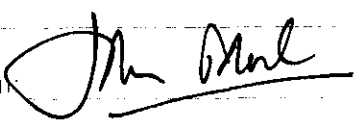


Details of Appointment : (For office use only - Do not write on this page)

Name	ABHAY JUMWER
Salary	7,000/-
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. 250/- 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 checked="" type="checkbox"/> After 3 months <input type="checkbox"/> Next April
Employee company	Q Modi Ventures
Designation	Admin Officer
Site	GMC
Date of joining	26/3/07
Report to	A. Ramesh - site Engg.
Documents required	<input checked="" type="checkbox"/> 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"/> Former employment details / Copy of ID card. <input checked="" type="checkbox"/> Reference letter from Discharge certificate from Air force. <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	

Sign: 

Date: 24/3/07

Ref: - *Amr* ASD

OK
SR

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	ADMIN MANAGER
Date of application	14 MAR 07

Personal Details

Name	ABHAY TUMKUR		
Age	40 YRS	Date of Birth	10/08/1966
Fathers Name	CHANDRAKANT		
Address for Correspondence	H. NO B-109, INDIAN AIRLINES COLONY, BEAT-39, DEVDI SECHH DEHABAD - 500003		
Phone no. for correspondence	66498394 9908571190 →. own mobile		
Permanent Address	AS ABOVE		

own home

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

Education

Degree	B COM		
Name of college	KEDIYA O.U		
Location	VIDYANAGAR		
Year	1982	Medium of Instruction	ENGLISH

Degree			
Name of college			
Location			
Year		Medium of Instruction	

Name of Inter/ Jr. College	KEDIYA		
Location	ESAPPA BAZAR		
Year	1983	Medium of Instruction	ENGLISH

Name of school	RP HIGH SCHOOL		
Location	SULTAN BAZAR		
Year	1981	Medium of Instruction	MARATHI

Other courses or training	NS PER ATTACHED CV
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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 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 checked="" type="checkbox"/> Learnt but never worked on it	<input type="checkbox"/> Nil
Other:					

Two Wheeler

Make	LML STAR	Year	1997
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Family Details	Name	Age	Occupation	Company
Father	CHANDRAKANT	70	RETIRED	Indira Awar
Mother	USHA	65	HOUSE WIFE	
Wife / Husband	SHARMLA	36	- - -	
Brother / Sister	LDAY	44	SERVICE	INDIAN AIRLINES
Brother / Sister	SARJAY	36	SERVICE	OCEAN COMPUTER
Brother / Sister				
Brother / Sister				

Salary Details

Last Drawn Salary	14,000/-		
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 type="checkbox"/> Yes <input type="checkbox"/> No	Mobile Allowance: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Expected Salary	10,000/- (07 as per performance)		

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

Blessed with one child -> 8th 4th stand

Experience & Employment Details

Years of experience in relevant field	20 years
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Name of Company	INDIAN AIR FORCE		
Duration of employment	From date:	JUN 86	To date: SEP 2006
Location	ALL OVER INDIA		
Designation	SENIOR NON COMMISSION OFFICER		
Last drawn salary	14,000/-		
Brief Description of work	ADMIN JOB & ACCOUNTING		
Reason for leaving	AFTER COMPLETION OF BOND		

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

Father was ill and therefore - could not take	
up any jobs.	

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

ABHAY TUMKUR

H No.B-109,

Indian Airlines Colony

Beat -39, Devdi, Begumpet

Lane between SBI & Mosque

Secunderabad -500003

(EX-SERVICEMEN FROM AIR FORCE)

MOBILE:- 9908571190

Ph: 040 66498394

Career Objective:

POST: ADMIN MANAGER

To be obtaining a challenging and growth oriented career in an organization that recognizes my skill & potential and to contribute my best.

Personal skills:

- ❖ Good Communication
- ❖ Ability to work hard to get the desired output.
- ❖ Willingness to learn. Team facilitator.
- ❖ Dedication to work.
- ❖ Successfully completed PC Package course.

Educational Qualification:

- ❖ S.S.C.
- ❖ Intermediate
- ❖ Graduate (B.Com)

Work Experience:

- ❖ Served as a Air Warrior in Indian Air Force for 20 years in Accounts Branch. Last rank served as a senior non- commission officer.

Job Description:

- ❖ Handled a team of 30 Assistant members
- ❖ Preparation of trail Balance, Ledger, Cash Book & Internal Audit of various non- Public Fund.
- ❖ Maintenance and Accounting of Inventory, Carrying out surprise Checks of Inventories, Checking of store Accounting and maintenance of Store.
- ❖ Preparation of pay and allowances of Air Warrior and staff.

Secondary Duty:

- ❖ Handling of various types of weapons, supervising regular fire fighting exercise and detailing and supervising of man power of various guard post.

Achievements:

- ❖ Was given a chance to serve in Indian Peace keeping Force in srilanka.
- ❖ Was given a chance to excel in Nuclear. Biological & chemical course

Personal Profile:

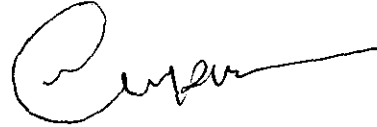
Date of Birth : 10th August 1966
Father Name : Chandrakanth
Languages Known : English, Hindi, Telugu, and Marathi & Kannada.
Religion : Hindu
Nationality : Indian
Hobbies : Reading Books
Marital Status : Married

Declare:

I hereby declare that the above mentioned details furnished are true to my knowledge

Place : Secunderabad

Date : 13/3/07


(ABHAY TUMKUR)

Osmania University



Faculty of Commerce

Roll No. 94 85 754

This is to certify that Abbas Pambour
son/ daughter of Chandrabout Pambour has
been admitted to the Degree of

Bachelor of Commerce

(MEDIUM English)

of this University, having been declared to have passed in

Part-I

English

Second Language (Hindi)

Year

Division

May 1986

Second

"

Part-II (Optionals) :

1. Group 'A'

2. Group 'B'

3. Group 'C'

May 1990

Pass

"

Cost Accountancy
Auditing

Given under the seal of the University.

M. Madhu Kumar

Vice-Chancellor

W. P. DEPARTMENT
CHANDRA 19. 1916

Dated APRIL 9, 1994