

Modi Properties Pvt. Ltd – New Employee Joining – Check list

Name:	Shaik Omar Fadooq	Joining Date:	15.09.2023
Designation:	Tr. Accountant	Division:	
Company:		Prepared by:	Malavika
Site/Project:		Sign:	

Sl. No.	Description	Status Yes / No/ NA/ Done
1.	SSC Marksheet collected?	Yes
2.	HSC/Inter /Diploma Marksheet collected?	Yes
3.	Graduation Mark sheet//certificate collected?	Yes
4.	P.G. Marksheet/certificate collected?	-
5.	Experience Certificate collected?	-
6.	Proof of salary of previous companies collected? (Salary Slip/certificate/ Form 16A)	-
7.	Relieving Letter collected?	-
8.	4 Passport Size Photographs collected?	Yes
9.	2 Postcard Size Family Photographs collected?	-
10.	Residence Proof collected?	Yes
11.	Photo ID Proof collected?	Yes
12.	PAN Card collected?	Yes
13.	2 Reference Letters collected?	-
14.	Blood group certificate collected?	-
15.	Employee ID Card form filled?	Yes
16.	Bank Account form filled?	Yes
17.	Medical insurance proposal form filled?	-
Task to be explained?		
1.	Send introduction email/inform through viber to staff	Yes
2.	Desk - Prepare employee work area or arrange Desk	Yes
3.	Laptop - Arrange computer access/laptop	Yes
4.	SIM - CUG Airtel new connection/portability	-
5.	Smart mobile phone – check / provide	Yes
6.	Viber - Add in Groups	Yes
7.	Create employee email ID	Yes
8.	Visiting Cards	-
9.	Uniform, wherever required	-
10.	Office Rules : Timings, leave policy, & uniform etc., as per circulars	Yes

Remarks:



RAYALASEEMA UNIVERSITY

KURNOOL - 518007, ANDHRA PRADESH

EXAMINATION RESULTS PORTAL

U.G. Degree - VI Semester - Regular & Supple - Results - July - 2023

HALL TICKET NO : **20231027113**

COURSE : **Computer Applications**

MONTH & YEAR OF EXAM : **July - 2023**

STUDENT NAME : **SHAIK UMAR FAROOQ**

FATHER NAME : **SHAIK MOHAMMED BASHA**

INSTITUTION CODE : **RU027**

Sub Code	Sub Name	Internal	External	Grade
20PROJ5	PROJECT	PASS	PASS	A+

SGPA 9.7

INSTRUCTIONS

O -Outstanding", "A+ - Excellent ", "A -Very Good ", "B+ -Good", "B -Above Average", "C -Average",
"P -Pass", "F -Fail", "AB -Absent"

For any clarification student can approach the Controller of Examinations through the Principal
of the college concerned

The last date for Re-Valuation is **07-09-2023**

Board of Intermediate Education ANDHRA PRADESH, INDIA

Sl. No. **T443666**



10/10101/T443666



Aadhaar No:
335140050495

INTERMEDIATE

PASS CERTIFICATE CUM MEMORANDUM OF MARKS WITH GRADES AND GRADE POINTS

This is to certify that **SHAIK UMAR FAROOQ**

Father's Name : **SHAIK MOHAMMED BASHA**

Mother's Name : **SHAIK AMEENA BANU**

Registered No. **2010220867**

bearing

has appeared at the Intermediate Public

Examination held in **JULY-2020**

and passed with CGPA **6.37 COMPARTMENTALLY**

with **ENGLISH** as the medium of Instruction.

The subject in which **HE** was examined and the Grades, Grade Points and marks awarded are as follows :

Subject		I Year				II Year			
		Grade	Grade Point	Maximum Marks	Marks Secured	Grade	Grade Point	Maximum Marks	Marks Secured
Part- 1 :	ENGLISH	B1	8.0	100	074*	B1	8.0	100	072*
Part- 2 :	SANSKRIT	B2	7.0	100	064*	B1	8.0	100	079*
Part- 3 :									
Optional Subjects	MATHEMATICS - A	B2	7.0	050	033*	C1	6.0	050	029*
	MATHEMATICS - B	C2	5.0	050	024*	D2	3.4	050	017
	ECONOMICS	C2	5.0	100	041*	C2	5.0	100	050*
	COMMERCE	B1	8.0	100	076*	C1	6.0	100	055*
	ENVIRONMENTAL EDUCATION							QUALIFIED	
	ETHICS AND HUMAN VALUES							QUALIFIED	
Total Marks In Figures			CGPA					6.37	
In words	*SIX**ONE***FOUR*								
Date	31-07-2020								

Principal
Akshara Sree Junior College,
Narabada Road ADONI
Kurnool Dist. A.P.

Signature of the Principal and College Seal

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

Controller of Examinations

Board of Secondary Education ANDHRA PRADESH, INDIA

112

RR428808



SECONDARY SCHOOL CERTIFICATE

REGULAR PC/20/19744/0428808/S7

CERTIFIED THAT **SHAIK UMAR FAROOQ**

FATHER NAME : **SHAIK MOHAMMED BASHA**

MOTHER NAME : **SHAIK AMEENA BANU**

bearing Roll No. **1820126857**

belonging to **AKSHARA SREE EM MODEL HIGH SCHOOL ADONI, KURNOOL DISTRICT.**

has appeared and PASSED SSC EXAMINATION held in MARCH 2018 with GPA **8.8**
and **ENGLISH** as medium of instruction.

DATE OF BIRTH	18/03/2001	ONE EIGHT	MARCH	TWO ZERO ZERO ONE
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THE CANDIDATE SECURED THE FOLLOWING GRADES AND GRADE POINTS IN CURRICULAR AREA :

CURRICULAR SUBJECTS	GRADE		OVERALL GRADE (Internal + External)	
	(Internal)	(External)	Grade	Grade Points
FIRST LANGUAGE : (TELUGU)	A1	B1	B1	08
SECOND LANGUAGE : (HINDI)	A1	A2	A2	09
THIRD LANGUAGE : ENGLISH	A1	A2	A2	09
MATHEMATICS :	A1	A2	A1	10
GENERAL SCIENCE :	A1	B2	B1	08
SOCIAL STUDIES :	A1	A2	A2	09
GRADE POINTS AVERAGE (GPA) :				8.8

CO-CURRICULAR AREA :

SUBJECT	GRADE	SUBJECT	GRADE
VALUE EDUCATION & LIFE SKILLS	A+	WORK & COMPUTER EDUCATION	A+
ART & CULTURAL EDUCATION	A+	HEALTH & PHYSICAL EDUCATION	A+

Marks of Identification : 1) A TINY MOLE ON RIGHT HAND
2) A BIG MOLE ON RIGHT SIDE OF THE CHEST

HEAD MASTER

Akshara Sree E.M. Model
Head of Institution
High School Station-518302.

Date of issue : 29.04.2018



SECRETARY
BOARD OF SECONDARY EDUCATION
A.P. AMARAVATHI

- 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.

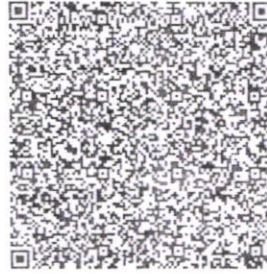
2018





स्थायी लेखा संख्या
Permanent Account Number
AHXPF4148E

नाम / Name Shaik Umar Farooq
जन्म तिथि / Date of Birth 18/03/2001
लिंग / Gender Male
आधार संख्या / Aadhaar Number XXXXXXXX0495



- Permanent Account Number(PAN) is a ten digit alpha numeric number allotted by the Income-tax department for compliance to the provisions of Income-tax Act and Rules including filing of Income-tax return, payment of taxes etc..
स्थायी लेखा संख्या (पैन) एक दस अंक का अक्षरांकीय संख्या है जो आयकर अधिनियम के प्रावधानों के तहत कर का भुगतान और आयकर रिटर्न भरने के लिए नियमों का अनुपालन इत्यादि करने हेतु आवंटित किया जाता है।
- Quoting of PAN is mandatory for several transactions specified under Income- tax Act, 1961 (Refer Rule 114B of Income -tax Rules, 1962) आयकर अधिनियम, 1961 के तहत निर्दिष्ट कई लेनदेन के लिए स्थायी लेखा संख्या (पैन) का उल्लेख अनिवार्य है (आयकर नियम, 1962 के नियम 114बी, का संदर्भ लें)
- Possession or use of more than one PAN is against the law and may attract penalty of Rs. 10,000/-
एक से अधिक स्थायी लेखा संख्या (पैन) रखना या उपयोग करना, कानून के विरुद्ध है और इसके लिए 10,000 रुपये का अर्थदंड लगाया जा सकता है।
- The PAN card enclosed contains QR Code which is readable by a specific mobile App.
संलग्न पैन कार्ड में एनहान्स क्यूआर कोड शामिल है जो एक विशिष्ट एंड्रॉइड मोबाइल ऐप द्वारा पठनीय

आयकर विभाग
INCOME TAX DEPARTMENT

भारत सरकार
GOVT. OF INDIA

स्थायी लेखा संख्या
Permanent Account Number
AHXPF4148E

नाम / Name
Shaik Umar Farooq

जन्म तिथि / Date of Birth
18/03/2001

हस्ताक्षर / Signature

इस कार्ड के खोने / पाने पर कृपया सूचित करें / लौटाएं:
संयुक्त निदेशक (पद्धति) -1, पैन मॉड्यूल
9वीं मंजिल, आयकर भवन, सेक्टर -3, वैशाली,
गाजियाबाद - 201010, उत्तर प्रदेश

If this card is lost / someone's lost card is found,
please inform / return to:
Joint Director (Systems)-1, PAN Module
9th floor, Aayakar Bhawan, Sector - 3, Vaishali,
Ghaziabad - 201010, Uttar Pradesh
Tel-no: 0120-2770078 Fax : 0120-2770078
Mail-id : epan@incometax.gov.in



భారత ప్రభుత్వం
Government of India



షైక్ ఉమర్ ఫరూక్
Shaik Umar Farooq
పుట్టిన తేదీ/DOB: 18/03/2001
పురుషుడు/ MALE



3351 4005 0495

VID : 9105 1095 5897 8963

నా ఆధార్, నా గుర్తింపు



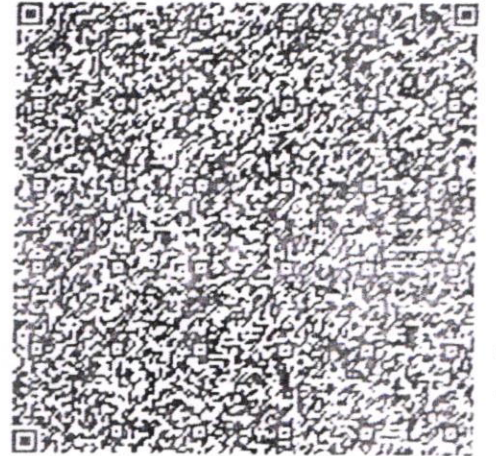
భారత విశిష్ట గుర్తింపు ప్రాధికార సంస్థ
Unique Identification Authority of India

చిరునామా:

S/O: షేక్ మొహమేద్ బాషా, 2-217, భార్ పేట్, ఆదోని,
కర్నూలు,
ఆంధ్ర ప్రదేశ్ - 518301

Address:

S/O: Shaik Mohammed Basha, 2-217, BHAR
PET, Adoni, Kurnool,
Andhra Pradesh - 518301



QR Code with Photograph

3351 4005 0495

VID : 9105 1095 5897 8963

MEMO

[illegible]

Fresher

Photograph

Bio-Data

Note: Attach copy of CV / Resume / Bio-data

Application for post of	Accountant/Fresher	Application date:	14/09/2023
Application through	☐ Advertisement ☒ Referral	GST Auditor Abubakar	
Referred by/ Advertisement	Specify Source: Newspaper/Job portal/Social media: By R. Swathi A/c Team		

Personal Details:

Full Name	SHAIK UMAR FAROOQ		
Age	22 years	Date of Birth	18/03/2001
Fathers Name	SHAIK MOHAMMED, BASHA		
Address for Correspondence	11-4-106/A, Red hills, Hyderabad		
Mobile no.	7396032038	Email id	farooqshai2222@gmail.com
Permanent Address	11-4-106/A Red hills, Hyderabad		
Aadhar number	335140050495	Category	SC / ST / BC / Open

Education:

Name of P.G. Course	B.com (computers)		
Specialization	Accounting		
Name of college	Dr. Jyothirmayi Degree College		
Location	Adoni	Percentage marks	70.00%
Course type	☒ Regular Course	☐ Correspondence Course	
Year of completion	2023	Medium of Instruction	English /Telugu/ Hindi

Name of Degree Course	B. com (computers)		
Specialization	Accounting		
Name of college	Dr. Jyothirmayi Degree college		
Location	Adoni	Percentage marks	70%
Course type	☒ Regular Course	☐ Correspondence Course	
Year of completion	2023	Medium of Instruction	English /Telugu/ Hindi

Name of Inter/ Diploma Course	MEC		
Name of college	Arkshara Sree Junior College		
Location	Adoni	Percentage marks	64%
Year of completion	2020	Medium of Instruction	English /Telugu/ Hindi

Name of school	Arkshara Sree model high school		
Location	Adoni	Percentage marks	88%
Year of completion	2018	Medium of Instruction	English /Telugu/ Hindi

Experience & Employment Details:

Years of experience in relevant field			
Name of Company	MAYUR Textiles		
Duration of employment	0.3 years	From date: 18/04/23	To date: 04/07/23
Location	Adoni		
Designation	Data entry operator		
Last drawn salary	— NA —		
Number of employees in the company / branch?		Number of employees in your dept. or division?	60 Intensi
Brief description of work handled by you.	Internship for 3 months Contract		
Reason for leaving	Contract for 3 months		

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

Name of Company			
Duration of employment	years	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)

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

Background – Personal	☒ Good ☐ Average ☐ Poor
Background – Work	☐ Good ☐ Average ☐ Poor ☒ NA
Personality	☒ Good ☐ Average ☐ Poor
Appearance	☒ Good ☐ Average ☐ Poor
Communication skills	☒ Good ☐ Average ☐ Poor
Recommendation	☒ Employ ☐ Reject ☐ Short list & decide later
Recommended salary	15,000/- CTC
- good	
Assistant to CA.	
Dair	

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

Relevant experience	☐ Good ☐ Average ☐ Poor ☐ NA
Knowledge of subject	☐ Good ☐ Average ☐ Poor
Recommendation	☐ Employ ☐ Reject ☐ Short list & decide later
Recommended salary	

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

Recommendation	☐ Employ ☐ Reject ☐ Short list & decide later
Recommended salary	

Offer Details

Salary offered		Date of joining	
Remarks:			

DECLARATION

From:

Date: 14/09/2023

SHAIK UMAR FAROOQ
B.com (CA)
Hyderabad

To,
HR Manager,
Modi Properties Pvt. Ltd.,
M.G. Road, Secunderabad-03.

I have submitted my bio-data/ resume for a suitable post in your company and its associated firms/subsidiaries.

I hereby certify/declare that the details given herein are true to the best of my knowledge.

In case the information given by me is found to be un-true, I will be liable for consequences thereon.

I shall provide proof of last drawn salary as and when requested.

I shall provide letters of good conduct/recommendation from past employers as and when asked for.

I further undertake to work for a minimum period of 2 years, if I am offered employment in your company.

Thank you.

Yours sincerely,

Signature Shay
Name: Shair Umar Farooq
Place: Hyderabad
Date: 14/09/2023

Umar Farooq

11-4-106/A, Red hills, Hyderabad, Telangana - 500004

+917396032038 | farooqshaik22222@gmail.com

SOCIAL PROFILE

 shaik-farooq-4b267a253

 <https://twitter.com/ShaikFaroo27185?t>

SKILLS

Microsoft Software's

Excel Word PowerPoint

Accounting Software's

Tally

Databases Tools

MySQL

CERTIFICATES

- ★ Excel - Great Learning Academy
- ★ MYSQL- Great Learning Academy
- ★ Tableau- Great Learning Academy
- ★ Process Mining - Celonis

Successfully completed Process Mining virtual internship training of 10 Weeks conducted by Celonis.

PERSONAL DOSSIER

- **Date of Birth:** 18-03-2001
- **Languages known:** English, Hindi, Telugu, Urdu

ACHIEVEMENTS

- Received Trophy for winning Cricket match at town level.
- Appreciation for 90% attendance and for punctuality.
- Received countless cash prizes and in summer camps.
- Active participation in Curricular activities and sports.

SUMMARY

- I'm a B.com Computers Graduate who is seeking to find the opportunity to work in a fun and challenging working environment that will encourage me to improve and learn new and necessary skills, as well as to be motivated by the organization to do best for my betterment and advancement of organization.

Technical Skills

- Exemplary knowledge of Generally Accepted Accounting Principles (GAAP).
- Adequate Knowledge of Income Tax Act 1961 and able to file Income Tax Returns.
- Able to file GST returns.
- Techniques of Strategic Management such as Portfolio Analysis.
- Basic Procedures of Auditing & Assurance.
- Able to do Cost Accounting.

ACADEMIC DETAILS

B. Com Computers

Dr. Jyothirmayi Degree College | 2023

Percentage - 70.00%

XII

Sri Akshara Sree Junior College | 2020

Percentage - 64.00%

X

Akshara Sree EM Model High School | 2018

Percentage - 88.00%

PERSONALITY TRAITS

- Debtor management.
- Budgeting & Forecasting.
- Work Ethics such as integrity, reliability, punctuality, confidentiality.
- Able to work harmoniously with other members of the team.
- Possess great analytical and problem-solving skills.
- Interpersonal communication.
- A desire to learn.

Name of the Candidate: Shairamas Farooq

Date of Interview: 14/09/2023

Post Applied for : Accountant

1

1. Rate of depreciation for the following items:

<u>Name of the Asset</u>	<u>Rate of Depreciation as per IT</u>
a) Furniture	- 10%.
b) Cars	- 10%.

2. X is paid salary to Y Rs.10,000/- in cash. What entry you will pass?

Ans: Salary a/c Dr 10,000
To cash a/c 10,000

3. A is purchases steel with Y on credit. What entry you will pass?

Ans: Steel purchase a/c Dr
To Y a/c → but entry will not pass there is no cash transaction ~~pass~~

4. B is sold cement to D in cash. What entry you will pass?

Ans: cash a/c Dr
To cement a/c

5. What are the Three Types of Accounts?

- a) Real a/c → it deals with assets persons (or) organization properties
b) personal a/c → it deals with Persons or organization
c) Nominal a/c → it deals with Expenses & income

6. What is Input Tax Credit (ITC) in GST?

Ans: Input ^{tax} paid by a taxpayer when he purchase goods or services from supplier for business purpose. Input tax can be set off against output tax liability.

7. What are the different types of GST?

Ans: CGST, SGST, IGST, UTGST

8. Explain briefly - Journal Voucher in Accounting?

Ans: Journal Voucher is a document we record all transactions when we purchase goods on credit basis.

9. Abbreviate accounting terms debit and credit?

Ans: Debit - what ever we receive any amount is called Debit
Credit - what ever we pay any amount is called Credit

10. What is balance sheet?

Ans: Balance Sheet shows Assets & Liabilities of a company. It helps to understand the performance of a business. It show financial position of a business.

Name of the Candidate: _____
Post Applied for : Accountant

Date of Interview: _____

11. Have you ever heard about TDS, Explain?

Ans: TDS means Tax deduct at source the employer deduct tax from employee's salary & pay to the government

12. What is Tally accounting?

Ans: Tally is a accounting software it allows to record all financial transaction. like, Payment, Receipts, Sale purchase etc

13. Explain the basic accounting equation?

Ans: Book keeping → Journal → Ledger → Trial balance → Financial Statement

14. What are the TDS rates for the following payments:

Type of Payment	TDS %
a) Interest	- 2.5%
b) Contract	- 7.5%
c) Commission	- 3.5%
d) Professional charges	- 7.5%

15. Write a simple letter to bank to waive off the bank charges (Assume as an Accountant.)

Hyderabad,
Dt: 14/09/2023.

TO:

XYZ Bank Office,
XYZ Bank,
Hyderabad.

Respected Sir,

I am a accountant in XYZ company. your bank is charges I open a an account in your bank. my salary has credited to my account please waive (or) allow off the charges for me.

Thanking you.

yours faithfully
S. S. S.

Note to candidate:

Interview Candidate need to wait for 3 to 4 hours to show patience. (1st round)

Basing on the above marks candidate will be selected for final round.

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

Background – Personal	☒ Good ☐ Average ☐ Poor
Background – Work	☐ Good ☐ Average ☐ Poor ☒ NA
Personality	☒ Good ☐ Average ☐ Poor
Appearance	☒ Good ☐ Average ☐ Poor
Communication skills	☒ Good ☐ Average ☐ Poor
Recommendation	☒ Employ ☐ Reject ☐ Short list & decide later
Recommended salary	15,000/- CTC
- good	
Assistant to CA.	
Dair	

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

Relevant experience	☐ Good ☐ Average ☐ Poor ☐ NA
Knowledge of subject	☐ Good ☐ Average ☐ Poor
Recommendation	☐ Employ ☐ Reject ☐ Short list & decide later
Recommended salary	

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

Recommendation	☒ Employ ☐ Reject ☐ Short list & decide later
Recommended salary	Ta: kuan to decide.

APPROVED
15 SEP 2023
SOHAM MODI
MANAGING DIRECTOR

Offer Details

Salary offered		Date of joining	
Remarks:			