

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

Name	S. Swami
Salary	4,000/-
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. 200/- 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	Meheta & Modi Turner SOB III.
Designation	Asst. Accountant.
Site	HO.
Date of joining	8/12/07
Report to	Satyanarayana.
Documents required	<input checked="" type="checkbox"/> 2 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 <u>Sri. Sriniva of ICICI.</u> <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	<u>Niece of Phaniendu.</u>

Sign: [Signature]

Date: 3/12/07

Ref:- Mr. Phanender (His niece)

**Bio-Data**

Note: Attach copy of Resume / Bio-data

OK.  
Lamap

Application for post of	
Date of application	19/11/07
Application through	<input type="checkbox"/> Advertisement <input type="checkbox"/> Referred by: Phanender.

**Personal Details**

Name	S. Swathi		
Age	20	Date of Birth	23 Aug 1987
Fathers Name	S. Muralidhar		
Address for Correspondence	H.No: T.R.T-50 Seethahal mandri, Sec-bad		
Phone no. for correspondence	9291304065, 9249214628.		
Permanent Address	S. Swathi, D/o S. Muralidhar H.No: T.R.T-50, Seethahal mandri, Sec-bad.		

1 Pan house

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

⇒ New to Accounts, But she can do.  
 ⇒ She is interested to do Account Rep.  
 ⇒ E. Sir she dont have any Experience on Accounts but she is ok for Assistant.

**Education**

Degree	B. Com (Computers)		Added 3/12/07
Name of college	Sri S Swathi college		65% 64% 67% 57%
Location	Padm		
Year	2006		
Degree	Shankar Reddy,		
Name of college	Ask her to		
Location	Come back on next Mon.		
Year	at 3pm. We will		
Name of Inter/ Jr. College	Consider her sec.		
Location	by		
Year	19/11/07		
Name of school	Yes		
Location			
Year	2002		

Other courses or training	
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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	S. Muralidhar		employee	P.V. - Office Asst
Mother	S. Shailaja		teacher	School
Wife / Husband				
Brother / Sister	S. Satish	18	Student	
Brother / Sister				
Brother / Sister				
Son / Daughter				
Son / Daughter				
Son / Daughter				

**Salary Details**

Last Drawn Salary		
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	6000/- ✓	

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**Experience & Employment Details**

Years of experience in relevant field	4 months		
Name of Company	ICICI Bank — DSA — Sri Sriniva		
Duration of employment	From date:	18/8/07	To date: 11/11/07
Location	Sec-bad		
Designation	Telecaller		
Last drawn salary	4500		
Brief Description of work	Telecalling regarding Briers loans to the companies & industries upto 50 lakhs.		
Reason for leaving			

**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)


# RESUME

## S SWATHI

H No : TRT-50,  
Seethafalmandi,  
Secunderabad – 61.

**Mobile :** 9247214628

**Res:** 040-65191061

**E Mail:** swathi\_samiri@yahoo.com

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### **Objective:**

Seeking dynamic and progressive development environment where I can use my knowledge and expertise to continuously grow and learn new cutting edge technologies in a professional and technical environments.

### **Educational Qualification:**

- Bachelor of Commerce { B. Com(comp) } :  
Osmania University
- Intermediate ( M. E. C ) :  
Board of Intermediate Education
- Secondary School Certificate ( S. S. C ) :  
Board of Secondary Education

### **Career Profile:**

- Bear good communication and excellent presentation skills with sound basics and ethics.
- Highly career oriented and quick learner, fast implementer and team player.
- Extensive Knowledge at Application Development.

### **Technical Skills:**

- Ms-Office
- Tally.

## PERSONAL PROFILE


Date of Birth : 23<sup>rd</sup> August 1987  
Father's Name : S Murlidhar  
Gender : Female  
Religion : Hindu  
Nationality : Indian  
Hobbies : Listening Music & Chatting  
Languages Known : English, Hindi & Telugu  
Permanent Address : TRT-50,  
Seethafalmandi,  
Secunderabad-61.

Declaration:

I here by declare that the details furnished here are true to the best of my knowledge.

Place : Secunderabad

Date : 19/11/07

  
( S SWATHI )