

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

Name	V. D. VIJAYA LAXMI
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. 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 type="checkbox"/> After 3 months <input checked="" type="checkbox"/> Next April
Employee company	ABC Alpine Estates.
Designation	Sales Exec.
Site	MFH - report to Subramani & Jagdish.
Date of joining	26/4/07
Report to	GM4 - to Subramani
Documents required	<input checked="" type="checkbox"/> photographs <input checked="" type="checkbox"/> Copy of school certificated <input checked="" type="checkbox"/> Copy of degree certificates <input 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 Reliance Mobile shop - SRINIVAS REDDY. <input checked="" type="checkbox"/> Reference letter from INFOVISION. <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	<p>Refered referred to by KVC N Rao. Known to him.</p>

Sign: John Mark

Date: 26/4/07.

Ref: K.V.L.N. Rao - friend
 Monday
 23/09/07

Bio-Data

Note: Attach copy of Resume Bio-data

Application for post of	MARKETING EXECUTIVE
Date of application	20-4-07
Application through	<input type="checkbox"/> Advertisement <input checked="" type="checkbox"/> Referred by: K.V.L.N. RAO

Personal Details

Name	V.D. VIJAYALAKSHMI		
Age	21 Yrs	Date of Birth	31-12-1985
Fathers Name	V. DAYANAND		
Address for Correspondence	H-NO → 4-15, KANDHIGUDA, KAMALA NEHRU NAGAR POST - SAINIKPURI, SECUNDERABAD - 500 094		
Phone no. for correspondence	9948123479		
Permanent Address	H-NO → 4-15, KANDHIGUDA, KAMALA NEHRU NAGAR POST - SAINIKPURI, SECUNDERABAD - 500 094		

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

→ Commemorative Skills - given
 → Interest in Marketing Area.
 Sc candidate

Education

Degree	KHAIRTABAD DEGREE COLLEGE B.COM (CORRESPONDENCE)		
Name of college	KHAIRTABAD DEGREE COLLEGE		
Location	KHAIRTABAD		
Year	2005	Medium of Instruction	ENGLISH

(65)

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Name of Inter Jr. College	KASTURBA GANDHI JR. COLLEGE FOR GIRLS		
Location	MARREDPALCY		
Year	2002	Medium of Instruction	ENGLISH

Name of school	ST. PAUL'S HIGH SCHOOL		
Location	H.M.T BEARINGS COLONY - SAINIKPURI		
Year	2000	Medium of Instruction	ENGLISH

She can be considered. She is good communication skills OK. expecting high salary

Other courses or training	M.S. OFFICE [LABS] UNDER DR. REDDY'S LABORATORY PATANCHERU.
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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	Year
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Family Details	Name	Age	Occupation	Company
Father	V. DAYANAND	40	LABOUR	EVEREADY INDUSTRIES
Mother	V. PREMILA	35	HOUSEWIFE	—
Wife / Husband	—	—	—	—
Brother / Sister	V. SANDEEP	12	STUDENT	—
Brother / Sister	V. RAJINI	19	STUDENT	—
Brother / Sister	V. JAYASHREE	18	STUDENT	—
Son / Daughter				
Son / Daughter				
Son / Daughter				

Salary Details

Last Drawn Salary	6,000 + INCENTIVES	
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 type="checkbox"/> Yes <input type="checkbox"/> No	Mobile Allowance: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Expected Salary	7,500	

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Experience & Employment Details

Years of experience in relevant field | 2 YEARS

Name of Company	RELIANCE SHOP - OWNER (KINIVATH REDDY)		
Duration of employment	2003-2005	From date:	To date:
Location	A.S. RAD NAGAR		
Designation	MARKETING EXECUTIVE		
Last drawn salary	6,000		
Brief Description of work	Describing about the phone to the customer and convincing him to buy the phone.		
Reason for leaving	NO GROWTH, NO TIME PAYMENT OF SALARY		

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

Remarks section with horizontal lines for text entry.

Name of Company	INFOVISION INFOVISION (GE CASH CARDS)		
Duration of employment	2005-2006	From date:	To date: Nov. 2006
Location	BEGUMPET		
Designation	TELE - CALLER		
Last drawn salary	6,000 + INCENTIVES		
Brief Description of work	REMINING ABOUT THE DUE PAYMENT OF THE CASH CARD AND CONVINCING HIM TO PAY THE AMOUNT.		
Reason for leaving	NO GROWTH, OFFICE ENVIRONMENT.		

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

* GE Cash Card - 30 to 35 employees, overall - 150-200 people.

Remarks section with horizontal lines for text entry.

CURRICULUM VITAE

V.D. Vijaya Lakshmi
H.No: 4-15,
Kandhiguda, Kamala Nehru Nagar,
Post: Sainikpuri, Sec'bad-500094

Cell: 9948123479

CARRER OBJECTIVE:

To work in a professional environment and serve to best of my abilities while playing a key role in the growth of the organization.

EXPERIENCE:

- Worked in Reliance as a Marketing executive (2year)
- Worked in info vision (GE cash cards)

ACADAMIC QUALIFICATION:

- B.Com
- St. Paul's high School, Sainikpuri.

TECHNICAL QUALIFICATION:

I had completed 3 months computer course in LABS™ (Livelihood Advancement Business School) Under Dr. Reddy's Laboratory (Pharmaceuticals) Foundation.

M.S. OFFICE : (Word, Excel, Power Point, Access)

SKILLS AND STRENGTHS:

Good communication skills

Good organization qualities

HOBBIES:

Listening to Music

Reading Books

PERSONNEL PROFILE

Name : V.D.VIJAYA LAKSHMI
Fathers name : V.G.DAYANAND
Date of birth : December 31st, 1985
Marital status : Single
Nationality : Indian
Languages : Hindu, English, Telugu & Tamil
Religion & Caste : Hindu
Permanent address : V.D.Vijaya Lakshmi
D/o V.G.Dayanand
H.No: 4-15,
Kandhiguda, Kamala Nehru Nagar,
Post: Sainikpuri, Sec'bad-500094

Sincerely Yours,

Date : 20-4-07

Place : Hyderabad


(V.D.VIJAYA-LAKSHMI)