

6800/-



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

Name	N. MEGAMALA
Salary	6800/-
Conveyance	<input checked="" type="checkbox"/> Included in salary <input type="checkbox"/> Extra Rs. <u>NA</u> per month
Mobile Allowance	<input type="checkbox"/> Nil <input type="checkbox"/> Rs. <u>250/-</u> per month.
PF & ESI	<input type="checkbox"/> No PF & ESI <input 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-2014.
Employee company	Greenwood Estates
Designation	Accounts Assistant
Site	Head office
Date of joining	01-03-2013.
Report to	A Sambasivarao / Jayaprakash
Commitment	Committed to work for atleast <u>02</u> yrs.
Documents required	<input checked="" type="checkbox"/> 4 photographs <input 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 type="checkbox"/> Fathers employment details / Copy of ID card. <input checked="" type="checkbox"/> Surety from <u>N. Renuka Devi</u> <input type="checkbox"/> Surety from _____ <input type="checkbox"/> 1 yr bank statement _____ <input checked="" type="checkbox"/> Reference letter from <u>Mr. Rajesh icici bank</u> <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	<p>→ Sister of Ms. Renuka, Sales GWE</p> <p>→ Assist to Nagamas and Rajyalaxmi</p> <p>→ Management Contribution Pf and ESI has to added.</p>

Approved by Manager - HR & Admin.		Approved by Managing Director	
Date:	28-02-2013	Date:	- 1 MAR 2013
Sign:		Sign:	

RECEIVED BY
SOHAM MODI
MANAGING DIRECTOR

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 checked="" type="checkbox"/> Employ <input type="checkbox"/> Reject <input type="checkbox"/> Short list & decide later
Recommended salary	6800/-
OK	

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

Relevant experience	<input type="checkbox"/> Good <input checked="" type="checkbox"/> Average <input type="checkbox"/> Poor
Knowledge of subject	<input type="checkbox"/> Good <input checked="" 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	
Exp: Previously there is no exp in accounts she is interested to learn the accounts etc	

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:			

Friday 29th

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	
Date of application	26/2/13
Application through	<input type="checkbox"/> Advertisement <input checked="" type="checkbox"/> Referred by: M. Renukadevi

Personal Details

Name	D. MEGAMAIA		
Age	25	Date of Birth	00/00/00 4-6-1987
Fathers Name	D. RAJCHANDER		
Address for Correspondence	201/A Sanjeeviah Nagar, West Marredpally Sec-bad,		
Phone & Mobile	8297430081		
Permanent Address	201A Sanjeeviah Nagar colony West Marredpally Sec-bad.		

Reputed
3500/-
Stays
with family

Education

Degree (PG)	Degree (Bcom. Computers)		
Name of college	Ken Degree College		
Location	lalbazar		
Course type	<input checked="" type="checkbox"/> Regular Course <input type="checkbox"/> Correspondence Course		
Year of completion	2010	Medium of Instruction	English
Percentage marks	58%	Category	SC/ST/BC/Open

Degree			
Name of college			
Location			
Course type	<input type="checkbox"/> Regular course <input type="checkbox"/> Correspondence Course		
Year of completion		Medium of Instruction	
Percentage marks			

Name of Inter/ Jr. College	Ken Juniors college		
Location	lalbazar		
Year	2008	Medium of Instruction	English

Name of school	Govt. Girls High School		
Location	West Marredpally		
Year	2006	Medium of Instruction	English

Description of other courses or training	

Computer Skills

MS Office	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> 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	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Other	

Two Wheeler / Car

Make		Year	
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Family Details	Name	Age	Occupation	Company
Father	M. RAMCHANDER	50	labour	
Mother	M. KRISHNAVENI	40	house wife	
Wife / Husband				
Brother / Sister	Renukadevi	24	working on modi sales	Pro in modi Properties
Brother / Sister				
Brother / Sister				
Son / daughter	HELENA	25	Medical Student	Indira
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	5000/-		
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	8000/-		

Surety

Can you provide 2 sureties from Govt. employees or employees of reputed companies?				<input type="checkbox"/> Yes <input type="checkbox"/> No
Surety 1:	Name	Rajesh	Company	icici
	Designation	voice process	Your Relation	cowson
Surety 2:	Name	M. Renukadevi	Company	Modi Properties
	Designation	sales executive	Your Relation	cowson

Commitment

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

Years of experience in relevant field	
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Name of Company	Bill Desk (India Idea.com Pvt Ltd)		
Duration of employment	2 1/2 yrs	From date: Sep '28-2000	To date: Till date
Location	Prakash nagar		
Designation	Mutual fund Process		
Last drawn salary	6000 /-		
Number of employees in the company / branch?	30	Number of employees in your dept. or division?	15
Brief description of work handled by you.	successfully handling ECS Process of Multiple fund like UTI Mutual fund, Reliance mf, Axis mf, Religare mf, Bob mf, HSMF etc.		
Reason for leaving	NO Growth		

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

→ Can get Experience Certificate ✓
→ Salary by Cash.

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	Bill desk (Sudha Sadas.com Pvt. Ltd)			
Duration of employment	2 1/2 yrs	From date:	sep 28	To date: Till date
Location	Prakash nagar			
Designation				
Last drawn salary	6000			
Number of employees in the company / branch?	30	Number of employees in your dept. or division?	15	
Brief description of work handled by you.	successfully handling ECS process of multiple funds like Religare, UTI, HSHF, LIC, Mirae, AXIS, bob Mutual funds etc.			
	Reason for leaving			
no growth.				

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.

Megamala Nalakatla

*Through
Renuka Joshi
FD .SWE*

Address: H.No.201/A,
Sanjeevaiah Nagar Colony,
West Marredpally,
Secunderabad – 500 027.

Phone: +91 8297430081

Email: megamala.n@gmail.com

CAREER OBJECTIVE

To be a part of professionally managed organization where there is individual growth and personal development.

EDUCATIONAL QUALIFICATION

- Bachelor of Commerce (Computers) from Ken Degree College, Lalbazar, Secunderbad.
- Intermediate from Ken Junior College, Lalbazar, Secunderabad.
- S.S.C from Govt Girl's High School, West Marredpally, Secunderabad.

COMPUTER AWARENESS

- Accounting Packages: Tally 9.
- MS Office : Word, Excel

STRENGTHS

- Ability to work with a team or individually.
- To understand the responsibility for doing work with at most sincerity.
- Inquisitive with time management skills and leadership charisma.
- Self belief and optimistic attitude.

WORK EXPERIENCE

- Working in Indiaideas.com PVT LTD (BILLDESK)

(Experience in Mutual fund Services Back End Operation on – SIP,(Online Billpayment & Transaction Process) since from period of September 2010 to Till Date).

Company profile:

BillDesk, a property of India Ideas.com Ltd. was conceived in early 2000 to solve the frustrations of most of us when it comes to paying bills. We have created BillDesk to help consumers like us leverage on the potential of electronic medium to better organize and manage our payments, while escaping some of the pitfalls of traditional bill payment services.

Job profile:

Successfully handling Ecs Process of Multiple fund like UTI Mf, Reliance Mf, Axis mf, Religare Mf, BoB Mf, Msmf Mf, Sahara Mf, Lic Mf,, Quantum mf, Mirae mf.

- Handling Registrations, validations processing and preparing Reverse Registration feeds accordingly
- Maintaining Transaction feeds and sending the Reverse Transaction feeds to the Biller and the registrar
- Organizing Cycle wise Transaction Reports to Head office and Biller / Clients and processing the bill cycles report Biller /Clients
- Handling Investor and Biller related queries by interacting through mails and calls
- Handling Technical Errors/Technical Rejections from the banker

Maintaining all the feeds and updating the Master Data with in the TAT specified.

TAT - three days

PERSONAL PROFILE

Name	Megamala Nalakatla
Father Name	N.Ramchander
Nationality	Indian
Marital Status	Single
Date of Birth	04-06-1987
Linguistic proficiency	English, Hindi & Telugu
Address	H.No.201/A, Sanjeevaiah Nagar Colony, West Marredpally, Secunderabad - 500 027.

Declaration:

I here by affirm that the information in this document is accurate and true to the best of my Knowledge

Date:

Place:

(Megamala.N)

F

6500 + ———→ P5 ✓
7 ———→ 31 ✓
B81 ✓

2 days
33 days
11

10 to 6:00.

10:15 - (2)

10:14 ✓ }
16 — }
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