



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

Name	K. SWATHI CHANDRA
Salary	11,000/-
Conveyance	<input checked="" type="checkbox"/> Included in salary <input type="checkbox"/> Extra Rs. - NA - per month
Mobile Allowance	<input type="checkbox"/> Nil <input type="checkbox"/> Rs. 250/- 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	Alpine Estates,
Designation	ACCOUNTANT
Site	HEAD OFFICE
Date of joining	07-02-2013
Report to	SAMBASIVA RAO / JAYA PRAKASH
Commitment	Committed to work for atleast 02 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 checked="" 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"/> Surety from Muralidhar, father (Govt. employee) <input type="checkbox"/> Surety from _____ <input type="checkbox"/> 1 yr bank statement _____ <input checked="" type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	→ Ex Employee - 5/11/07 → Neice of Phaninder → Shall takeover Audit work - next 3 months after auditing work done - can shift to Accounts

Approved by Manager - HR & Admin.		Approved by Managing Director	
Date:	06-02-2013	Date:	
Sign:	<i>[Signature]</i>	Sign:	

- 8 FEB 2013
 SUHAM 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	
<u>OK</u>	

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

Relevant experience	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Knowledge of subject	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Recommendation	<input type="checkbox"/> Employ <input type="checkbox"/> Reject <input type="checkbox"/> Short list & decide later
Recommended salary	

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:			

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	Accountant
Date of application	02/01/2018
Application through	<input type="checkbox"/> Advertisement <input type="checkbox"/> Referred by: Ex Employee

Personal Details

Name	Sushu		
Age	24	Date of Birth	23/08/1987
Fathers Name	S. Muralidhar		
Address for Correspondence	T.R.T - 50 Seethajalmandi, Sec-Bad		
Phone & Mobile	8143169690		
Permanent Address	T.R.T - 50 Seethajalmandi		

For Rejoining

Rented
2007**Education**

Degree (PG)	MBA Finance		
Name of college	Osmania University		
Location	Hyd		
Course type	<input type="checkbox"/> Regular Course <input checked="" type="checkbox"/> Correspondence Course		
Year of completion	2011	Medium of Instruction	English
Percentage marks	62%	Category	SC/ST/BC/Open

Degree	B.Com Computers		
Name of college	Vignam Bharathi		
Location	Hyd		
Course type	<input checked="" type="checkbox"/> Regular course <input type="checkbox"/> Correspondence Course		
Year of completion	2007	Medium of Instruction	English
Percentage marks	67%		

Name of Inter/ Jr. College	MEC		
Location	Hyd		
Year	2004	Medium of Instruction	English

Name of school	Seethajalmandi High School		
Location	Sec-Bad		
Year	2005	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	Tally (Good)

Two Wheeler / Car

Make		Year	
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Family Details	Name	Age	Occupation	Company
Father	Muralidhar		Supervisor	Osmania University
Mother	Shailaja		Housewife	-
Wife / Husband	Hari		Service Advisor	Sundaram Honda
Brother / Sister	Satish	21 yrs	Lab Technician	Med plus
Brother / Sister				
Brother / Sister				
Son / daughter	Srinidhi	4 yrs	Nursing	Dr. Reddy's
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	6000/-		
Does the above salary include:	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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Expected Salary	11000/- + Conveyance		

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	Muralidhar	Company	O.V
	Designation	Subordinate	Your Relation	Father
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
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Experience & Employment Details

Years of experience in relevant field	
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Name of Company	Medi Properties & Investment Pvt Ltd		
Duration of employment	yrs	From date:	To date:
		Dec 2007	Feb 2009
Location	R.P. Road Sec-Bad		
Designation	Accounts Executive		
Last drawn salary	6000/-		
Number of employees in the company / branch?		Number of employees in your dept. or division?	
Brief description of work handled by you.	Accounts Assist for Mehta, Modi House Under Satyanarayan		
Reason for leaving	As I was pregnant		

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

another 5 months worked under Ganga Sira Rao

Name of Company	M.J. Infrotech Hyd Pvt Ltd		
Duration of employment	2 yrs	From date:	To date:
		Dec 2010	Till date
Location	Habsguda		
Designation	Accountant		
Last drawn salary	11000/- + Conveyance		
Number of employees in the company / branch?		Number of employees in your dept. or division?	
Brief description of work handled by you.	Handled over all Cash Files & Bank Files		
Reason for leaving	for good opportunity		

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Salary paid by cash - no proof of evidence.
Communication = good
Subject - good.

Individually she can handle account.

A. Sambalindaw
2/2/13

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.

Ex-employee

RESUME

K.Swathi Chandra
Mobile No: 8143169690
Email: samiri.swathi@gmail.com

Accountant

Earlier referee - Mr. Phaneendra

Objective:

To pursue a highly challenging career, where I can apply my knowledge, acquire new skills and contribute constructively to the organization.

Experience:

- Worked as a Accounts Assisstant in Modi Properties & Investments Pvt Ltd for from December 2007 - February 2009.
- Presently working as a Accountant in M.J.Infra Tech Pvt Ltd from November 2010 to till date. ✓

Educational Qualification:

- ✓ ➤ Completed M.B.A in Finance from Osmania University, 2010-2011.
- ✓ ➤ Completed Graduation B.Com - Computers from Vignan Bharathi College Padmarao Nagar , 2004 - 2007.
- Completed Intermediate M.E.C from Vignan Bharthi College, Padmarao Nagar 2002 - 2004.
- Completed SSC from V .P. H. School , Seethafalmandi , Secunderabad , 2001 - 2002.

Personal Strengths:

- Honesty in Work.
- Highly dedicated and self motivated.
- Good planning & organization skills.
- Good Communication Skills .
- Interested in learning new things.

Sir
She is Sincere and Hard
working

A. Sambasivarao
11/1/13

Job Profile :

- Maintaining Cash Book & Bank Book.
- Filing & Feeding Cash Payments & Receipts entries in Tally
- Filing & Feeding Bank Payments & Receipts entries in Tally.
- Doing Monthly BRS Statement in Tally.
- Preparing & Filing monthly VAT Returns.
- Preparing TDS returns.

Technical Skills :

- Good in Ms - Excel.
- Tally .ERP 9.

Personal Information :

Name : K. Swathi Chandra

Father Name : S. Murali Dhar

Date of Birth: 23 - 08 -1987

Marital Status: Married

Nationality: Indian

Religion: Hindu

Languages Known: Telugu , Hindi , English

Email ID : **samiri.swathi@gmail.com**

Permanent Address: H.No: T.R.T - 50 ,
Seethafalmandi , Secunderabad ,
Pincode - 500061 .

Declaration:

I hereby declare that the above written particulars are best of my knowledge and belief.

Place: Secunderabad
(K.Swathi Chandra)

