

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

Name	N. Sree Latha
Salary	4,500/-
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 <del>Apr</del> October, '08 .
Employee company	Mehta & Modi Homes
Designation	Asst. Purchase officer.
Site	H.O.
Date of joining	12/5/08
Report to	Ho. Ganvang Mody .
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 type="checkbox"/> Fathers employment details / Copy of ID card. <input checked="" 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	Reference of Sambasivara Rao.

Sign: \_\_\_\_\_

Date: 12/5/08

R<sup>2</sup>

Ref: A Sambasiva Rao  
Bamburdivka is her mother's friend since last 7-8 yrs.

**Bio-Data**

Note: Attach copy of Resume / Bio-data

Application for post of	Accounts. Purchase Officer
Date of application	3/5/08
Application through	<input type="checkbox"/> Advertisement <input checked="" type="checkbox"/> Referred by: Sambasiva Rao

**Personal Details**

Name	N. Greelatha		
Age	22 years	Date of Birth	24/10/84
Fathers Name	N. Somaiyah		
Address for Correspondence	H.NO. 9-2-472 Regimental Bazar. Secunderabad		
Phone no. for correspondence	32509774, 9912528278		
Permanent Address	H.NO. 9-2-472 Regimental Bazar. Secunderabad		

3 yrs. of rented house  
Rs. 3,500/- electricity  
Army

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

→ She is need of job  
→ communications skills - ok  
→ appearance - ok  
→ can join from May 10'08

→ come to office on May 12'08

**Education**

Degree	B.Com General		
Name of college	Sardar Patel Degree College		
Location	Padma Rao Nagar		
Year	2007	Medium of Instruction	English

54%

Degree			
Name of college			
Location			
Year		Medium of Instruction	

Name of Inter/ Jr. College	C.E.C. Tagore's Home Junior College		
Location	Adalgutta		
Year	2004	Medium of Instruction	English

Name of school	Keyes High School for girls		
Location	Secunderabad		
Year	2002	Medium of Instruction	English

min = 2 yrs.

Interviewed.  
Sincerely  
3.5.08  
Sat 12:10 pm

OK  
can join as  
Pur. Officer

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:	Page maker.

**Two Wheeler**

Make	—	Year	—
------	---	------	---

Family Details	Name	Age	Occupation	Company
Father	N. Somaiah	68		Retired
Mother	N. Vijayalakshmi	54	House wife	
Wife / Husband	—			
Brother / Sister	Rajini	32	House wife	Medical Supply
Brother / Sister	N. Sreedhar	28	working	WIPRO. - Store in charge
Brother / Sister	—			
Son / Daughter	—			
Son / Daughter	—			
Son / Daughter	—			

6 yrs  
Salesman.  
Ganesh  
Distributors  
(clothes)  
garments  
Store in charge.

**Salary Details**

Last Drawn Salary	5500/-	
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 checked="" type="checkbox"/> No	Mobile Allowance: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Expected Salary	Negotiation:	

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

As per CV - agreed
She agreed for 4.500/-

to be decided by Mr. Sharma

Father retired - 4 month back - paralysis. over 40.  
- 6 yrs Page 20 salesman.  
Business owned - Kirana shop. - closed as insured loss

**Experience & Employment Details**

Years of experience in relevant field | Six months

Name of Company	Info VISION. - Agency.
Duration of employment	6 months From date: July 10 <sup>th</sup> 07 To date: Jan 10 <sup>th</sup> 08
Location	Begum pet. - behind Shopper's Stop.
Designation	TME
Last drawn salary	Januar. 5500/- my cheque paym <sup>t</sup>
Brief Description of work	Tellocalling :- we use to make a call to customer. and we Inform to their Due date and amount of SBI Credit Card. payment.
Reason for leaving	Because my father health is not well.

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

→ ~~SBI credit card Co.~~ - collections of credit cards. paym<sup>t</sup> of HSBC, SBI, other banks

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)

## CURRICULUM VITAE

**N. SREELATHA**

H. No.: 9 - 2 - 472,

Regimental Bazaar,

Secunderabad - 500 003

Cell No: 9912528278

---

### **CAREER OBJECTIVE:**

To be associated with progressive organization that gives scope to apply my knowledge skills and to be part of team that dynamically works towards the growth of the organization.

### **EDUCATIONAL QUALIFICATION:**

- ❖ B.Com from Osmania University.
- ❖ Intermediate (CEC) from Tagore's Home Junior College.
- ❖ S.S.C. from Keyes High School.

### **TECHNICAL SKILLS:**

- ❖ Ms – Office

### **WORK EXPERIENCE:**

- ❖ Worked in INFO-VISION as a TME for a period of 6 Months.

### **STRENGTHS:**

- ❖ Good Communication Skills
- ❖ Smart working
- ❖ Interested to learn new things
- ❖ Self Confidence

### **HOBBIES:**

- ❖ Reading Books
- ❖ Playing games
- ❖ Painting

**PERSONAL PROFILE:**

Name : N.SREELATHA  
Father's Name : N. Somaiah  
Date of Birth : 24<sup>th</sup> Oct 1984  
Gender : Female  
Marital Status : Unmarried  
Nationality : Indian  
Religion : Hindu  
Native Place : Hyderabad.(AP)  
Languages Known : English, Hindi and Telugu

**DECLARATION:**

I hereby declare that the above-furnished information is true and correct to the best of my knowledge and belief.

Date: 21/05/08

Place: Secunderabad

  
(N. SREELATHA)



# Osmania University

UJ 253456

FACULTY OF COMMERCE

Ref. No. 200962

Provisional Certificate

Roll No. 091-05-00936



This is to certify that N SREELATHA

son/daughter of N SOMAIAH

passed the BACHELOR OF COMMERCE

Examination of this University, held  
in OCT./NOV. 2007 and that he/she was placed in

Part I : FIRST DIVISION

Second Language : TELUGU

Part II : COMPLETED

Hyderabad A.P.

Dated 05/12/2007

for Registrar

Section - Incharge



# Osmania University UE 246970

## CONSOLIDATED MARKS MEMORANDUM

EXAMINATION : B. Com. (YWS) OCT. /NOV. 2007

REF. NO. : 958

DATE : 05/12/2007

NAME : N SREELATHA

ROLL NO. : 091-05-00936

FATHER'S NAME : N SOMAIAH

PART I SUBJECTS	MAX. MARKS	PASS MARKS	MARKS SECURED	YEAR OF PASSING
FIRST YEAR ENGLISH I	100	36	50	A05
TELUGU I (SEC. LANG.)	100	36	66	A05
SECOND YEAR ENGLISH 2	100	36	64	A06
TELUGU II (SEC. LANG.)	100	36	61	A06

TOTAL MARKS SECURED IN PART I

IN FIGURES : 241

IN WORDS :

**\*\* TWO FOUR ONE \*\***

PART I DIV : **FIRST**

PART II SUBJECTS	THEORY MARKS				PRACTICAL MARKS			
	MAX. MARKS	PASS MARKS	MARKS SECURED	YEAR OF PASSING	MAX. MARKS	PASS MARKS	MARKS SECURED	YEAR OF PASSING
FIRST YEAR								
BUSINESS ECONOMICS	100	36	42	A05	==	==	==	===
FINAN. ACCOUNTING I	100	36	56	A05	==	==	==	===
INDUSTRIAL ORG. MGMT.	100	36	55	A05	==	==	==	===
QUANT. TECHNIQUES I	100	36	63	S05	==	==	==	===
INDIAN H. CULTURE	50	18	28	A05	==	==	==	===
SECOND YEAR								
FINAN. ACCOUNTING II	100	36	45	A06	==	==	==	===
QUANT. TECHNIQUES II	100	36	48	A06	==	==	==	===
BANKING & SYSTEM	100	36	41	A06	==	==	==	===
ENTREPRENEURSHIP D.	100	36	57	A06	==	==	==	===
PSYCH. STUDIES	100	36	71	A06	==	==	==	===
THIRD YEAR								
BUSINESS LAWS	100	36	41	S07	==	==	==	===
S.E. MANAGEMENT	100	36	37	A07	==	==	==	===
AMB. COMMUNICATION	100	36	54	A07	==	==	==	===
INCOME TAX	100	36	64	A07	==	==	==	===
COST ACCOUNTING	100	36	57	A07	==	==	==	===
CORPORATE ACCOUNTING	100	36	58	A07	==	==	==	===
MANAGEMENT ACCOUNT	100	36	73	A07	==	==	==	===
SCIENCE AND CIVIL	050	18	25	A07	==	==	==	===

TOTAL MARKS } IN FIGURES : ==  
 SECURED IN PART II } IN WORDS : ==

PART II DIV

**COMPLETED**

*(Signature)*  
REGISTRAR

HYDERABAD, A.P.

\* INDIAN HERITAGE & CULTURE, ENVIRONMENTAL STUDIES AND SCIENCE & CIVILISATION MARKS ARE NOT INCLUDED IN TOTAL.



Sl. No. **E331348**

23/5020/E331348



# Board of Intermediate Education, A. P.

Vidya Bhavan, Nampally, Hyderabad - 500 001



## INTERMEDIATE PASS CERTIFICATE CUM MEMORANDUM OF MARKS

This is to certify that **N SREELATHA** daughter  
of **N'SOMIAH** bearing  
Registered No. **4530045** has appeared at the Intermediate Public  
Examination held in **MARCH-2004** and passed in **SECOND DIVISION**  
with **ENGLISH** as the Medium of Instruction.

The subjects in which **she** was examined and the marks awarded are as follows :

Subject	I Year		II Year	
	Maximum Marks	Marks Secured	Maximum Marks	Marks Secured
Part - 1 : <b>ENGLISH</b>	100	056	100	057
Part - 2 : <b>TELUGU</b>	100	068	100	037
Part - 3 : Optional Subjects				
<b>ECONOMICS</b>	100	050	100	061
<b>COMMERCE</b>	100	047	100	041
<b>CIVICS</b>	100	053	100	058
<b>Total Marks In Figures</b>	<b>528</b> →			
<b>In words</b>	<b>*FIVE**TWO***EIGHT</b>			
<b>Date</b>	<b>09-05-2004</b>	<b>R.No.</b>		

*J. Venkateswarlu*  
PRINCIPAL  
TAGORE'S HOME JUNIOR COLLEGE  
(AIDED)  
SECUNDERABAD.

Signature of the Principal and College Seal

*[Signature]*  
Controller of Examinations

NOTE : ELIGIBILITY RULES ARE OVERLEAF \* INDICATES MARKS OBTAINED AT AN EARLIER EXAMINATION

4530045

# BOARD OF SECONDARY EDUCATION ANDHRA PRADESH



## SECONDARY SCHOOL CERTIFICATE

NM 641004

(PRIVATE)

03/0051

CERTIFIED THAT N SREELATHA  
D/O N SOMAIAH

Bearing Roll No 1225881

belongs to KEYS HIGH SCHOOL (GIRLS), SECUNDERABAD

has appeared and PASSED at the SSC EXAMINATION held in MARCH-2002

in COMPARTMENTAL Division with ENGLISH as the medium of instruction.

DATE OF BIRTH OF THE CANDIDATE	DAY	MONTH	YEAR				
24/10/1984	TWO	FOUR	OCT	ONE	NINE	EIGHT	FOUR

### THE CANDIDATE SECURED THE FOLLOWING PERCENTAGE OF MARKS

SUBJECT	Marks Secured (in figures)	Marks Secured (in words)
FIRST LANGUAGE : ( TELUGU )	59 *	FIVE NINE
THIRD LANGUAGE : ENGLISH	61 *	SIX ONE
MATHEMATICS :	49 *	FOUR NINE
GENERAL SCIENCE :	48	FOUR EIGHT
SOCIAL STUDIES :	52 *	FIVE TWO
TOTAL :	269	(TWO SIX NINE)
SECOND LANGUAGE : ( HINDI )	34 *	THREE FOUR
GRAND TOTAL :	303	(THREE ZERO THREE)

Marks of Identification : 1.

2.

*Mary Dolathy*  
HEAD OF SCHOOL  
KEYS H. S FOR GIRLS  
SECUNDERABAD.  
with School Stamp

*M. S. Reddy*  
SECRETARY

BOARD OF SECONDARY EDUCATION  
A. P. HYDERABAD

Date of issue : 30-04-2002

Any corrections in the certificate will not be entertained after one year from the date of issue.  
Any unauthorised correction in the certificate will result in cancellation of certificate.  
The marks with an asterisk indicates the old marks secured in previous appearances.



641004



# GURU NANAK MEDICAL CENTRE



A Unit of Guru Nanak Charitable Trust, Secunderabad.  
GURUDWARA ROAD, Opp. Sec'bad Railway Station, SECUNDERABAD-3  
Timings : 8 :00 a.m., to 9 : p.m. Sunday & Holidays 8 : 00 to 1 : 00 p.m.  
Ph : 040-27701556 / 7 / 8 Fax : 040-27701558  
E-mail:gurunanak\_medical@hotmail.com

NAME OF PATIENT: M.S.SREELATHA

AGE : 23 Y

OP 17025

SEX:FE MALE

REF.DR. SELF

DATE: 17/05/08

## REPORT ON BLOOD GROUPING

BLOOD GROUP : 'O'

&

RH TYPING : POSITIVE

  
PATHOLOGIST

DR.DAISY VINAY SAGA

MD (PATH)