

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

Name	M. JAYADISH RAYAN
Salary	8,000/-
Conveyance	<input checked="" type="checkbox"/> Included in salary <input type="checkbox"/> Extra Rs. _____ per month
Mobile Allowance	<input type="checkbox"/> Nil <input type="checkbox"/> Rs. 250/- per month.
PF & ESI	<input checked="" type="checkbox"/> No PF & ESI <input 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	Alpine Estates.
Designation	Admin Officer.
Site	MFH
Date of joining	23/7/07
Report to	P. Ramesh at MFH site
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 checked="" type="checkbox"/> Copy of passport <input checked="" type="checkbox"/> Fathers employment details / Copy of ID card. <input checked="" type="checkbox"/> Reference letter from Bhaskar Anant. Medical <input checked="" type="checkbox"/> Reference letter from Pankaj Polymer. <input checked="" type="checkbox"/> Reference letter from Juman? <input type="checkbox"/> Other <input type="checkbox"/> Other
Remarks	

Sign: John Mad
 Date: 21/7/07

43

Ref - - Anurag A/S

Anurag
M/S: H
A/S

Bio-Data

Note: Attach copy of Resume Bio-data

Application for post of	ADMINISTRATIVE OFFICER		
Date of application			
Application through	<input checked="" type="checkbox"/> Advertisement	<input type="checkbox"/> Referred by:	<i>[Signature]</i>

Personal Details

Name	M. JAGADISH BABU		
Age	43	Date of Birth	10-07-1963
Fathers Name	LATE SRI. M.B.V. NARASIMHA RAO		
Address for Correspondence	63/2RT MCH COLONY, MALAKPET HYDERABAD-500036		
Phone no. for correspondence	92907 00112 040-64552834		
Permanent Address	AS ABOVE MENTIONED.		

/Kishor

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

Communiative Skills OK

Education

Degree	B. Com		
Name of college	C.S.R. SARMA COLLEGE		
Location	ONGOLE - PRAKASAM DIST		
Year	1984	Medium of Instruction	TELGU
Degree			
Name of college			
Location			
Year		Medium of Instruction	
Name of Inter/ Jr. College	Intermediate - CSR Sarma College		
Location	ONGOLE		
Year	1980	Medium of Instruction	Telugu
Name of school	ABM HIGH School		
Location	ONGOLE		
Year	1978	Medium of Instruction	Telugu

Other courses or training

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:

Two Wheeler

Make	BAJAJ	Year	2000
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Family Details	Name	Age	Occupation	Company
Father	NARASIMHA RAO	expired	Govt.	-
Mother	SITAMAHALAKSHI	60	Govt.	-
Wife / Husband	JHANSI RANI	39	FRONT OFFICE	ADMN. COLLEGE OF INDIA - ASCI
Brother / Sister	M. RAVI	32	USA	PVT COMPANY
Brother / Sister	P. JYOTHI	38	H-WIFE	
Brother / Sister	G. UMA	35	H-WIFE	
Son / Daughter	M. ABHIST	18	-	-
Son / Daughter				
Son / Daughter				

Salary Details

Last Drawn Salary	12,500/- + Conveyance + perks.	
Above salary Included	ESI: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	PF: <input type="checkbox"/> Yes <input checked="" 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	10,000/- + Conveyance.	

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

Rs. 5000/-
Shri. Meghadev

Experience & Employment Details

Years of experience in relevant field - 20 years.

Name of Company	INDIAN EXPRESS.		
Duration of employment	From date:	To date:	
Location	— VIJAYAWADA	1985	1996
Designation	Sr. Clerk in PFA & Time Keeping.		
Last drawn salary	8600/-		
Brief Description of work	<ol style="list-style-type: none"> ① maintaining Leave records of Employees ② wages calculation & disbursement ③ maintaining of statutory provisions like PF, ES ④ OT preparation ⑤ Time office maintenance. 		
Reason for leaving	opted VRS - with another shareholder.		

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<p><u>TOOK VRS.</u></p>

Name of Company	JUMANI Ice Creams.		
Duration of employment	From date:	1996	To date: 1999.
Location	HYDERABAD.		
Designation	Personnel Officer.		
Last drawn salary	Rs. 5500/-		
Brief Description of work	<ol style="list-style-type: none"> ① STATUTORY RECORDS maintenance ② Annual returns filing. ③ Leave Records maintenance. ④ dealing of Union matters. ⑤ 		
Reason for leaving	Rs. 5500/- for better opportunity		

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

Name of Company	PANKAJ POLYMERS LTD.		
Duration of employment	From date: 2000	To date:	2004
Location	HYDERABAD		
Designation	Per & Admn. officer.		
Last drawn salary	Rs. 12,500/-		
Brief Description of work	<ol style="list-style-type: none"> ① Maintenance of Company statutory records ② Time office Supervision ③ Supervision of Security ④ Salaries Disbursement. 		
Reason for leaving	for better opportunity		

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

Name of Company	Bhaskar Medical College.		
Duration of employment	From date: 2005	To date:	Till date
Location	Yankapally - Madhavaram.		
Designation	Admn. officer		
Last drawn salary	Rs. 12,500/- + perks.		
Brief Description of work	<ol style="list-style-type: none"> ① Maintenance of 11 posts. date to document. ② Salary Distribution. ③ Stores Supervision ④ Academics of Students ⑤ Hostel Supervision. 		
Reason for leaving	Bad payers of Salaries by Mgmt.		

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

*Ask for additional sheets if required.

CURRICULUM VITAE

M.JAGADISH BABU
63/2RT, MCH COLONY,
MALAKPET,
HYDERABAD – 500 036
CELL : 92473 05588
EMAIL : mannava_jagadish@yahoo.co.in

PERSONAL PROFILE :

NAME : JAGADISH BABU MANNAVA
FATHER'S NAME : Late.M.B.B.V.NARASIMHA RAO
DATE OF BIRTH : 10-07-1963
MARITAL STATUS : MARRIED
NATIONALITY / RELIGION : INDIAN – HINDU
MOTHER TOUNGE : TELUGU
LANGUAGES KNOWN : ENGLISH, TELUGU & HINDI
EDUCATIONAL QUALIFICATIONS : B.Com (Andhra University)
TECHNICAL QUALIFICATIONS : COMPUTERS (MS OFFICE)
SPEED - 60 WORDS PER MINUTE
ON PC

ORGANISATIONAL EXPERIENCE :

1. 10 Years experience in **INDIAN EXPRESS (M) LTD** in the positions of Personnel & Administration & Time Keeping (1985 to 1996).
2. 3 Years experience in **DAIRY ICECREAMS & FROZEN FOODS PVT LTD** (viz. JUMANI ICECREAMS) from 1996 to 1999 in the position of Personnel Officer.
3. 4 years experience in **PANKAJ POLYMERS LIMITED** from 2000 to 2004 in the position of Personnel & Administrative Officer.

Contd..page..2

4. Presently working in **BHASKAR MEDICAL COLLEGE** as
ADMINISTRATIVE OFFICER

FUNCTIONAL RESPONSIBILITIES :

- ☞ Maintenance of Company's Statutory Records(Muster Roll, PF, ESI, P.TAX)etc.,
- ☞ Preparation & Disbursement of Employees Salaries.
- ☞ Time Office Supervision
- ☞ Workers Punching Card Checking (Incoming / Outgoing)
- ☞ Transport Vehicles Maintenance / Check up (Licenses, Servicing, Pollution Control, Meter Reading , Mileage)
- ☞ Supervision on Drivers and their duties
- ☞ Supervision on Security and their duties
- ☞ OT Preparation and disbursement
- ☞ Maintenance of Employees Leave Registers & Personal Records
- ☞ Filing of PF, ESI & Returns under Factories / Establishment Acts
- ☞ Liaison with Banks, MCH, ROC, Labor Depts., Electricity, Telephones, Pollution Control, Police, Central Excise & other Govt. Departments.
- ☞ Maintenance of Accountants.
- ☞ Attending Day to Day Bank Works.
- ☞ Maintenance of Vehicles Records, RTA & Insurance
- ☞ Maintenance of AMC for Computers / Telephones and other equipments .
- ☞ Supervision of Housekeeping and control on Staff of House Keeping
- ☞ Maintenance of inventory / stock register.
- ☞ Stationary Control.
- ☞ File Management
- ☞ Maintenance records of Branches & Head Office

STRENGTHS :

- Proficiency in typing on Computers with the speed of 60 words per minute.
- Good Interpersonal Skills
- Trained in KRISH PERSONALITY DEVELOPMENT WORK SHOP
- Ability to tune myself according to the requirements of the Organisation
- Capability of handling any type of work

SALARY DRAWING : Rs.15,000/- p.m. + Conveyance

EXPECTED SASLARY : NEGOTIABLE

JOINING TIME IF SELECTED : Within 15 days .

PASSPORT NO. :


M.JAGADISH BABU

030659

BOARD OF SECONDARY EDUCATION
ANDHRA PRADESH

030501



SECONDARY SCHOOL CERTIFICATE

Certified that **MANNAVA JAGADISH BABU** bearing

R. No. **080190** Son/Daughter of **B B V NARASIMHA RAO**

and belonging to **A B M JR COLLEGE ONGOLE** appeared

at the SSC EXAMINATION held in **APRIL, 1978** and PASSED the Examination in

PASS division with **TELEGU** as the medium of instruction

The Date of Birth of the Candidate is

DATE OF BIRTH	DAY	MONTH	YEAR				
10--07--63	ONE	ZERO	JULY	ONE	NINE	SIX	THREE

The Candidate Secured the following Percentage of marks

FIRST LANG.	MARKS	THIRD LANG.	MARKS	MATHEMATICS	MARKS	
TELEGU	52	ENGLISH	48	GENERAL	59	
GENERAL SCIENCE	31	SOCIAL STUDIES	52	TOTAL (In Figs.)	242	
TOTAL (In Words)		TWO	FOUR	TWO		
SECOND LANGUAGE (HINDI)	25

Marks of Identification

- 1- A mark on the right side chest
- 2- A mark on the right knee

Head of Institution *[Signature]* 6.7.78
 Date of Issue **11/ 06/ 78** Principal
A.B.M. JUNIOR COLLEGE
ONGOLE (Pin: 529001)
 HYDERABAD Board of Secondary Education

* The marks with the asterisk indicate the marks secured in the Previous Examinations

[Handwritten notes and signatures]
 District Employment Office
 ONGOLE (A.P.)



PASS CERTIFICATE-CUM-MEMORANDUM OF MARKS

THIS IS TO CERTIFY THAT HANNAVA TEJADESH BABU
SON/DAUGHTER OF HANNAVA RAO
WITH REGISTRATION NUMBER 12001 **PASSED THE**
INTERMEDIATE EXAMINATION HELD IN APRIL 1981
COMPARTMENTALLY.

THE SUBJECTS IN WHICH THE CANDIDATE WAS EXAMINED AND THE MARKS
SECURED WERE

MEDIUM : TELUGU

SUBJECTS	PAPER - I		PAPER - II	
	MAXIMUM MARKS	MARKS OBTAINED	MAXIMUM MARKS	MARKS OBTAINED
PART-1 : ENGLISH	100	35*	100	54
PART-2 : (TELUGU)	100	40*	100	43*
PART-3 : OPTIONAL SUBJECTS				
ECONOMICS	100	39*	100	52*
COMMERCE	100	68*	100	44*
CIVICS	100	39*	100	48*
GRAND TOTAL				
IN FIGURES	IN WORDS			
462	**FOUR SIX TWO**			

[Handwritten Signature]
 DEPUTY SECRETARY
 AND COLLEGE SECTIONS

[Handwritten Signature]
 DEPUTY SECRETARY
 AND COLLEGE SECTIONS
 2-7-1981

NOTE : ELIGIBILITY RULES ARE PRINTED OVER LEAF

* INDICATES MARKS OBTAINED AT EARLIER EXAMS

P. T. O.

15736.

ANDHRA UNIVERSITY



FACULTY OF COMMERCE

This is to certify that

Mannava Jagadeesh Babu

has been duly admitted to the
Degree of Bachelor of Commerce
in this University, he having been declared to have passed
the Examination prescribed therefor as hereunder:

YEAR	SUBJECTS	CLASS
April 1983	Part I - English and Telugu	Third
April 1984	Part II - (Commerce) with <i>Accounting</i>	Third
	as Elective Subject	

Given under the seal of the University

WALTAIR
The ~~15th~~ December 1985.

S. Apparao
Controller of Examinations
S.



**Indian Express
(Madurai) Ltd.**

Vijayawada,
25-01-97.

SERVICE CERTIFICATE

Name : Mr.M.Jagadeesh Babu
Designation : Junior Clerk
Department : General Administration-
Time Office

Date of joining : 18-03-86
Date of leaving : 25-09-96
Reason for
leaving : Resignation
Last salary
drawn : Rs.3,979.73

Conduct : Satisfactory.

for Indian Express (Madurai) Ltd.,


Manager.

su
s/
The Indian Express, Dinamani, Kannada Prabha, Andhra Prabha,
Andhra Prabha Illustrated Weekly, Cinema Express.

16-1-28, Kolanderreddy Road, P. Box 509
Poornanandampet, Vijayawada 520 016
Tel: 61351 (5 Lines) Fax : 0066 - 61204
Tlx: 041-0222 ENP IN
Regd. Office:
Express Estates, Mount Road, Chennai 600 002



 **DISTINCTLY ITALIAN**

DAIRY ICECREAM & FROZEN FOODS PVT. LTD.

10 MARCH 1999

This is to certify that Mr.M.JAGADISH BABU worked with us from 23.10.96 to 10.3.99. At the time of leaving company, Mr.M.Jagadish Babu was Assistant (Per & Adm.). Mr.M.JAGADISH BABU resigned from our company of his own accord.

Mr.M.JAGADISH BABU is a very honest & sincere in his work. He grasps the subject quickly & does his best to do justice to assigned job.

Mr.M.JAGADISH BABU has a very friendly disposition & shall be an asset to any organisation. We wish him a bright future in his future career.

for DAIRY ICECREAM & FROZEN FOODS PVT LTD


SANJEEV JUMANI
EXECUTIVE DIRECTOR

**PP PANKAJ
POLYMERS LIMITED**

Regd. Office : 'D' Block, II Floor, 105,
Surya Towers, S.P. Road,
Secunderabad - 500 003. A.P. INDIA
Phones : 040-7897743, 7897744, 7815895
Fax : 040-7842127
E-mail : pankaj@hd1.vsnl.net.in

June 4, 2004

TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Mr.M.JAGADISH BABU**, has worked as **PERSONNEL & ADMINISTRATIVE OFFICER** in our Organisation for the period **8-01-2000 to 4-06-2004**. At the time of leaving the organisation, he has drawn a consolidated salary of **Rs.12,500/- p.m.** During the period of his service his conduct found satisfactory .

For PANKAJ POLYMERS LIMITED


**B.RAVICHANDRAN
VICE PRESIDENT.**

Factory : Plot No. D-46 & 47, Phase V, I.D.A., Jeedimetla, Hyderabad - 500 055.
Phones : 0091-40-3096041, 3097118