



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

Name	MRS. UMA MAHESHWARI
Salary	Rs. 10,000/- PM.
Conveyance	<input checked="" type="checkbox"/> Included in salary <input type="checkbox"/> Extra Rs. _____ per month
Mobile Allowance	<input type="checkbox"/> Nil <input type="checkbox"/> Rs. 250/- per month.
PF & ESI	<input type="checkbox"/> No PF & ESI <input checked="" 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 type="checkbox"/> Next April -12%
Employee company	MPIPL
Designation	P.A. to M.D
Site	HO
Date of joining	26/08/11
Report to	M.D.
Commitment	Committed to work for atleast <u>2</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. <input checked="" type="checkbox"/> Surety from _____ <input checked="" type="checkbox"/> Surety from _____ <input checked="" type="checkbox"/> 1 yr bank statement <input checked="" type="checkbox"/> Reference letter from <u>Beelag Steel Associates</u> <input checked="" type="checkbox"/> Reference letter from <u>Genent D. Mittal</u> <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	<p>→ Uma transferred to Accounts division as Audit Assistant under Accounts Manager w.e.f 01/8/13</p> <p><i>[Signature]</i></p>

Approved by Shankar Reddy	Approved By MD
Date: 29/09/11	Date: _____
Sign: <i>[Signature]</i>	Sign: _____

APPROVED BY
 -9 SEP 2011
 SHANKAR MODI
 MANAGING DIRECTOR

Description of other courses or training	Typing High Speed, Computers C++ Language
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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 ERP 9-2 (Accounts)

Two Wheeler / Car

Make		Year	
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Family Details	Name	Age	Occupation	Company
Father	Balan	67	Employee	Compressor's & Tools
Mother	Bhavadathi	52	House wife	—
Wife / Husband	G. Shalekhar	31	ICICI Bk	ICICI Bank
Brother / Sister	—			
Brother / Sister	—			
Brother / Sister	—			
Son / daughter	Parvati	5+	Studying	—
Son / daughter	Aishwariya	4+	Studying	—
Son / daughter	Tejashwini	2+	Creche	—

Attended
An NERMA
Signer

Salary Details

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

Last Drawn Salary	10,000 + Conveyance		
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	Above 10,000/- + Conveyance		

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	P. Raju	Company	Rly's
	Designation	Section Incharge	Your Relation	Uncle
Surety 2:	Name	P. Narasing Rao	Company	Rly's
	Designation	Station Incharge	Your Relation	Uncle

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	9-10 yrs.
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Name of Company	M/S. Beekay Steel Associates		
Duration of employment	yrs	From date: Apr 2000	To date: 2008
Location	IDPL factory		
Designation	Accts. Asst.		
Last drawn salary	10,000/- + Conveyance		
Number of employees in the company / branch?	Mr. Surendra	Number of employees in your dept. or division?	above 200
Brief description of work handled by you.	Handling of all the Accounts works and drafting letters involving ^{checking marks} with the customers Payment follow ups etc.		
Reason for leaving	Due to the timings (odd time)		

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

Name of Company	M/S. Gemini Distilleries Hd.		
Duration of employment	yrs	From date: 1998	To date: 2001
Location	Narayanguda, Hyderabad		
Designation	P.A. to Marketing Manager & Accounts Officer		
Last drawn salary	5000/- + Conveyance		
Number of employees in the company / branch?	55	Number of employees in your dept. or division?	1 person
Brief description of work handled by you.	Dealing with the Executives Drafting the letters Handling the sales & purchase registers Maintaining the petty cash		
Reason for leaving	Office shifted to Banjara Hills		

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.

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 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	
<p>→ He has relevant experience and salary seems to be higher rate.</p> <p>→ Good at typing.</p>	

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

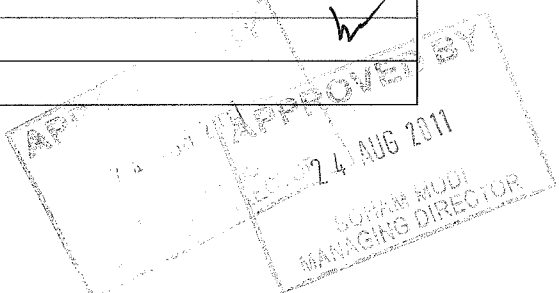
Relevant experience	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Knowledge of subject	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Recommendation	<input type="checkbox"/> Employ <input type="checkbox"/> Reject <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	10,000/-	Date of joining	28/08/11
Remarks:			



 APPROVED BY
 24 AUG 2011
 SOHAM NUDI
 MANAGING DIRECTOR

Curriculum Vitae

G. Uma Maheshwari
H. No. 10-8-108,
Droupathi Devi Temple,
Chilkaiguda,
Secunderabad – 500 025
Cell No. 97057 27915

Career Objective :

To acquire a career in the field of latest information technology which is challenging and gives opportunity to learn and work with latest technologies.

Experience Worked with various Firms : 1. Worked with M/s. Gemini Distilleries (P) Ltd., Narayanaguda, Hyderabad. From 1998 – 2001. As a P.A. to Marketing Manager and Accounts Officer.

: 2. Worked with M/s. Beekay Steel Associates, Opp. IDPL Factory, Balanagar, Hyderabad from 2001 to till date. Worked in Accts. Dept a Jr. Accountant.

Present Drawing Salary : Rs. 10,000/- + Conveyance Per Month

Job Profile at M/s. Beekay Steel Associates :

- Preparing the DC's and Cash Vouchers.
- Preparing the Invoices
- Preparing the salary statement
- Issue the Salary Cheques and Bonus
- Updating the Debtors and Creditors List.
- Maintaining the stock position and issued stock
- Updating the bank statements and BR's

- Issuing the weekly debtors list to the Executives
- Preparing the pending list of the party
- Collecting the pending payments from the parties
- Follow up of the “C” Forms
- Issuing and receiving the “C” forms from the concern parties
- Preparing the Quotations
- Going through the E mails
- Preparing the quarterly statement of the stock position
- Updating LIC Policy Statement & Vehicle Policies of the staff
- Prepare the Excise Bill
- Prepare Debtors and Creditors Letters to the party
- Attend the phone calls and take the requirement from the parties
- Maintaining the Sales and Purchase Bills
- Maintain the Sales, Purchase Bills and Purchase Orders Registers
- Updating day to day accounts.

Personal Profile :

- ❖ Name : G. Uma Maheshwari
- ❖ Husband Name : G. Chandra Shekhar
- ❖ Husband Working : ICICI Bank as a Team Leader
with : at High Tech City.
- ❖ Date of Birth : 13-09-1974
- ❖ Languages Known : Tamil, English, Telugu, Hindi & Kanada.

Education & Technical Qualification :

- ✓ S.S.C. : from St. Philomena Girls High School.
New Bhoiguda, Secunderabad.
In the year 1993.
- ✓ Computers : Done P.C.A. from Sita Information
Technologies Academy, Sec'bad.
from 1993-1994.
- ✓ Intermediate : Wesely Jr. College, Secunderabad.
From 1994-1996.
- ✓ Degree : Wesely Degree College. Secunderabad.
From 1997-2000. (Bachelor of Arts)
- ✓ Typing Lower Grade : Royal Institute of Technology, Sec'bad.
In the year 1995 -1996
- ✓ Typing Higher Grade : Royal Institute of Technology, Sec'bad.
In the year 1997 – 1998
- ✓ Typing High Speed : Royal Institute of Technology, Sec'bad.
In the year 1999 – 2000
- ✓ Computers Language : C ++ Language from Sankrus Technologies
Training and Development Institute, Hyd' bad
In the year 2001.
- ✓ Personal Strength : Positive Attitude, Co-Operative, Work with
Good team spirit & Dedication towards work.

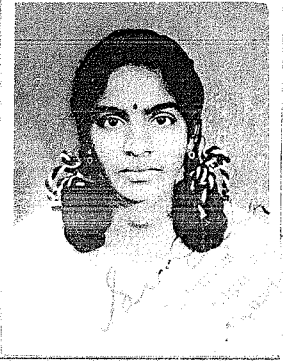
Place : Secunderabad

Date :

Signature :

(G. UMA MAHESHWARI)

BOARD OF SECONDARY EDUCATION
ANDHRA PRADESH



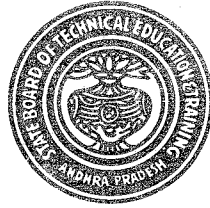
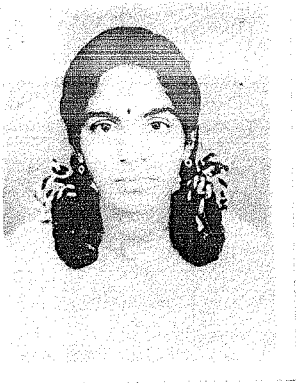
173087

SECONDARY SCHOOL CERTIFICATE
PRIVATE

PC/03/0003971/1

Certified that		B UMA MAHESHWARI		New bearing	
R.No.		0049628		XXIn/Daughter of	
		BALAN MAINEE			
and belonging to		ST. PHILOMINA GHS NEWBHOIGUDA, SEC ^R BAD		appeared	
at the SSC EXAMINATION held in		SEPTEMBER 1993		and PASSED the EXAMINATION in	
COMPARTMENTAL		Division with ENGLISH		as the medium of instruction.	
The Date of Birth of the Candidate is					
DATE OF BIRTH	DAY	MONTH	YEAR		
13/09/1974	ONE THREE	SEP	ONE	NINE	SEVEN FOUR
The Candidate Secured the following Percentage of marks					
FIRST LANG.	MARKS	THIRD LANG.	MARKS	MATHEMATICS	MARKS
TELUGU	38*	ENGLISH	42*	MATHEMATICS	41
GENERAL SCIENCE	45*	SOCIAL STUDIES	57*	TOTAL (in figures)	223
TOTAL (in words)		* TWO HUNDRED AND TWENTY THREE *			
SECOND LANGUAGE (HINDI	* TWENTY *	20*	
Marks of Identification		1) At mark on the back. 2) At mark on the right middle side.			
Date of Institution		30/10/1993.			
Date of Issue					
SENERABAD		Headmaster St. Philomina GHS New Bhoiguda, Sec ^R Bad			
		SECRETARY BOARD OF SECONDARY EDUCATION			
All corrections in the Certificate will not be entertained after three years from the date of issue. Any unauthorized correction in the certificate will result in cancellation of certificate. The marks with the asterisk indicates the marks secured in the Previous Examinations.					

STATE BOARD OF TECHNICAL EDUCATION AND TRAINING ANDHRA PRADESH



TECHNICAL EXAMINATION

LOWER GRADE

This is to certify that **UMA MAHESHWARI**
~~XXXX~~ Daughter of Shri. **BALAN NAINEE**
 With Reg. No. **172962**
 has passed the **TYPEWRITING ENGLISH LOWER (30 W.P.M.)**
EXAMINATION held in DEC '95/JAN '96 AT SECUNDERABAD
 and has been placed in **SECOND DIVISION**

The candidate has secured the following percentage of marks:

PAPER I	PAPER II
93	58

FIRST CLASS : 75% and above in each paper

SECOND CLASS : 45% and above in each paper

SPONSORED BY

NOBLE EDUCATIONAL INSTITUTES

LAST DATE OF EXAMINATION : **30/12/95**

Given under the seal of the Board

Dated: **27-02-96**

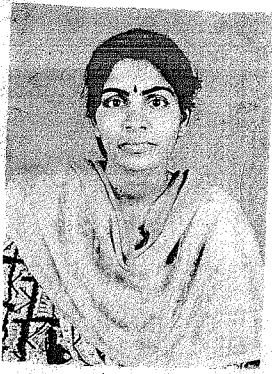
ASSISTANT SECRETARY
EXAMINATIONS

SECRETARY
STATE BOARD OF TECHNICAL EDUCATION

30382
95

TRAPAR FORMS 1 2 3 D

**STATE BOARD OF TECHNICAL EDUCATION AND TRAINING
ANDHRA PRADESH**



**TECHNICAL EXAMINATION
HIGHER GRADE**

This is to certify that **B UMA MAHESHWARI NAINEE**
~~SXX~~ Daughter of Shri. **BALAN NAINEE**
 With Reg. No. **365653**
 has passed the **TYPEWRITING ENGLISH HIGHER (45 W.P.M.)**
EXAMINATION held in **JULY 1998** AT **DSTC, SECUNDERABAD**
 and has been placed in **SECOND CLASS**

The Candidate has secured the following percentage of marks:

PAPER I	PAPER II
55	46

FIRST CLASS : 75% and above in each paper

SECOND CLASS : 45% and above in each paper

SPONSORED BY Sri Vaishnavi Typewriting Institute,
B-3-32B, REGIMENTAL QUARTERS

LAST DATE OF EXAMINATION : 17-07-1998
SECUNDERABAD

Given under the Seal of the Board

Dated: 04-09-1998
Hyderabad A.P.

Carles
DEPUTY SECRETARY
EXAMINATIONS

Amulya
SECRETARY
STATE BOARD OF TECHNICAL EDUCATION
ANDHRA PRADESH

SANKRUS TECHNOLOGIES

SOFTWARE TRAINING AND DEVELOPMENT

1-10-195, Ashok Nagar, Hyderabad - 500 020, INDIA
Phone Nos. (040) 7644482, 7650373; E-mail : Sankrus@hd1.vsnl.net.in

CERTIFICATE



This is to certify that Mr./Miss./Mrs. B. UMA MAHESHWARI
has been trained in this institute for a period of ONE MONTH
from 15th MAY 2001 to 15th JUNE 2001
in the course named C LANGUAGE which
consists of ALL IMPORTANT CONCEPTS OF C LANGUAGE; and
awarded 75% of marks in the exam conducted after
completion of the course.

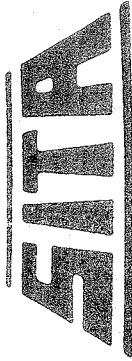
Course Director

Place : HYDERABAD

Date : 03-07-2001

Authorised Signatory

Office Seal



INFORMATION TECHNOLOGY ACADEMY

SECUNDERABAD

CERTIFICATE

This is to certify that Mrs Uma Maheswari

has successfully completed a course on PCA

conducted during the period 12th Jan '94 to 11th APR '94.

Her performance was FAIR

COURSE DIRECTOR

DIRECTOR (TRAINING)

PERFORMANCE > 85% EXCELLENT

70-85% VERY GOOD

60-70% GOOD

< 60% FAIR

To
The Managing Director,
Modi Properties & Investments Pvt Ltd

Date 23.05.2012

Sir,

Sub: Request to shift my salary from Modi Properties to other Companies wherein PF & ESI deductions are not there.

I (Uma Maheswari) am working as P.A to M.D. Presently my salary is in the rolls of Modi Properties & Investments Pvt Ltd where in P.F & E.S.I are deducting. After deductions I am getting a net salary of Rs. 10,541/-. I request you to transfer my salary account from Modi Properties & Investments Pvt. Ltd. to other companies where in E.S.I & P.F deductions are not there so that I can get an extra amount of Rs. 12,500/-.

Please consider my request and do the needful.

Thank You Sir,



(Uma Maheshwari)

For approval
Salary all - Shifted to KNM project
Gya

KNM ~~side~~ project

Note

Shifted to KNM, and salary fixed 12,500/- only, management contribution added in salary, not removed from salary
W.e.f: 2/7/12

Jai
Cavan

12500
11332

11689 - difference.

11332

