

Ref: Mr. Gopal, Road Builders.
 HR Mgr. (His uncle)

Bio-Data
 Note: Attach copy of Resume / Bio-data

Application for post of	SUPERVISOR / DESPATCH ASSISTANT
Date of application	14-02-07

Personal Details

Name	VASIRAJU RAGHAVENDRA VARA PRASAD		
Age	28 YRS.	Date of Birth	05-08-1979
Fathers Name	VASIRAJU PULLAM RAJU		
Address for Correspondence	7-46/1A, Shanker Nagar, Boduppal Depot, BODUPPAL. — near Uppal High Rd.		
Phone no. for correspondence	040-27206283 - home no.		
Permanent Address	7-46/1A, Shanker Nagar, Boduppal Bus Depot, BODUPPAL.		

Dist. home.
 (Guntur)
 before that
 Railway Sts.
 Calguda.

Stay in

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

→ Mr. Gopal. Will send to Bureau
 → Communication both - annual
 → Appearance good

Education

Degree			
Name of college			
Location			
Year		Medium of Instruction	

Degree	B. Com (Pursuing through Open University)		
Name of college	Bharati		1st yr.
Location			
Year	in 2006 Jan.	Medium of Instruction	English.

Name of Inter/ Jr. College	INTERMEDIATE (MPC)		
Location	Molten Theresa Junior College, Narayanguda		
Year	1993-1995	Medium of Instruction	Mpc, ENGLISH

Name of school	Sree Balaji High School, walariguda, Secunderabad		
Location			
Year	1993	Medium of Instruction	ENGLISH

Comm. - ok.
 appearance - ok.
 but not suitable for del. asst. / supervisor - maybe. (He should not).

MM
 24.2.07
 2 pm

completed in Sept 06.

Other courses or training	Data entry operator - 6 months - Diploma in Computer Application
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Remarks: (For office use only - Do not write in this box)

exam ~~From 1996-1997~~ From Dec 97 to Oct 98
Shramite Vidyaapeet - Nampally

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 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 Excel:	<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
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:	Power point

Two Wheeler	NO Vehicle →
Make	Year

Key Hadmal dar
rent hall

Family Details	Name	Age	Occupation	Company
Father	V. PULLAMRASU	54	Govt. Service	from 2002 Railway - Mech Dept
Mother	V. MAHALAXMI	50	House-wife	
Wife / Husband				
Brother / Sister	R. Padmavathi	29	House-wife	
Brother / Sister				
Brother / Sister				
Brother / Sister				

Salary Details

Last Drawn Salary	Rs. 4500/-
Above salary Included	ESI: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Conveyance: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No PF: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Mobile Allowance: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Expected Salary	Rs 4500. and above (as per table)

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

→ Unmarried
→ Learning License - 2 Wheeler.
→ In 1999 - 7 months - credited as

→ looking for marriage

Salary Rs 4000/- Ok

Shyam Lal bldg. near Van Hums.
Aeroview Tower

Name of Company	MIS TWIN DATA SYSTEMS PVT. LTD - MD. H. Jagan Mohan Rao.
Duration of employment	07 YRS From date: 21/01/2000 To date: TILL DATE
Location	Begumpet, Hyderabad.
Designation	Supervisor
Last drawn salary	Rs 4500/- Cash - (no PF, EST).
Brief Description of work	COIN OPERATED PAY PHONE ASSEMBLING & FINAL TESTING. 7 members
Reason for leaving	Good Prospects } no salary increments, no development in job for supplying bullets for TATA Indicom.
Remarks: (For office use only - Do not write in this box)	
- Co. is upsg. Can opr. pay phones - TATA Indicom.	
Starting Sal - Rs 1,500/- (joined branch of required Co.).	

Name of Company	Private - shop ← Mehta Computer
Duration of employment	8 months From date: March '99 To date: Oct '99
Location	Mozumabiz dltg.
Designation	Computer Operator
Last drawn salary	Rs. 3,000/- month.
Brief Description of work	Typing Sale deeds in kb word. Typing.
Reason for leaving	Better prospects; late hrs. less.

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

1. Driving License is not available.
 2. M.S. office i.e MS-WORD, Excel he know.
 3. He is doing 20 years B.com through correspondence.
 4. Low communication skill.
- L. S. S. / 11/12/07

Experience & Employment Details

Years of experience in relevant field	07 yrs
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Name of Company	M/S TWIN DATA SYSTEMS PVT. LTD				
Duration of employment	07 yrs.	From date:	21-01-2000	To date:	Till Date
Location	Begumpet, Hyderabad				
Designation	Supervisor				
Last drawn salary	RS. 4500/-				
Brief Description of work	COIN OPERATED PAY PHONE ASSEMBLING & FINAL TESTING				
Reason for leaving	Good prospects				

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

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)

Quit. Oil
Communication
Skills
good for
office
data entry
only

He has nil knowledge of Hgory loan
But if trained properly he may be
suitable - willing to take up
the work.

Sujat
16/2/07

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Can be considered
for the job but
does not have
a vehicle

Can be considered
Comm skills OK.
16/4/07

hl
16/2

16/02/07