



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

Name	K. PUSPA LATHA
Salary	6,600/-
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	Paramount Pestlax.
Designation	Accounts Assistant
Site	Head office.
Date of joining	28-02-2013
Report to	A-Sambasiva Rao (Manager-Accounts)
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 type="checkbox"/> Fathers employment details / Copy of ID card. <input checked="" type="checkbox"/> Surety from <u>K. Sudharshan - Palthu-in law (Traffic police)</u> <input type="checkbox"/> Surety from _____ <input type="checkbox"/> 1 yr bank statement <u>NA</u> <input checked="" type="checkbox"/> Reference letter from <u>K. Prashotham</u> <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	<p>→ K. Prashotham, Engineer's wife</p> <p>→ To Assist A-Sambasiva Rao Accounts Manager</p> <p>→ Management Contribution of <u>ded ES</u> to be added.</p>

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

APPROVED 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 type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor -NA-
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	
fresher.	
etc	
etc	

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 NA.
Knowledge of subject	<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	
1) No experience	
2) Computers – good	
3) She is Endeavour to learn 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:			



Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	Accounts Assistant.		
Date of application	27/2/2013		
Application through	<input type="checkbox"/> Advertisement	<input checked="" type="checkbox"/> Referred by:	K. Prashantam, Engineer.

Personal Details

Name	K. Puspakatha		
Age	27	Date of Birth	26-6-1985
Fathers Name	M. Rajender		
Address for Correspondence	H.No. 12-1-645/26/2, Flat No. A3, Satyanarayana Apartments, Asif Nagar. own house.		
Phone & Mobile	7386131718		
Permanent Address	H.No 12-1-645/26/2, Flat No. A3, Satyanarayana Apartments, Asif Nagar, Hyderabad - 500028		

Education

Degree (PG)	M.B.A		
Name of college	Ravi P.G college for women.		
Location	Gurram Guda		
Course type	<input checked="" type="checkbox"/> Regular Course	<input type="checkbox"/> Correspondence Course	
Year of completion	2012	Medium of Instruction	Finance with H.R
Percentage marks	60%.	Category	SC / ST / BC / Open

Degree	B.com		
Name of college	Siddhartha Degree College for women.		
Location	Dilshuknagar.		
Course type	<input checked="" type="checkbox"/> Regular course	<input type="checkbox"/> Correspondence Course	
Year of completion	2010	Medium of Instruction	General
Percentage marks	59%.		

Name of Inter/ Jr. College	Siddhartha Junior College for girls		
Location	Dilshuknagar		
Year	2003	Medium of Instruction	C.E.C

Name of school	St. Donald's High School		
Location	PET Colony, Dilshuknagar. R.R. District.		
Year	2001	Medium of Instruction	English

Description of other courses or training	Type writing Lower grade (Eng)
	State Board of Technical Education & 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	M.S. ARES & Tally S.H

Two Wheeler / Car

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

Family Details	Name	Age	Occupation	Company
Father	M. Rajender		Engloring	Self Employed
Mother	M. Satya		House wife	-
Wife / Husband	K. Purushotham	27 Yrs	Engineer in	MODI Properties Invest. Pvt. Ltd
Brother / Sister	M. Nalash	28 Yrs	H/W Engineer	Own Business, Dilbuknagar Chit cond
Brother / Sister	M. Suresh	22 Yrs	B.Tech -	student.
Brother / Sister	M. Archana	25 Yrs	B.Sc student.	-
Son / daughter ✓	K. vedhram	1 Yr	-	-
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	-		
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	9000 / -		

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	K. Sudhakar Rao	Company At	Purjagutta
	Designation	Traffic Polic	Your Relation	Father in law
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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1 baby girl - 1 year.
Mother in law takes care.

Experience & Employment Details

Years of experience in relevant field	
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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)

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.

Ref :- K. Puraashotham, Engineer
his wife 27/2/13

CURRICULUM VITAE

K.PuspaLatha
H.NO.12-1-645/26/2,
Flat No.A3,
Satyanarayana Apartments
Asifnagar
Hyderabad – 500028

Ph: 7386131718
puspalatha2606@gmail.com

Career Objective

Seeking a position in a well-established firm, where I would able to implement skills in a Effective way to meet the challenges and make growth of organization.

Academic Profile

Year of Passing	Course	Institution
2012	MBA(finance)	Osmania University, Hyderabad
2010	Bachelor of commerce	Siddhartha degree college for women, Hyderabad
2003	Intermediate (Class XII)	Siddhartha Junior College for girls, Hyderabad
2001	SSC (Class X)	St.Donald's High School, Hyderabad
2007	Typewriting Lower grade (Eng)	State Board of Technical Education and Training. A.P

Software Proficiency

Languages : MS-Office, Tally-5.4
Operating Systems : DOS, Windows,
Hardware : Personal Computers,

Achievements

- Stood first in paper presentation conducted by the college.
- Lead the Chess team for interhouse competition and secured Second position
- Participated in Science Fairs at school level

Interests and Activities

Reading Books, Making Friends, Stitching & Embroidery Works

Strengths

Grasping power, hardworking

Personal Profile

Full Name : K.Puspalatha
Contact no : +91 7386131718
Husband's name : K.Purshotham
Date of birth : 26-06-1985
Nationality : Indian
Marital Status : Married
Languages known : English, Hindi, Telugu

Declaration

I hereby declare that the information supplied is true to the best of knowledge.

Place: Hyderabad

Date:

Katta. K.
(K.Puspalatha)

10 to 6.

10:00/10:15

10:10]
10:12]
10:12 ←

Apr-13

Oct-13

MBA June-2011 Results

02-Sep-2011

Personal Details				
Hall Ticket No.	214709672040	Gender	FEMALE	
Name	LATHA M	Father's Name	RAJENDER M	
Course	MBA	Medium	ENGLISH	
Marks Details				
Code	Subject	Marks	Ses. Marks	Result
SMGT4	STRATEGIC MANAGEMENT	37	18	PASS
HRM.2	HUMAN RESOURCE MANAGEMENT	46	17	PASS
BENV2	BUSINESS ENVIRONMENT	32	14	PASS
SCM.4	SUPPLY CHAIN MANAGEMENT	32	17	PASS
ENDE4	ENTREPRENEURIAL DEVELOPMENT	32	18	PASS
IFIN4	INTERNATIONAL FINANCE	32	16	PASS
ORES2	OPERATIONS RESEARCH	36	16	PASS
OMGT2	OPERATIONS MANAGEMENT	48	16	PASS
INMG4	INVESTMENT MANAGEMENT	45	16	PASS
E&LD4	EMPOWERMENT & LEADERSHIP DEV.	41	18	PASS
PRJCT	PROJECT (GRADE)	=	=	EXCELLENT
VIVA4	VIVA-VOCE (GRADE)	=	=	SATISFACTORY
Result				
Year	Semester	Result		
1	2	COMPLETED		
2	2	SECOND DIVISION		

This information is provided to the candidate on his/her online request and is only a prototype list.

[Print Page](#)

0

Enter Hall Ticket No. : <input type="text"/> <input type="button" value="Submit"/>
Please Enter 7 - 12 Digit Hall Ticket Number Ex: 00108212, 00308129.
Results also available at following websites www.Vidyavision.com www.manabadi.co.in www.schools9.com www.bharatstudent.com www.saagam.com



OSMANIA UNIVERSITY UE 284897

CONSOLIDATED MARKS MEMORANDUM

EXAMINATION: B. Com. (YWS) OCT. /NOV. 2008

REG. NO. 1959

DATE: 11/12/2008

NAME: LATHA M

ROLL NO: 156-06-00833

FATHER'S NAME: RAJENDER M

PART I SUBJECTS	MAX. MARKS	PASS MARKS	MARKE	GRADE	YEARLY				
FIRST YEAR :									
ENGLISH I	100	36	59	A06					
SANSKRIT I (SEC LANG)	100	36	69	A06					
SECOND YEAR :									
ENGLISH 2	100	36	53	A07				222	
SANSKRIT II (SEC. LANG)	100	36	41	A07	**	TWO	TWO	TWO	**
SECOND									
PART II SUBJECTS	MAX. MARKS	PASS MARKS	MARKE	GRADE	YEARLY				
FIRST YEAR :									
BUSINESS ECONOMICS	100	36	41	A06	==	==	==	==	==
FINA. ACCOUNTING I	100	36	60	A06	==	==	==	==	==
INDUSTRIAL ORG. MGMT.	100	36	41	A06	==	==	==	==	==
BUS. STAT. (Q. T-1)	100	36	51	A06	==	==	==	==	==
*IND. H. CULTURE	50	18	32	A06	==	==	==	==	==
SECOND YEAR :									
FINAN. ACCOUNTING II	100	36	36	S08	==	==	==	==	==
BUS. MATHS (Q. T-2)	100	36	42	S07	==	==	==	==	==
BANKING&FIN. SYSTEM.	100	36	42	A08	==	==	==	==	==
FUNDAMENTAL OF COM.	70	25	35	A07	30	11	23	A07	
*ENVI. STUDIES	100	36	70	A07	==	==	==	==	==
THIRD YEAR :									
BUSINESS LAWS	100	36	36	S08	==	==	==	==	==
B. D. P. AND A. SYSTEM	70	25	35	A08	30	11	20	A08	
A&B. COMMUNICATION	100	36	54	A08	==	==	==	==	==
INCOME TAX	100	36	57	A08	==	==	==	==	==
COST ACCOUNTING	100	36	63	S08	==	==	==	==	==
CORPORATE ACCOUNTING	100	36	41	A08	==	==	==	==	==
MANAGEMENT ACCOUNT.	100	36	41	A08	==	==	==	==	==
*SCI. AND CIVI.	050	18	27	A08	==	==	==	==	==

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

PART II DIV COMPLETED

* INDIAN HERITAGE & CULTURE AND SCIENCE AND CIVILISATION MARKS ARE NOT INCLUDED IN THE PART II AGGREGATE AND DIVISIONAL

HYDERABAD, A.P.

Registrar



UJ 308136

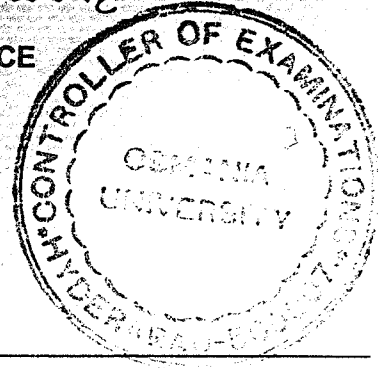
Osmania University

FACULTY OF COMMERCE

Ref. No. 601959

Provisional Certificate

Roll No. 156-06-00833

This is to certify that LATHA Mson/daughter of RAJENDER Mpassed the BACHELOR OF COMMERCE

Examination of this University, held
in OCT./NOV.2008 and that he/she was placed in

Part I : SECOND DIVISION

Second Language : SANSKRIT

Part II : COMPLETED

Hyderabad A.P.

Dated 11/12/2008

for Registrar

Section - incharge

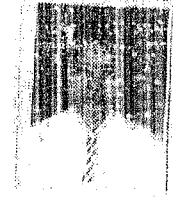
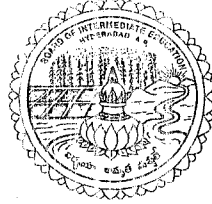
SI. No. **E809950**

28/3394/E809950



Board of Intermediate Education, A. P.

Vidya Bhavan, Nampally, Hyderabad - 500 001



INTERMEDIATE PASS CERTIFICATE CUM MEMORANDUM OF MARKS

This is to certify that **LATHA M** daughter
of **RAJENDER M** bearing
Registered No. **052846081** has appeared at the Intermediate Public
Examination held in **MARCH-2005** 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 :

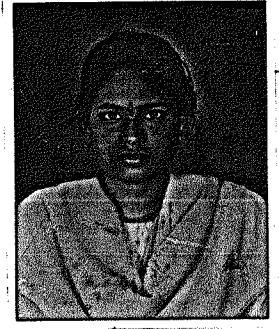
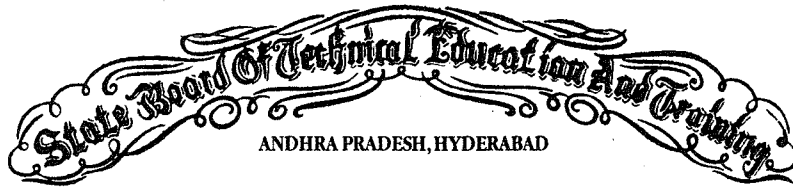
Subject	I Year		II Year	
	Maximum Marks	Marks Secured	Maximum Marks	Marks Secured
Part - 1 : ENGLISH	100	044	100	082
Part - 2 : SANSKRIT	100	066	100	070
Part - 3 : Optional Subjects				
ECONOMICS	100	040	100	050
COMMERCE	100	037	100	035
CIVICS	100	052	100	036
Total Marks In Figures	512 →			
In words	*FIVE**ONE***TWO**			
Date	25-04-2005			

Signature of the Principal and College Seal

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

Controller of Examinations

052846081



TECHNICAL EXAMINATION CERTIFICATE

This is to certify that **LATHA M**
~~XXX~~/ Daughter of Sri **RAJENDER M**
 with Reg. No. **160441** has passed the
TYPEWRITING ENGLISH LOWER (30 WPM)
EXAMINATION held in **JAN/FEB-2007 AT HYDERABAD(GIPDC)**
 and has been placed in **SECOND CLASS**

The candidate has secured the following percentage of marks :

PAPER I	PAPER II
58	60

DATE OF BIRTH : 26/06/85

FIRST CLASS : 75% and above in each paper

SECOND CLASS : 45% and above in each paper

SPOSORED BY :

Given under the seal of the Board

06 -624443

Date : 07-03-2007

Hyderabad A.P.

ASST. SECRETARY
 EXAMINATIONS

SECRETARY
 STATE BOARD OF TECHNICAL EDUCATION
 AND TRAINING, ANDHRA PRADESH

Note : Requests for any corrections have to be made within one year from the date of Issue



Osmania University

PF 282607

FACULTY OF MANAGEMENT

Provisional Certificate

Ref. No. 34409

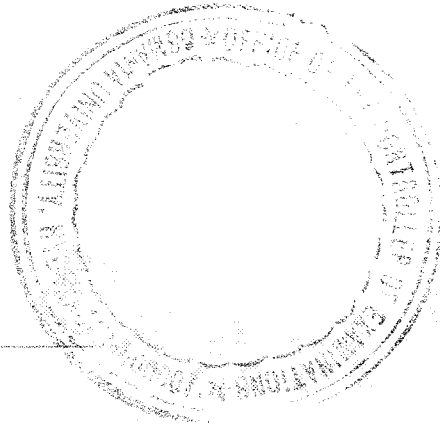
Roll No. 214709672040

This is to certify that LATHA M
son/daughter of RAJENDER M
passed the MASTER OF BUSINESS ADMINISTRATION

Examination of this University, held
in MAY/JUN, 2011 and that he/she was placed in
SECOND DIVISION

Hyderabad A.P.

Dated 02/09/2011



Shivam
for Registrar

[Signature]
Section - incharge



OSMANIA UNIVERSITY

CONSOLIDATED MEMORANDUM OF MARKS

PE 0156104

EXAMINATION: MASTER OF BUSINESS ADMINISTRATION

REF NO. 34409

(M.B.A.)

DATE: 02/09/2011

NAME: LATHA M

ROLL NO.: 214709672040

FATHER'S NAME: RAJENDER M

SL. NO.	SUBJECT	U.E.		I.A.		UE+IA MARKS SECURED	YEAR OF PASSING
		MAX. MARKS	MARKS SECURED	MAX. MARKS	MARKS SECURED		
I-SEMESTER							
1	MANG. & ORGANIZATIONAL BEHAVIOR	80	41	20	15	56	JUL '10
2	MANAGERIAL ECONOMICS	80	38	20	12	50	JUL '10
3	ACCOUNTING FOR MANAGEMENT	80	42	20	18	60	FEB '10
4	MARKETING MANAGEMENT	80	49	20	12	61	FEB '10
5	STATISTICS FOR MANAGEMENT	80	33	20	18	51	JUL '10
6	LEGAL ASPECTS OF BUSINESS	80	46	20	14	60	FEB '10
7	I.T. APPLICATION FOR MANAGEMENT	60	35	20	12	47	FEB '10
8	INTR. TO INFORMATION TECH. (LAB)	20	16	==	==	16	FEB '10
II-SEMESTER							
1	HUMAN RESOURCE MANAGEMENT	80	46	20	17	63	MAY '11
2	BUSINESS ENVIRONMENT	80	32	20	14	46	MAY '11
3	FINANCIAL MANAGEMENT	80	32	20	14	46	JUL '10
4	MARKETING RESEARCH	80	38	20	14	47	JUL '10
5	OPERATIONS RESEARCH	80	36	20	16	52	MAY '11
6	OPERATIONS MANAGEMENT	80	48	20	16	64	MAY '11
7	TECHNOLOGY & BUSINESS	80	38	20	14	52	JUL '10
III-SEMESTER							
1	STRATEGIC MANG. ACCOUNTING	80	42	20	17	59	DEC '10
2	TOTAL QUALITY MANAGEMENT	80	32	20	15	47	DEC '10
3	GLOBAL BUSINESS	80	36	20	14	52	DEC '10
4	FINANCIAL RISK MANAGEMENT	80	45	20	14	59	DEC '10
5	FINANCIAL SERVICES	80	42	20	15	57	DEC '10
6	ORGANISATIONAL DEVELOPMENT	80	38	20	15	53	DEC '10
IV-SEMESTER							
1	STRATEGIC MANAGEMENT	80	37	20	18	55	MAY '11
2	SUPPLY CHAIN MANAGEMENT	80	32	20	17	49	MAY '11
3	ENTREPRENEURIAL DEVELOPMENT	80	32	20	18	50	MAY '11
4	INTERNATIONAL FINANCE	80	32	20	16	48	MAY '11
5	INVESTMENT MANAGEMENT	80	45	20	16	61	MAY '11
6	EMPOWERMENT & LEADERSHIP DEV.	80	41	20	18	59	MAY '11
7	PROJECT (GRADE)	GRD	A	==	==	==	MAY '11
8	VIVA-VOCE (GRADE)	GRD	D	==	==	==	MAY '11

TOTAL MARKS
Secured in words

TOTAL MARKS
IN FIGURES

2600

1420

*ONE*FOUR*TWO*ZERO*

RESULT:

SECOND DIVISION IN MAY/JUN, 2011

BOARD OF SECONDARY EDUCATION ANDHRA PRADESH



Head Mistress
ST. DONALD'S HIGH SCHOOL
Recognised by the Govt. of A.P.
New Gaddiannaram, Dilsukhnagar
R.R. Dist. HYDERABAD-500 080

SECONDARY SCHOOL CERTIFICATE

BB 781007

PC/37/0104167/3

CERTIFIED THAT **LATHA M**

D/O RAJENDER M

Bearing Roll No. **0378392**

belongs to

ST DONALD'S H S NEW GADDIANNARAM

has appeared and PASSED at the SSC EXAMINATION held in **MAY-2003** in **COMPARTMENTAL**

Division with

ENGLISH

as the medium of instruction.

DATE OF BIRTH OF THE CANDIDATE	DAY	MONTH	YEAR

THE CANDIDATE SECURED THE FOLLOWING PERCENTAGE OF MARKS

SUBJECT	Marks Secured (in figures)	Marks Secured (in words)
FIRST LANGUAGE : (TELUGU)	66*	SIX SIX
THIRD LANGUAGE : ENGLISH	58*	FIVE EIGHT
MATHEMATICS :	44	FOUR FOUR
GENERAL SCIENCE :	38*	THREE EIGHT
SOCIAL STUDIES :	38*	THREE EIGHT
TOTAL :	244	(TWO FOUR FOUR)
SECOND LANGUAGE : (HINDI)	60*	SIX ZERO
GRAND TOTAL :	304	(THREE ZERO FOUR)
Life Skills Education :	Grade Secured	

Marks of Identification : 1.

2.

Head of Institution
with School Stamp

Date of issue : 03-07-2003

K. J. Jayamma
Head Mistress
ST. DONALD'S HIGH SCHOOL
(Recognised by the Govt. of A.P.)

New Gaddiannaram, Dilsukhnagar,
R.R. Dist. HYDERABAD-500 080

Adheela
SECRETARY

BOARD OF SECONDARY EDUCATION
A P, HYDERABAD

1. Life skills Education : The Grade shall be incorporated by the respective heads of the Institutions before delivery of the certificate to the candidates.
2. Any corrections in the certificate will not be entertained after one year from the date of issue.
3. Any unauthorised correction in the certificate will result in cancellation of certificate.
4. The Marks with asterisk indicates the old marks secured in previous appearance.

