

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

Name	CH. GOPAL REDDY
Salary	<del>6,500/-</del> 7,000/- ✓
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 checked="" type="checkbox"/> Rs. <u>250/-</u> 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 -13
Employee company	Mehra & Modi Homes - Phase VII
Designation	Sales Executive
Site	VSC, Nagaram
Date of joining	19-03-2012
Report to	Praveen Patil, Sales Manager
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 type="checkbox"/> Surety from _____ <input type="checkbox"/> Surety from _____ <input type="checkbox"/> 1 yr bank statement _____ <input checked="" type="checkbox"/> Reference letter from <u>K. Jagdishwar Reddy</u> <input checked="" type="checkbox"/> Reference letter from <u>Anji Reddy, Balsingh</u> <input checked="" type="checkbox"/> Other <u>experience letter from Vigilant Technology</u> <input type="checkbox"/> Other _____
Remarks	<p>→ Referred by Mr. Jagdishwar Reddy Sales</p> <p>→ Classmate of Jagdishwar Reddy.</p> <p>No on A/c Invoice!</p>

Approved by <u>Shankar Reddy</u>	Approved By MD
Date:	Date:
Sign:	Sign:

APPROVED  
19 MAR 2012  
SUNAM MOJI  
MANAGING DIRECTOR

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

Background – Personal	<input type="checkbox"/> Good <input checked="" type="checkbox"/> Average <input type="checkbox"/> Poor
Background – Work	<input type="checkbox"/> Good <input checked="" type="checkbox"/> Average <input type="checkbox"/> Poor
Personality	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Appearance	<input type="checkbox"/> Good <input checked="" type="checkbox"/> Average <input type="checkbox"/> Poor
Communication skills	<input type="checkbox"/> Good <input checked="" 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 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 checked="" type="checkbox"/> Employ <input type="checkbox"/> Reject <input type="checkbox"/> Short list & decide later
Recommended salary	Rs 7000/-
TO JOIN FROM 19/3/2012	

*[Handwritten signature]*

**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	
Send to Praveen Pathak for his comment. on 16/3/12	

**Offer Details**

Salary offered		Date of joining	
Remarks:			

7000  
 Management Contribution - Pf - 336  
 Page 5 of 817  
 added in Salary 7653. ✓ *[Signature]*

**Bio-Data**

Note: Attach copy of Resume / Bio-data

Application for post of	Sales executive ✓
Date of application	16/03/2012
Application through	<input type="checkbox"/> Advertisement <input type="checkbox"/> Referred by: Jagdish Reddy ✓

**Personal Details**

Name	CH. Anil Reddy ✓		
Age	28	Date of Birth	10/06/1983
Fathers Name	CH. Raji Reddy		
Address for Correspondence	H.NO 1-15 Anandapur (V) Chakrasamudri R.R. Distric		
Phone & Mobile	9290458655		
Permanent Address	H.NO 1-15 Anandapur (V) Chakrasamudri R.R. Distric		

own house ✓

**Education**

Degree (PG)	MBA (major) Mba minor (Finance) ✓		
Name of college	MOTHER TERESA P.A COLLEGE ✓		
Location	N.F.C. Nagar Chakrasamudri ✓		
Course type	<input checked="" type="checkbox"/> Regular Course <input type="checkbox"/> Correspondence Course		
Year of completion	2009	Medium of Instruction	English ✓
Percentage marks	68%	Category	SC / ST / BC / Open ✓

Degree	Bcom, Sivan Jubilee Arts & Science Degree college ✓		
Name of college	Sivan Jubilee Arts & Science Degree college ✓		
Location	Habanguda ✓		
Course type	<input checked="" type="checkbox"/> Regular course <input type="checkbox"/> Correspondence Course		
Year of completion	2006	Medium of Instruction	English ✓
Percentage marks	58% ✓		

Name of Inter/ Jr. College	Vishwacharya Junior College ✓		
Location	Tarnaka ✓		
Year	2002	Medium of Instruction	Telugu ✓

Name of school	Z.P.H.S Anandapur ✓		
Location	Anandapur ✓		
Year	2000	Medium of Instruction	Telugu ✓

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

**Two Wheeler / Car**

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

Family Details	Name	Age	Occupation	Company
Father	CH. Raji Reddy	60	Farmer	own @ Business
Mother	CH. Sugunamma	55	Housewife	"
Wife / Husband				
Brother / Sister	CH. Balakrishna	30	Business	JCB earth mover. →
Brother / Sister				
Brother / Sister				
Son / daughter				
Son / daughter				
Son / daughter				

JCB @ agriculture  
Ghatkesar surroundings

**Salary Details**

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

Last Drawn Salary	8,500		
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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Mobile Allowance: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Expected Salary	10,000 to 12,000 (Negotiable)		

**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	M. Anil Reddy	Company	S.C.R
	Designation	Grange men	Your Relation	neighbour
Surety 2:	Name	Balasingh	Company	RTC
	Designation	Conductor	Your Relation	friend

**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	Sales - Executive
---------------------------------------	-------------------

Name of Company	Vigilant Technologies		
Duration of employment	1 yrs	From date: 05/01/2011	To date: 20/01/2012
Location	Sec - head		
Designation	Sales Executive		
Last drawn salary	8500+1500		
Number of employees in the company / branch?	6	Number of employees in your dept. or division?	3
Brief description of work handled by you.	with in the 2 months I		
	Completed 4 closings. It is		
	good achievement.		
Reason for leaving	The Company is subContract Company		

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

Vigilant Company didnot got the Next year Contract by Data Communications

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.*

Reference by

Jagadeesh Reddy

## CURRICULUM VITAE

### **CH.GOPAL REDDY**

H.no.1-12,  
ANKUSHAPUR,  
GHATKESAR-501301.

Mobile: 9290458655  
e-mail:chinthalagopal@yahoo.in

### CARRER OBJECTIVE

Quest to work in a professional and competent atmosphere, involving my enthusiasm aided with my efforts contributing to the growth of the organization.

### EDUCATIONAL QUALIFICATIONS

- MBA Major Marketing (Minor Finance) from Osmania University.
- B.COM (REGULAR) from O.U .
- INTERMEDIATE with C.E.C from Vishawa Chaithanya Junior College.
- S.S.C from ZPHS High School.

### PROJECT PROFILE:

I Had done a project report on "CUSTOMER PERCEPTION TOWARDS KESORAM CEMENT" in Warangal.

### COMPUTER SKILLS

- MS-Office

### STRENGTHS

- Leadership Skills
- Good Communication Skills
- Flexible to work in any kind of Environment

### WORKING EXPERIENCE

- I have worked 1 Year in **Vigilant Technology** as a Sales Executive. The Sub Company of TATA COMMUNICATION.





**PERSONAL PROFILE**

Name : CH .GOPAL REDDY  
Father Name : RAJI REDDY  
Date of Birth : 10<sup>th</sup> June, 1983  
Gender : Male  
Marital status : Single  
Religion : Hindu  
Nationality : Indian  
Languages Known : English, Hindi and Telugu.

**Date:** 16/03/2012

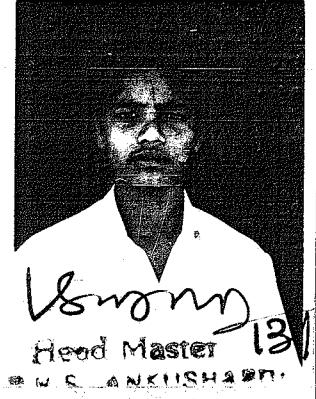
**Place:** M.G road Sec-bad

( CH.GOPALREDDY)





**BOARD OF SECONDARY EDUCATION  
ANDHRA PRADESH**



**SECONDARY SCHOOL CERTIFICATE**  
VK120933 PC/04/003494B/7

Head Master  
C. P. H. S. ANKUSHAPUR

CERTIFIED THAT GOPALREDDY CHINTHLA  
S/O RAJIREDDY Bearing Roll No 0076310  
belongs to Z P HIGH SCHOOL ANKUSHAPUR  
has appeared and PASSED at the SSC EXAMINATION held in MARCH-2000  
in THIRD Division with TELUGU as the medium of instruction.

DATE OF BIRTH OF THE CANDIDATE	DAY		MONTH	YEAR		
10/06/1983	ONE	ZERO	JUN	ONE	NINE	EIGHT THREE

**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	39	THREE NINE
MATHEMATICS :	38	THREE EIGHT
GENERAL SCIENCE :	40	FOUR ZERO
SOCIAL STUDIES :	38	THREE EIGHT
TOTAL :	219	( TWO ONE NINE )
SECOND LANGUAGE : ( HINDI )	37	THREE SEVEN
GRAND TOTAL :	256	( TWO FIVE SIX )

Marks of Identification : 1. *A mole on the right leg.*  
2.

Head of Institution  
with School Stamp

*[Signature]*  
Head Master  
C.P.H.S. ANKUSHAPUR

*[Signature]*  
SECRETARY  
BOARD OF SECONDARY EDUCATION  
A P, HYDERABAD

Date of issue : 08/05/2000

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.





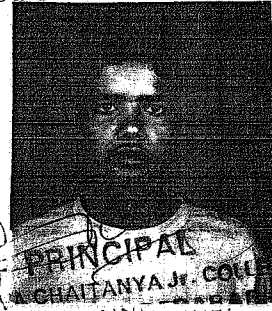
Sl. No. **C384633**

23/5102/C384633



# Board of Intermediate Education A. P.

Vidya Bhavan, Nampally, Hyderabad- 500 001



**PRINCIPAL**  
VISHWA CHAITANYA JR. COLLEGE  
TANDAKA SECUNDERA-AD-7.

## PASS CERTIFICATE CUM MEMORANDUM OF MARKS

This is to certify that **CHINTHALA GOPAL REDDY** son / ~~brother~~  
of **CHINTHALA RAJI REDDY** passed the  
Intermediate Public Examination held in **MARCH 2002**  
with Registered No. : **5470625** in **TELUGU** medium  
and is placed in **SECOND DIVISION.**

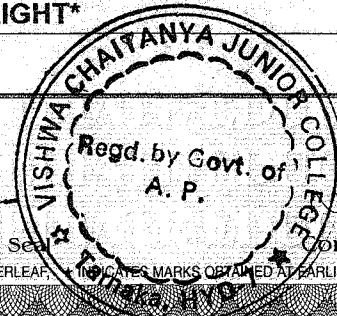
The subjects in which he/she is examined and the marks awarded are as follows :

Subject	Paper-I		Paper-II	
	Maximum Marks	Marks Obtained	Maximum Marks	Marks Obtained
Part - 1 : <b>ENGLISH</b>	<b>100</b>	<b>036</b>	<b>100</b>	<b>043</b>
Part - 2 : <b>TELUGU</b>	<b>100</b>	<b>073</b>	<b>100</b>	<b>060</b>
Part - 3 : Optional Subjects <b>ECONOMICS</b>	<b>100</b>	<b>053</b>	<b>100</b>	<b>076</b>
<b>COMMERCE</b>	<b>100</b>	<b>060</b>	<b>100</b>	<b>045</b>
<b>CIVICS</b>	<b>100</b>	<b>049</b>	<b>100</b>	<b>063</b>
<b>Total Marks In Figures</b>	<b>558</b>			
<b>In Words</b>	<b>FIVE *FIVE**EIGHT*</b>			
<b>Date</b>	<b>10-05-2002</b>			

VOID



Signature of the Principal and Controller of Examinations  
**PRINCIPAL**  
VISHWA CHAITANYA JR. COLLEGE  
TANDAKA SECUNDERA-AD-7.



Signature of Controller of Examinations

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





# Osmania University

UE 195890

## CONSOLIDATED MARKS MEMORANDUM

EXAMINATION : B. Com. (YWS) OCT. 7NOV. 2006

REF NO. : 2156

DATE : 07/12/2006

NAME : CHINTHALA GOPAL REDDY

ROLL NO. : 237-03-00807

FATHER'S NAME : CHINTHALA RAJI REDDY

PART I SUBJECTS	MAX. MARKS	PASS MARKS	MARKS SECURED	YEAR OF PASSING
FIRST YEAR				
ENGLISH I	100	36	41	A03
TELUGU I (SEC. LANG.)	100	36	65	A03
SECOND YEAR				
ENGLISH 2	100	36	48	A04
TELUGU II (SEC. LANG.)	100	36	59	A04

TOTAL MARKS SECURED IN PART I  
IN FIGURES : 213

IN WORDS :

**\*\* TWO ONE THREE \*\***

PART I DIV : **SECOND**

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	36	A03	==	==	==	==
FINA. ACCOUNTING I	100	36	36	A03	==	==	==	==
INDUSTRIAL ORG. MGMT	100	36	55	A03	==	==	==	==
QUANT. TECHNIQUES I	100	36	44	S05	==	==	==	==
*IND. H. CULTURE	50	18	44	A03	==	==	==	==
SECOND YEAR								
FINAN. ACCOUNTING II	100	36	41	S04	==	==	==	==
QUANT. TECHNIQUES II	100	36	46	A04	==	==	==	==
BANKING FIN. SYSTEM	100	36	48	A04	==	==	==	==
FUNDAMENTAL OF COM.	70	25	40	S04	30	11	13	S04
*SCI. & CIVILIZATION	50	18	45	A04	==	==	==	==
THIRD YEAR								
BUSINESS LAWS	100	36	41	A06	==	==	==	==
INCOME TAX & P. A.	100	36	41	S06	==	==	==	==
COST&M. ACCOUNTING	100	36	61	A06	==	==	==	==
BUS. COMMUNICATION&RW	100	36	76	A06	==	==	==	==
B. D. P. AND A. SYSTEM	70	25	35	A06	30	11	20	A06
AD. MGMT. ACCOUNTING	100	36	37	S06	==	==	==	==
CORPORATE ACCOUNTING	100	36	50	S06	==	==	==	==

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

PART II DIV

COMPLETED

HYDERABAD, A.P.

*M. Rao*  
REGISTRAR

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







# OSMANIA UNIVERSITY

## CONSOLIDATED MEMORANDUM OF MARKS

PE 0116149

EXAMINATION: MASTER OF BUSINESS ADMINISTRATION

REF NO. 12089

(M. B. A.)

DATE: 29/08/2009

NAME: CHINTHALA GOPAL REDDY

ROLL NO.: 09007190

FATHER'S NAME: CHINTHALA RAJI REDDY

SL. NO.	SUBJECT	U.E.		I.A.		UE+IA MARKS SECURED	YEAR OF PASSING
		MAX. MARKS	MARKS SECURED	MAX. MARKS	MARKS SECURED		
<b>I-SEMESTER</b>							
1	MANG. & ORGANIZATIONAL BEHAVIOR	80	59	20	15	74	JAN '08
2	MANAGERIAL ECONOMICS	80	52	20	15	67	JAN '08
3	ACCOUNTING FOR MANAGEMENT	80	44	20	15	59	JUN '08
4	MARKETING MANAGEMENT	80	49	20	16	65	JAN '08
5	STATISTICS FOR MANAGEMENT	80	44	20	16	60	JUN '08
6	LEGAL ASPECTS OF BUSINESS	80	48	20	16	64	JAN '08
7	I. T. APPLICATION FOR MANAGEMENT	60	35	20	15	50	JAN '08
8	INTR. TO INFORMATION TECH. (LAB)	20	14	==	==	14	JAN '08
<b>II-SEMESTER</b>							
1	HUMAN RESOURCE MANAGEMENT	80	53	20	17	70	JUN '08
2	BUSINESS ENVIRONMENT	80	49	20	14	63	JUN '08
3	FINANCIAL MANAGEMENT	80	57	20	17	74	JUN '08
4	MARKETING RESEARCH	80	44	20	17	61	NOV '08
5	OPERATIONS RESEARCH	80	39	20	15	54	JUN '08
6	OPERATIONS MANAGEMENT	80	47	20	16	63	JUN '08
7	TECHNOLOGY & BUSINESS	80	46	20	14	60	JUN '08
<b>III-SEMESTER</b>							
1	STRATEGIC MANG. ACCOUNTING	80	50	20	14	64	NOV '08
2	TOTAL QUALITY MANAGEMENT	80	50	20	17	67	NOV '08
3	GLOBAL BUSINESS	80	45	20	19	64	MAY '09
4	PRODUCT MANAGEMENT	80	54	20	18	72	NOV '08
5	FINANCIAL SERVICES	80	50	20	16	66	NOV '08
6	PROMOTION & RELATIONSHIP MANG.	80	51	20	18	69	MAY '09
<b>IV-SEMESTER</b>							
1	STRATEGIC MANAGEMENT	80	45	20	18	63	MAY '09
2	SUPPLY CHAIN MANAGEMENT	80	61	20	18	79	MAY '09
3	ENTREPRENEURIAL DEVELOPMENT	80	45	20	19	64	MAY '09
4	CONSUMER BEHAVIOUR	80	52	20	19	71	MAY '09
5	INVESTMENT MANAGEMENT	80	38	20	19	57	MAY '09
6	SERVICES & RETAIL MARKETING	80	56	20	20	76	MAY '09
7	PROJECT (GRADE)	GRD	C	==	==	==	MAY '09
8	VIVA-VOCE (GRADE)	GRD	B	==	==	==	MAY '09

TOTAL MARKS Secured in words

TOTAL MARKS IN FIGURES

2600

1710

\*ONE\*SEVEN\*ONE\*ZERO\*

RESULT:

FIRST DIVISION IN MAY, 2009

SECTION - INCHARGE

CONTROLLER OF EXAMINATIONS

*Shivaraj*

