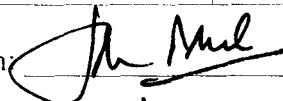


**Details of Appointment: 2** (For office use only – Do not write on this page)

Name	Santosh 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. 300/- 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	System Administrator.
Site	MPIPL
Date of joining	4/12/06
Report to	H.O.
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 _____ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	Nil. <u>experience.</u>

Sign: 

Date: 11/12/06

Ref: Mr. Bhasheer (Friend)

**Bio-Data**

Note: Attach copy of Resume / Bio-data

Application for post of	System Engineer (EDP)
Date of application	18/12/2006

**Personal Details**

Name	G. Santhosh Kumar		
Age	25	Date of Birth	
Fathers Name	G. Upender		
Address for Correspondence	12-13 Nehru Nagar Colony Seelthangampally		
Phone no. for correspondence	9989475282		
Permanent Address	13-13 Nehru Nagar Colony Seelthangampally		

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

→ communication skills - ok.
→ Bhasheer says he is good at networking

**Education**

Degree	B.com (Computer)		
Name of college	Machal University (Correspondence)		
Location	Botabanda.		
Year	2005	Medium of Instruction	English

Degree	B.com		
Name of college	Machal University (Correspondence)		
Location			
Year	2005	Medium of Instruction	English

Name of Inter/ Jr. College	New Scholars Junior college		
Location	Chandana Nagar		
Year		Medium of Instruction	English

Name of school	Viveka model High schools		
Location	Kukapattaly		
Year	1999	Medium of Instruction	English

*Last month of course is balance*

Other courses or training: JCHNP (Jetting Computers Hardware & Networking professional) 1 year course

**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: *Photoshop*

**Two Wheeler**

Make		Year	
------	--	------	--

Family Details	Name	Age	Occupation	Company
Father	<i>G. Upender</i>	<i>45</i>	<i>Employee</i>	<i>University of Hyderabad</i>
Mother	<i>G. Yamamma</i>	<i>42</i>	<i>Housewife</i>	<i>-</i>
Wife / Husband	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>
Brother / Sister	<i>G. Ramesh</i>	<i>28</i>	<i>Housewife</i>	<i>-</i>
Brother / Sister				
Brother / Sister				
Brother / Sister				

**Salary Details**

Last Drawn Salary		
Above salary Included	ESI: <input type="checkbox"/> Yes <input type="checkbox"/> No	PF: <input type="checkbox"/> Yes <input type="checkbox"/> No
	Conveyance: <input type="checkbox"/> Yes <input type="checkbox"/> No	Mobile Allowance: <input type="checkbox"/> Yes <input type="checkbox"/> No
Expected Salary	<i>5,500</i>	

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

<i>S. Salary Negotiable</i>

## **CURRICULUM VITAE**

**G.SANTOSH KUMAR**

H.No:-13-13,

Nehru Nagar colony

Serilingampally (P.O)

Hyderabad-500019

Phone No – 040-23012429

E-mail: [santhu.sls@gmail.com](mailto:santhu.sls@gmail.com) , [santhu\\_sl@yahoo.co.in](mailto:santhu_sl@yahoo.co.in) .

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### **CAREER OBJECTIVE:-**

Looking for a suitable position in a growth-oriented organization, which provides me higher responsibilities and exposure to a varied environment where my Educational skills, communication skills, & abilities will be of value.

### **QUALIFICATIONS:-**

#### **► Academic: -**

Bachelor of Commerce (B.Com) from Madras University.

Intermediate from Scholars Jr.Kalasala Hyderabad.

S.S.C from Vivek Model High School, Hyderabad.

#### **► Technical:-**

**JCHNP** ( Jetking Certified Hardware and Networking Professional, Hardware Completed + Networking Classes and CCNA + LINUX classes are going on)

### **TECHNICAL SKILLS:-**

Installation of Operating Systems and System Hardware Configuration

PC Assembling, Maintains and Trouble shooting

Software and Hardware Diagnostics

#### **Operating Systems:-**

DOS, Windows95, Windows98, Win 2000, Win ME; Win XP, Win 2000 Server, and Windows 2003 Server.

**Familiar Packages:-**

MS Office, Photoshop etc..

**PERSONAL DOSSIER:-**

Name	SANTOSH KUMAR.G.
Father's Name	Upender.G.
Date of Birth	2 <sup>nd</sup> Feb 1982
Marital Status	Single
Nationality	Indian
Sex	Male
Languages Known	English, Hindi, Telugu.
Hobbies	Playing Cricket, Reading Books, Learning new things. .
Strengths	Self-motivated, Believe in myself, Dedicated, Hardworking & quick learning
Weak	Music and Chocolates.

**Permanent Address:-**

**G.SANTOSH KUMAR  
S/O: G.Upender;  
H.No:-13-13,  
Nehru Nagar colony  
Serilingampally (P.O)  
Hyderabad-500019  
Phone No – 040-23012429**

**DECLARATION:-**

I declare that the details and facts stated here in are true and correct to the best of my Knowledge.

**Place: -**

**Yours sincerely,**

**Date: -**

**Santosh Kumar.G.**