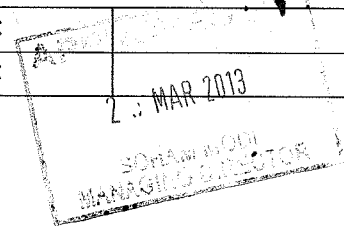




**Details of Appointment:** (For office use only – Do not write on this page)

Name	G. SANGEETHA
Salary	10,500/-
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. 250 per month.
PF & ESI	<input type="checkbox"/> No PF & ESI <input type="checkbox"/> Only after 3 months <input checked="" 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-14
Employee company	VISTA HOMES
Designation	ASST- Accountant
Site	Head office.
Date of joining	01-04-2013
Report to	Sambaliva Rao / Jaya prakash.
Commitment	Committed to work for atleast <u>02</u> yrs.
Documents required	<input checked="" type="checkbox"/> 4 photographs <input checked="" type="checkbox"/> Copy of school certificates <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. <u>Mother's</u> <input checked="" type="checkbox"/> Surety from _____ <input checked="" type="checkbox"/> Surety from _____ <input type="checkbox"/> 1 yr bank statement _____ <input checked="" type="checkbox"/> Reference letter from <u>Duora vanitha, H.No-45, Kadakpura Bowenpally</u> <input type="checkbox"/> Reference letter from <u>P.B. Sai Sandeep, H.No-157A, pocket Sec-bud.</u> <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	→ worked at Ajay Mehta-CA. → Management PF, ESI Contribution not added.

Approved by Manager - HR & Admin.		Approved by Managing Director	
Date:	25.03.2013	Date:	
Sign:		Sign:	



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

Background - Personal	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Background - Work	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Personality	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Appearance	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Communication skills	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Recommendation	<input type="checkbox"/> Employ <input type="checkbox"/> Reject <input checked="" type="checkbox"/> Short list & decide later
Recommended salary	10,000/-

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

Relevant experience	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Knowledge of subject	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Recommendation	<input checked="" type="checkbox"/> Employ <input type="checkbox"/> Reject <input type="checkbox"/> Short list & decide later
Recommended salary	
over all - good	
A. Sambasivarao	
25/3/13	

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

Recommendation	<input type="checkbox"/> Employ <input type="checkbox"/> Reject <input type="checkbox"/> Short list & decide later
Recommended salary	

**Offer Details**

Salary offered		Date of joining	
Remarks:			

OK  
Date of joining  
11/4/13

**Bio-Data**

Note: Attach copy of Resume / Bio-data

Application for post of	Accounts Executive	
Date of application	09-03-2013	
Application through	<input type="checkbox"/> Advertisement	<input checked="" type="checkbox"/> Referred by:

**Personal Details**

Name	Sangeetha Gadam		
Age	26 yrs	Date of Birth	21/11/1986
Fathers Name	Venkateshwar Rao . G		
Address for Correspondence	H.No-1-11-2, Chinnu thokkata New Bowenpally, Secunderabad - 500011		
Phone & Mobile	9666593972		
Permanent Address	H.No-1-11-2, Chinnu thokkata Bowenpally, Secunderabad - 500011		

Rented  
Aadhar

Gr, she is asking 12,000/- actually kindly mention

@ Will he accept  
Rs. 10,000/- ?

Regular Course	Correspondence Course
Medium of Instruction	
Category	SC / ST / BC / Open

25/3/13

2010	55%
Medium of Instruction	English

Completed

Name of Inter/ Jr. College	at Junior College for girls		
Location	Vista houses		
Year	2000	Medium of Instruction	English

Gr, 10,500 to 11,000 may fix salary  
→ no need of training to be  
→ Vista houses kindly add this  
Secunderabad  
year high school

→ Due to financial problems  
gap in education.

Description of other courses or training	

### Computer Skills

MS Office	<input checked="" type="checkbox"/> Good   Average   Poor
MS Word	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
MS Excel	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Auto CAD	Good   Average   Poor
Other	Tally Exp

### Two Wheeler / Car

Make		Year	
------	--	------	--

Family Details	Name	Age	Occupation	Company
Father	-	-	-	-
Mother	G. Paripatham	60	Retired Railway	employee Jan'13 - Retired.
Wife / Husband	-	-	-	-
Brother / Sister	Padma Jyothi	34yrs	House wife	Marrried
Brother / Sister	Padma Lalita	32yrs	"	"
Brother / Sister	Sandhya	28yrs	"	"
Son / daughter <sup>Sister</sup>	vijaya	30yrs	"	"
Son / daughter				
Son / daughter				

### Salary Details

(Copy of 1 yr bank statement form salary account will have produced at time of employment)

Last Drawn Salary	8,000/-		
Does the above salary include:	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	12,000/-		

### Surety

Can you provide 2 sureties from Govt. employees or employees of reputed companies?				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Surety 1:	Name		Company	
	Designation		Your Relation	
Surety 2:	Name		Company	
	Designation		Your Relation	

### Commitment

Can you commit to work for a minimum of 2 years?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
--	---

After appointment she will provide  
 Sureties. Exp  
 Page 2 of 6

**Experience & Employment Details**

Years of experience in relevant field	
---------------------------------------	--

Name of Company	AJAY MEHTA & CO.				
Duration of employment	2 yrs	From date:	Jan '2011	To date:	Till date
Location	Ranjivij, Secunderabad				
Designation	Accounts Assistant				
Last drawn salary	8,000/-				
Number of employees in the company / branch?	10	Number of employees in your dept. or division?	10		
Brief description of work handled by you.	Internal Audit of firms and companies				
Reason for leaving	Looking for Better Opportunity				

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

→ Starting salary 5000/-, then three times got an increment @ 100%
→ Referred by friend.

Name of Company	wipro Infotech				
Duration of employment	2 yrs	From date:	Jan 2008	To date:	Oct 2010
Location	Gachibowli				
Designation	Help-desk Co-ordinator				
Last drawn salary	7500/-				
Number of employees in the company / branch?	500	Number of employees in your dept. or division?	150		
Brief description of work handled by you.	providing Online Solutions relation IT issues				
Reason for leaving	contract Based				

1 Year  
10 months  
Contract  
Based

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


Name of Company					
Duration of employment	yrs	From date:		To date:	
Location					
Designation					
Last drawn salary					
Number of employees in the company / branch?		Number of employees in your dept. or division?			
Brief description of work handled by you.					
Reason for leaving					

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


Name of Company					
Duration of employment	yrs	From date:		To date:	
Location					
Designation					
Last drawn salary					
Number of employees in the company / branch?		Number of employees in your dept. or division?			
Brief description of work handled by you.					
Reason for leaving					

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


*Ask for additional sheets if required.*

## CURRICULUM VITAE

### **SANGEETHA GADAM**

H. No: 1-11-2,  
Bowenpally,  
Secunderabad-500011.  
Mob: 9666593972

E-mail:-gadam.sangeetha @gmail.com

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### **CAREER OBJECTIVE**

To Work in an environment that gives me an opportunity to use my talents as a result will be an art in the growth of organization and individual.

### **EDUCATIONAL QUALIFICATIONS**

- B.Com from Dr.B.R.Ambedhkar Open University.
- Intermediate (CEC) from New Govt Junior College
- S.S.C. from Wesley Girls High School.

### **WORK EXPERIENCE**

#### **CURRENT JOB PROFILE**

Presently working as an "Accounts Assistant" with CA AJAY MEHTA from January 2011 till Date.

- Maintenance of Books of Accounts in a computerized environment
- Verifying company all purchase invoices with compare to material receipt report purchase orders purchase ledger.
- Verification of sales invoices
- Verification of cash and petty cash vouching though ledgers.
- Verifications of bank reconciliation statement BRS.
- Monthly TDS deduction checking on salaries, contractors, house rents and parties.
- Verifying Payroll of employees
- E-filing and manual filing of Income tax returns.

#### **WORK EXPERIENCE II**

Worked as an "Helpdesk Co-Ordinator" with Wipro InfoTech from January 2008 to October 2010.

#### **JOB PROFILE:**

- Logging calls through web, emails, phone & monitoring till resolution by maintaining SLA & Escalation matrix, & making confirmation calls.
- Assigning tickets to proper Support teams
- Resetting the domain & other applications passwords.
- Answering the users calls for IT Related issues
- Coordinating with onsite & field Engineers.
- Maintaining a daily & monthly call report & doing monthly call analysis.
- Was Promoted as Team Leader on July 2009.

**COMPUTER PROFICIENCY**

- M.S. Office
- Tally ERP
- Internet Concept
- Typing Knowledge

**PERSONAL TRAIT**

- Fast Learner, Adapt well to changes and pressures in the workplace
- Positive Attitude with Hardworking Nature.
- Honesty & Sincerity

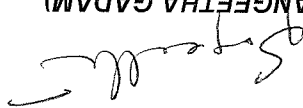
**PERSONAL DETAILS**

Name : SANGEETHA GADAM  
Father Name : Venkateshwar Rao G  
Date of Birth : 21/11/1986  
Marital Status : Unmarried  
Nationality : Indian  
Languages Known : English, Hindi & Telugu

**DECLARATION**

I hereby declare that the above furnished details are authentic to the best of my knowledge.

Date:

  
(SANGEETHA GADAM)

Place:



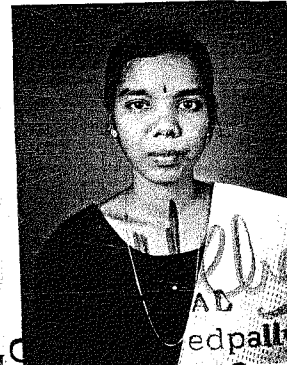
Sl. No. **C382680**

23/4990/C382680



# Board of Intermediate Education A. P.

Vidya Bhavan, Nampally, Hyderabad- 500 0



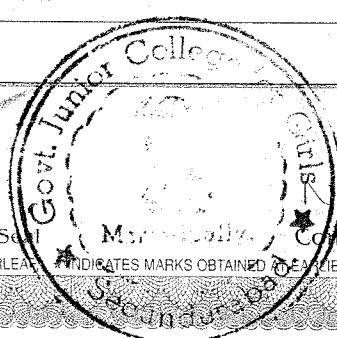
## PASS CERTIFICATE CUM MEMORANDUM OF MERIT

This is to certify that **G SANGEETHA** ~~XXX~~/daughter  
of **G VENKATESHWAR RAO** passed the  
Intermediate Public Examination held in **MARCH 2002**  
with Registered No. : **5472945** in **ENGLISH** medium  
and is placed in **FIRST DIVISION.**

The subjects in which he/she is examined and the marks awarded are as follows :

Subject	Paper-I		Paper-II	
	Maximum Marks	Marks Obtained	Maximum Marks	Marks Obtained
Part - 1 : ENGLISH	100	055	100	063
Part - 2 : TELUGU	100	057	100	058
Part - 3 : Optional Subjects				
ECONOMICS	100	080	100	071
COMMERCE	100	066	100	076
CIVICS	100	052	100	057
<b>Total Marks In Figures</b>	<b>635</b>			
<b>In Words</b>	<b>SIX *THREE*FIVE**</b>			
<b>Date</b>	<b>10-05-2002</b>			

*Handwritten signature of the Principal and College Seal*



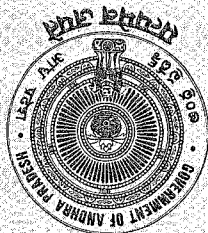
*Handwritten signature of the Controller of Examinations*

Signature of the Principal and College Seal Mr. [Name] Controller of Examinations

\*NOTE : ELIGIBILITY RULES ARE OVERLEAF. \*\*INDICATES MARKS OBTAINED IN SENIOR EXAMINATION.

# BOARD OF SECONDARY EDUCATION

ANDHRA PRADESH



SECONDARY SCHOOL CERTIFICATE  
 PC/03/0015205/8  
 WESLEY GIRLS HIGH SCHOOL  
 Secunderabad, A.P.

VK054299

CERTIFIED THAT SANGEETHA G  
 D/O VENKATESHWAR RAO G  
 belongs to WESLEY GIRLS HS, SEC'DAD  
 has appeared and PASSED at the SSC EXAMINATION held in  
 MARCH-2000  
 in SECOND  
 Division with ENGLISH  
 as the medium of instruction.

DATE OF BIRTH OF THE CANDIDATE		DAY		MONTH	YEAR		
21/11/1984		TWO	ONE	NOV	ONE	NINE	FOUR

THE CANDIDATE SECURED THE FOLLOWING PERCENTAGE OF MARKS

SUBJECT	Marks Secured (in figures)	Marks Secured (in words)
FIRST LANGUAGE : ( TELUGU )	64	SIX FOUR
THIRD LANGUAGE : ENGLISH	50	FIVE ZERO
MATHEMATICS	47	FOUR SEVEN
GENERAL SCIENCE	57	FIVE SEVEN
SOCIAL STUDIES	74	SEVEN FOUR
TOTAL	292	( TWO NINE TWO )
SECOND LANGUAGE : ( HINDI )	50	FIVE ZERO
GRAND TOTAL	342	( THREE FOUR TWO )

Marks of Identification : 1. mfg - on the left hand.  
 2. H mfg on the left hand.

Head of Institution  
 with School Stamp  
 WESLEY GIRLS HIGH SCHOOL  
 Secunderabad, A.P.  
 Date of Issue :  
 SECRETARY  
 BOARD OF SECONDARY EDUCATION  
 A.P. HYDERABAD

2000  
 Any corrections in the certificate will not be entertained after one year from the date of issue.  
 The marks with an asterisk indicates the old marks secured in previous appearances.





011826

# Dr. B. R. Ambedkar Open University

HYDERABAD (A.P.), INDIA



## Faculty of Commerce

Hall Ticket No. 0280422565

Medium. English

This is to Certify that Pangeetha G (whose photograph is affixed)

Son / Daughter of Venkateshwar Rao G

has been admitted to the Degree of  
**Bachelor of Commerce**  
(Three Year Degree Programme)

of this University, having been declared to have passed the Examination held in  
May, 2010 and placed in Third

Division with the following subjects :

1<sup>st</sup> Year Foundation Courses : 1. English 2. Modern Indian Language : Fun.English  
3. Science & Technology 4. Social Sciences

Optionals :

2 <sup>nd</sup> Year :	1. Business Organisation and Management	3 <sup>rd</sup> Year :	1. Advanced Accounts
-	Accountancy	-	Auditing
2.	Business Statistics	2.	Company Accounts
-	Business Law	-	Business Finance
3.	Business Economics	3.	Principles Of Marketing
-	Money and Banking Theory and Practice	-	Sales and Distribution Management

Given under the seal of the University



Hyderabad

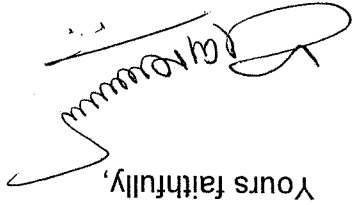
Dated : 30-10-2012

Registrar

Place: Secunderabad  
Date : 31/03/2013

CHARTERED ACCOUNTANT

(AJAY MEHTA)

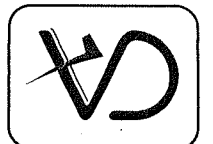
  
Yours faithfully,



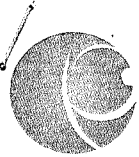
This is to certify that Ms. Sangeetha Gadam, D/o. G. Venkateshwar Rao has worked in my firm as a **Audit Assistant** from 10/01/2011 to 31/03/2013. She has been relieved from the services of the firm on the closing hours of 31/03/2013. During her tenure I found her to be sincere, hardworking & honest.

***Relieving Letter cum Experience Certificate***

Alphabets of Trust



CA. *Ajay Mehta* B.Com. F.C.A.  
Chartered Accountant



# Primaccess

Inspired to Excel

19/01/2008

Ref: PRI/HRD/APP-HYDD-1248'

**Dear Ms., Gadam Sangeetha**

**Sub: Appointment as a Help Desk Coordinator**

This refers to the various discussion had with you. The Management is pleased to inform you that, you have been selected as **Help Desk Coordinator** with effect from 21/01/2008

On the following terms and conditions

You will be deputed with our client **Wipro Infotech Ltd**, Hyderabad. Your cost to the company is Rs.7662.P.M

It includes the following benefits:

- a) PF Employer Contributions (12% of Basic) as per Employee's Act 1952.
- b) ESI as per ESI Act 1948 (If applicable).

The above coverage is subject to filling up necessary forms and completing the necessary formalities.

You will be on probation for a period of Twelve Months and will be subject to the normal terms and conditions in force and modified from time to time.

Please return the duplicate copy of this Offer duly signed in token of your having accepted the terms and conditions stipulated herein.

We welcome you to the **PRIMACCESS FAMILY** and hope for a long and happy association with you in the near future.

With warm regards,

Sincerely yours,  
For **PRIMACCESS Technologies Pvt.Ltd.**



**Authorized Signatory**



**Primaccess Technologies Pvt. Ltd.**

No: 102, Trendset Pyla Complex, Beside E-Seva Center  
Vengal Rao Nagar, Hyderabad - 500 038.  
Phone: 23816166/40172005/14  
Fax: +91-40-40172001 Email: [Info@primaccess.com](mailto:Info@primaccess.com)  
URL: [www.primaccess.com](http://www.primaccess.com)

**US Office:**

Primaccess Inc.,  
#16, Romaine Ave  
Jersey City, NJ 07306. USA  
Email: [support@primaccess.com](mailto:support@primaccess.com)  
Ph: +1 201 984 1961

Corporate Office: Primaccess Technologies Pvt. Ltd. # 102, Trendset Pyla complex, Vengalrao Nagar, Hyderabad - 38  
Chennai: 27-C/11, First Floor, Sundararajan St. T.Nagar, Chennai-17. 044 4279 1213/1214  
US: Primaccess Inc. # 16 Romaine Ave, Jersey City, NJ 07306, USA. VoIP: 201 984 1961  
Mail: support@primaccess.com. URL : www.primaccess.com. Ph : 040 44661244/48/41/42

Yours faithfully,  
A. Ratnao P  
For PRIMACCESS Technologies Pvt Ltd.,  
Authorised Signatory



Thanking you,

We wish her all the best in her future endeavours.

This is to certify that Ms., G.Sangeetha has worked with us as, Help Desk Coordinator 21/01/2008 to 30/09/2009, at our client Wipro Infotech Ltd.Hyderabad. During her tenure with us, we found her work and conduct well.

**TO WHOM SO EVER IT MAY CONCERN**

Date: 25/11/2009

**Primaccess**  
Inspire to Excel





भारत सरकार GOVERNMENT OF INDIA  
रेल मंत्रालय Ministry of Railways  
दक्षिण मध्य रेलवे South Central Railway  
पेंशन भोगी पहचान पत्र

C.W.M / LGDS

Pensioners Identity cum Medical Card

RELHS No. 59071106323



G. Parijatham

Signature

*G. Parijatham*

WPO/LGDS

प्राधिकारी  
Issuing Authority

नाम Name	G. Parijatham
आवासीय पता Residential Address	H.No: 1-11-2, Chinnathokata, New Bowenpally, Secunderabad-11.
टेलीफोन नं Telephone No	9666593972
रक्त ग्रुप Blood Group	O+ve
जन्म/नियुक्ति/अधिवसिता की तारीख DOB - DOA - DOR	04.01.53 / 26.08.87 / 31.01.13
सेवानिवृत्ति के समय धारित पद Post held on retirement:	TechI
वेतनमान Pay Band	5200-20200(PB-I)
Last pay: and Gr Pay:	Rs.9,430.00 Rs2,800
अर्हक सेव Qualifying service	25 years 04 months 26 days
मूल रूप से स्वीकृत पेंशन Basic pension sanctioned	Rs.6,115.00
पेंशन अदायगी आदेश सं. और त P.P.O.No and Date	59071106323 01.02.13



G. Sangeetha  
UM Daughter  
21.11.84

Valid

Lock-in-Period From: 1.2.13 To 31.7.13