

Ref: Jai Kumar, Child hood friend

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	Store keeper
Date of application	
Application through	<input type="checkbox"/> Advertisement <input type="checkbox"/> Referred by: G. Jai Kumar

Personal Details

Name	R. Sai Kumar		
Age	25	Date of Birth	26-4-1983
Fathers Name	R- Babu Rao		
Address for Correspondence	12-11-632/711, warasiguda		sec-bad
Phone no. for correspondence	9347581341		
Permanent Address	Same as above		

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

→ communication skills - normal

Sales @ 3600/- + 200 M. AM.

Education

Degree	Delhi & Trip - PG/M/07		
Name of college			
Location			
Year		Medium of Instruction	

Degree	Dr. B.R. Ambedkar open university (B.com)		
Name of college	S.P. college		
Location	padmarao nagar		
Year	11th pass	Medium of Instruction	English

Name of Inter/ Jr. College	Wesley Junior college		
Location	paradise		
Year	2002	Medium of Instruction	English

Name of school	Jawahar v.v. English high school		
Location	warasiguda		
Year	2000	Medium of Instruction	Eng

Other courses or training	Pursuing M.S. office.
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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	passion	Year	2005
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Family Details	Name	Age	Occupation	Company
Father	R. Babu Rao	50	conductor	APS RTC Kuntalpally
Mother	R. Lakshmi	45	House wife	
Wife / Husband				
Brother / Sister	R. Shyam	23	Studying	Tirumala Bangs College (E.C)
Brother / Sister	R. sravan	20	studying	Niveka nanda college (E.C)
Brother / Sister				
Son / Daughter				
Son / Daughter				
Son / Daughter				

Salary Details

Last Drawn Salary	3000/- + Conveyance	
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	5000/-	

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

→ Salary seems to be higher side
→ We may fix a salary of 3600 + 200 HA

Approved
 for PMR
 8/12/17

Experience & Employment Details

Years of experience in relevant field

Name of Company	Shamada cable T.V		
Duration of employment	Jan 2005	From date:	To date: till date
Location	warangal		
Designation	cable T.V operator		
Last drawn salary	3000/- + conveyance		
Brief Description of work	<ol style="list-style-type: none"> 1. maintenance of cash receipts and office 2. looking after complaints 3. Booking of new connections 		
Reason for leaving	no growth in salary		

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

Name of Company	R.C.M.		
Duration of employment	2002 April	From date:	To date: 2004 Dec
Location	warangal		
Designation	Marketing executive		
Last drawn salary	3000/-		
Brief Description of work	<ol style="list-style-type: none"> 1. Booking of orders and supply 2. office maintenance. 		
Reason for leaving	Loss of business		

Uncle's Business

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

RESUME

R.SAI KUMAR

H.No:12-11-632/7/1, Warasiguda, Secunderabad – 500 061.

Mobile: 9347581341.

Career Objective

I look to associate myself with an organization where there is scope for contributing and upgrading my knowledge for the development of self and organization. I shall discharge my duties to the satisfaction of my superiors. I go about my job with perfection and pursue excellence to the best of my abilities.

Educational Qualification

- Pursuing **Bachelor of Commerce Second Year** through Distance from, Osmania University, Hyderabad.

Technical Skills

- MS-Office

Strengths

- Good Communication Skills, Honest, Ability to think practically, Positive Thinking

Experience

- Worked as a Marketing Executive in R.C.M Company for 2 yrs.

Personal Profile

Father's Name	:	R.Babu Rao
Date of Birth	:	26 th April, 1983
Nationality	:	Indian
Marital Status	:	Single
Religion	:	Hindu
Gender	:	Male
Languages Known	:	English, Hindi and Telugu

Declaration

I here by declare that above furnished information and details are true to my knowledge

Date:

Place:

(R.SAI KUMAR)