

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

Name	A Kamal Das
Salary	3,250/-
Conveyance	<input type="checkbox"/> Included in salary <input checked="" type="checkbox"/> Extra Rs. 500 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	Kadakkaleia & Modi Homeel.
Designation	Data Entry Operator.
Site	KNM
Date of joining	22/7/08
Report to	GWE - to Swaroop & Sriniva Rao.
Documents required	<input checked="" type="checkbox"/> 2 photographs <input type="checkbox"/> Copy of school certificated <input type="checkbox"/> Copy of degree certificates <input type="checkbox"/> Copy of drivers license <input type="checkbox"/> Copy of passport <input type="checkbox"/> Fathers employment details / Copy of ID card. <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	Send to GWE for training. Own Broome of Arind. (Purchase)

Sign: Jan Moh

Date: 19/7/08

Ref: Mr. Arvind (His brother)

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	Data Entry operator / Supervisor
Date of application	
Application through	<input type="checkbox"/> Advertisement <input type="checkbox"/> Referred by: ARVIND

Personal Details

Name	Kamal das A		
Age	23	Date of Birth	06-01-1985
Fathers Name	Borahachiah		
Address for Correspondence	3-4-98/240, new narsimha nagar mullapur, Hyderabad		
Phone no. for correspondence	9908209370, 9246824560		
Permanent Address	Borahachiah goldsmith, Gandhichowk Banswada, Dist: Nizamabad		

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→ Interest at level
→ NO Experience

Education

Degree			
Name of college			
Location			
Year		Medium of Instruction	

Degree	B.A	P.P.#	
Name of college	Ambedkar open university		
Location	Banswada		
Year	2005-2008	Medium of Instruction	

Name of Inter/ Jr. College			
Location			
Year		Medium of Instruction	

Name of school	Viveka mangla vidhy nikatan		
Location	Banswada		
Year	2000	Medium of Instruction	

Other courses or training	MS Office
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He looks cooperative for the type of work he has applied for. But as a fresher, he needs training for the post of Data entry operator (cum) OR Supervisor

[Signature]
18/7/08

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	Shanmiah	52	Business	
Mother	Saroja	48	House wife	
Wife / Husband				
Brother / Sister	Sharan	30	Business	
Brother / Sister	Azwin	28	Archae Assi	M.P.T.P.L
Brother / Sister	Shobhan	26	Business	
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	.5000/-	

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→ We can send him any sch for Data entry purpose.
→ Salary will be a 5750+200/- p.m