaving	BETTER JOB,				

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


Name of Company	Professional Computer				
Duration of employment		From date:	2002	To date:	2004
Location	PAZCHA Colony				
Designation	OPERATION Executive				
Last drawn salary	2,500				
Brief Description of work	SORTING DOCUMENTS and ADMINISTRATION WORK				
Reason for leaving	Better Job				

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


Name of Company	DEERIDA Chit Fund				
Duration of employment		From date:	2001	To date:	2002
Location	AMBERPET				
Designation	collection executive				
Last drawn salary	2,000				
Brief Description of work	collection of cash				
Reason for leaving	Better Job				

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


# Curriculum Vitae

**N. Vinod Kumar**

Cell: 98491 64415

Email: nathavinod@rediffmail.com

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## **Objective:**

To seek a challenging and growth oriented job where I can enhance my skills, develop my maximum efforts on the job assigned and take an active part in organization development

## **Education Qualification:**

- Bachelor of commerce from Osmania University
- Intermediate from Board of Intermediate Education Hyd.
- S.S.C from Board of Secondary Education

## **Technical Qualification:**

- MS-Office
- English Type Writing Lower

## **Work Experience:**

Presently working as a **Sales Executive** in Kotak Mahindra Bank. Hyderabad.

Worked as a **Operation Executive** in Professional Courier, Secunderabad for a period 2 years.

Worked as a **Collection Executive** in Deepika Chit Funds, Ameerpet, for a period of 1 year.

Worked as Data Entry Operator in Karvy, Madapur for a period of 1 year.

## **Personal Skills:**

Communication Skills  
Problem Solving.

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**Personal Profile:**

Name : N. Vinod kumar  
Father's Name : N. Narasimha  
Date of birth : 16.06.1977  
Marital Status : Single  
Languages known : Telugu, English and Hindi  
Nationality : Indian  
Religion : Hindu  
Permanent Address : #12-11-641,  
Warasiguda,  
Secunderabad - 17.

Place: SECONDERABAD

Date: 22-11-06

  
(Vinod Kumar N)