

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

Name:	V. Akshaya	Joining Date:	25.09.2023
Designation:	Asst. Accountant	Division:	
Company:		Prepared by:	N. Malavika
Site/Project:		Sign:	
Scanned No.		Employee Sign:	

Sl. No.	Details to be collected	Status Yes / No/ NA/ Done
1.	Bio-Data	
2.	SSC Marksheet collected?	yes
3.	HSC/Inter /Diploma Marksheet collected?	yes
4.	Graduation Mark sheet//certificate collected?	yes
5.	P.G. Marksheet/certificate collected?	
6.	Experience Certificate collected?	
7.	Proof of salary of previous companies collected? (Salary Slip/certificate/ Form 16A)	
8.	Relieving Letter collected?	
9.	4 Passport Size Photographs collected?	yes
10.	2 Postcard Size Family Photographs collected (ESI) ?	
11.	Aadhar card collected?	yes
12.	Photo ID Proof collected?	
13.	PAN Card collected?	yes
14.	2 Reference Letters collected?	
15.	Blood group certificate collected?	
16.	Employee ID Card form filled?	
17.	Bank Account form filled?	
18.	Medical insurance proposal form filled?	
Task List		Task Completed
1.	Send introduction email/inform through viber to staff ?	completed
2.	Desk - To be assigned ?	completed
3.	Smart mobile phone ?	Check / rovide
4.	Laptop-Arranged ?	
5.	Laptop-Is additional software received?	
6.	Added to Viber Groups ?	completed
7.	Employee email ID to be created?	completed
8.	Visiting Cards	-
9.	Uniform, wherever required	-
10.	Office Rules : Timings, leave policy, & uniform etc., as per circulars	completed

Remarks:



Osmania University UGCM 188948

HYDERABAD - T.S. (INDIA)

CONSOLIDATED GRADE RECORD (CBCS)

Examination :B.Com. (Com.Appl.) JULY 2022

Ref.No : 626875
NAME : VADLURI AKSHAYA
PARENT(S) NAME : VADLURI KRISHNA
: VADLURI RIBEEKA

DATE : 29/08/2022
ROLL No. : 211219405090
MEDIUM : ENGLISH

Subject Code	Subject CourseType	Subject Name	Theory			Practical		
			CR	GL	YOP	CR	GL	YOP
SEMESTER-I			SGPA:7.8					
BC159	AEEC1	ENVIRONMENTAL STUDIES	2	C	NOV19			
BC101	ELS1	ENGLISH 1	4	A	NOV19			
BC103	SLS1	HINDI 1	4	A	NOV19			
BC125	DSC102	BUS.ORG.MANAGEMENT	5	B	NOV19			
BC126	DSC101	FINANCIAL ACCOUNTING-I	5	C	NOV19			
BC153	DSC103	FUN.OF INF TECHNOLOGY	3	E	NOV19	2	O	NOV19
SEMESTER-II			SGPA:7.6					
BC201	ELS2	ENGLISH 2	4	C	JAN21			
BC203	SLS2	HINDI 2	4	O	JAN21			
BC259C	AEEC2	BASIC COMPUTER SKILLS	2	A	JAN21			
BC215	DSC201	FINANCIAL ACCOUNTING-II	5	D	JAN21			
BC231	DSC202	BUSINESS LAWS	5	B	JAN21			
BC253	DSC203	PROGRAMMING WITH C AND C++	3	E	JAN21	2	O	JAN21
SEMESTER-III			SGPA:8.16					
BC301	ELS3	ENGLISH 3	3	A	MAR21			
BC303	SLS3	HINDI 3	3	B	MAR21			
BC359X	SEC1	PRINCIPLES OF INSURANCE-SEC1	2	A	MAR21			
BC360A	SEC2	PRACTICE OF LIFE INSURANCE	2	O	MAR21			
BC314	DSC301	ADVANCED ACCOUNTING	5	D	MAR21			
BC316	DSC302	BUSINESS STATISTICS-I	5	C	MAR21			
BC334	DSC303	REL DATABASE MANA.SYSTEM	3	O	MAR21	2	O	MAR21
SEMESTER-IV			SGPA:8.44					
BC401	ELS4	ENGLISH 4	3	A	OCT21			
BC403	SLS4	HINDI 4	3	B	OCT21			
BC459A	SEC3	LEADERSHIP&MANAGE SKILLS	2	O	OCT21			
BC460A	SEC4	PRAC.OF LIFE AND GEN.INSURA	2	O	OCT21			
BC418	DSC402	BUSINESS STATISTICS-II	5	O	OCT21			
BC427	DSC401	INCOME TAX	5	C	OCT21			
BC429	DSC403	WEB TECHNOLOGIES	3	E	OCT21	2	O	OCT21
SEMESTER-V			SGPA:9.16					
BC501	ELS5	ENGLISH 5	3	B	MAR22			
BC560	GE	BUSINESS ECONOMICS	4	A	MAR22			
BC503	SLS5	HINDI 5	3	A	MAR22			
BC515	DSE501	COST ACCOUNTING	5	A	MAR22			
BC532	DSE503	E.COMMERCE	3	A	MAR22	2	O	MAR22
BC563	DSE502	COMPUTERISED ACCOUNTING	3	O	MAR22	2	O	MAR22
SEMESTER-VI			SGPA:8.48					
BC601	ELS6	ENGLISH 6	3	B	JUL22			
BC660B	PR	PROJECT REPORT	2	O	JUL22			
BC660A	PR	RESEARCH METHODOLOGY	2	A	JUL22			
BC603	SLS6	HINDI 6	3	B	JUL22			
BC614	DSE601	COST CONTROL AND MANAG.ACCOUN.	5	C	JUL22			
BC614	DSE601	COST CONTROL AND MANAG.ACCOUN.	3	A	JUL22	2	O	JUL22
BC621	DSE602	THEORY AND PRACTICE OF GST	3	B	JUL22	2	O	JUL22
BC629	DSE603	CYBER SECURITY						

Result : Overall (CGPA) : 8.29

Part-I (CGPA) : 8.53

Part-II (CGPA) : 8.20

First and second languages are Part-I and remaining subjects are Part-II. CR: Credits, GL: Grade Letter, YOP: Year of Passing

Sl. No. E317623



59/59233/E317623



Telangana State Board Of Intermediate Education

Vidya Bhavan, Nampally, Hyderabad - 500 001



INTERMEDIATE PASS CERTIFICATE CUM MEMORANDUM OF MARKS

This is to certify that **VADLURI AKSHAYA**Father's Name : **VADLURI KRISHNA**Mother's Name : **VADLURI RIBEEKA**

bearing

Registered No. **1959213093**

has appeared for the Intermediate Public Examination held

in **JUNE-2019** and passed in **COMPARTMENTALLY**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 - I : ENGLISH	100	075 *	100	055 *
Part - II : SANSKRIT	100	060 *	100	073 *
Part - III: Optional Subjects				
MATHEMATICS - A	050	018	050	024 *
MATHEMATICS - B	050	019 *	050	017
ECONOMICS	100	064 *	100	064 *
COMMERCE	100	042 *	100	074 *
ENVIRONMENTAL EDUCATION			QUALIFIED	
ETHICS AND HUMAN VALUES			QUALIFIED	
Total Marks In Figures	585 ⇒ 585			
In words	*FIVE**EIGHT***FIVE*			
Date	14-07-2019			

KTPBS JUNIOR COLLEGE (59233)

Old Bowenpally, Secunderabad.

Signature of the Principal and College Seal

Controller of Examinations

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

Board of Secondary Education

TELANGANA STATE, INDIA

TS-CC 356674



SECONDARY SCHOOL CERTIFICATE

REGULAR PC/22/32191/0257091/4

Aadhaar No. 283130141004

CERTIFIED THAT : VADLURI AKSHAYA

FATHER'S NAME : VADLURI KRISHNA

MOTHER'S NAME : VADLURI RIBEEKA

ROLL NO. : 1722168192

DATE OF BIRTH : 11/02/2002 (ONE ONE FEBRUARY TWO ZERO ZERO TWO)

SCHOOL : SRI SAI GRAMMAR H S BOWENPALLY SEC-BAD, HYDERABAD DISTRICT

MEDIUM : ENGLISH

Has appeared and PASSED SSC EXAMINATION held in MARCH-2017

THE CANDIDATE SECURED THE FOLLOWING GRADE AND GRADE POINTS IN CURRICULAR AREAS :

SUBJECT	GRADE FA	GRADE SA	OVERALL GRADE	GRADE POINT
FIRST LANGUAGE : (TELUGU)	B1	C1	B2	07
THIRD LANGUAGE : ENGLISH	B1	B2	B2	07
MATHEMATICS :	A2	C1	C1	06
SCIENCE :	B1	C2	C2	05
SOCIAL STUDIES :	B1	B1	B1	08
SECOND LANGUAGE: (HINDI)	B1	A2	A2	09

Cumulative Grade Point Average (CGPA) :



7.0

CO-CURRICULAR AREAS :

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

Marks of Identification : 1. A MOLE ON THE LOWER LIP
2. A MOLE ON THE RIGHT HAND

Head of Institution

[Signature]
Head Mistress

with School Stamp
Sri Sai Grammar High School
Bapul Nagar, Bowenpally,

Date of issue : 03rd May, 2017

[Signature]

SECRETARY
BOARD OF SECONDARY EDUCATION
TELANGANA STATE, HYDERABAD



- 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 grades with asterisk indicate the old grades secured in previous appearances.

2017





భారత ప్రభుత్వం
Government of India



వడ్లూరి అక్షయ
Vadluri Akshaya

పుట్టిన తేదీ/DOB: 11/02/2002
సీ/ FEMALE

2831 3014 1004

VID : 9149 5138 2577 1540

నా ఆధార్, నా గుర్తింపు



భారత విశిష్ట గుర్తింపు ప్రాధికార సంస్థ
Unique Identification Authority of India



విరునామా:

D/O వడ్లూరి కృష్ణ, 0-27-89, బాపుజి నగర్, నేటర్ శ్రీ
సాయి గ్రామార్ హై స్కూల్, న్యూ బోవెన్పల్లి, తిరుమలగిరి,
హైదరాబాద్,
ఆంధ్ర ప్రదేశ్ - 500011

Address:

D/O Vadluri Krishna, 1-27-89, BAPUJI NAGAR,
NEAR SRI SAI GRAMMAR HIGH SCHOOL, NEW
BOWENPALLY, Tirumalagiri, Hyderabad,
Andhra Pradesh - 500011



2831 3014 1004

VID : 9149 5138 2577 1540



1947



help@uidai.gov.in



www.uidai.gov.in

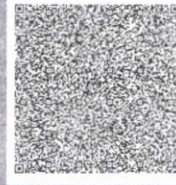
आयकर विभाग
INCOME TAX DEPARTMENT



भारत सरकार
GOVT. OF INDIA



स्थायी लेखा संख्या कार्ड
Permanent Account Number Card
ERUPA2146A



नाम / Name
VADLURI AKSHAYA

पिता का नाम / Father's Name
VADLURI KRISHNA

जन्म की तारीख /
Date of Birth
11/02/2002

Akshaya
हस्ताक्षर / Signature

18072022

MEMO

[illegible]

Bio-Data

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

Application for post of	Accountant	Application date:	14/09/22
Application through	☐ Advertisement ☒ Referral <i>M Raj Kumar</i>		
Referred by/ Advertisement	Specify Source: Newspaper/Job portal/Social media: _____		

Personal Details:

Full Name	V. Akshaya		
Age	21 years	Date of Birth	11/02/2002
Fathers Name	V. Kalishna		
Address for Correspondence	1-09-376 Bapnjinagar, Bowenpally Secunderabad		
Mobile no.	8688007603	Email id	akshayvadiw@gnail.com
Permanent Address	1-09-376 Bapnjinagar, Bowenpally, Secunderab.		
Aadhar number	2831 3014 1004	Category	☒ SC / ☐ ST / ☐ BC / ☐ Open

Education:

Name of P.G. Course	MBA 1 st Year completed		
Specialization	Finance		
Name of college	Nava Bharathi college.		
Location	Bollaram	Percentage marks	80%
Course type	☒ Regular Course ☐ Correspondence Course		
Year of completion	Pursing	Medium of Instruction	☒ English / ☐ Telugu / ☐ Hindi

Name of Degree Course	B.COM		
Specialization	computers application		
Name of college	pratibha degree college		
Location	Kukatpally	Percentage marks	82%
Course type	☒ Regular Course ☐ Correspondence Course		
Year of completion	2022	Medium of Instruction	English / Telugu / Hindi

Name of Inter/ Diploma Course	MEC		
Name of college	Kites Junior college		
Location	Bapnjinagar	Percentage marks	67%
Year of completion	2019	Medium of Instruction	English / Telugu / Hindi

Name of school	Sri Sai Grammar high school		
Location	Bapnjinagar	Percentage marks	80%
Year of completion	2017	Medium of Instruction	☒ English / ☐ Telugu / ☐ Hindi

Experience & Employment Details:

Years of experience in relevant field					
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)

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	<u>15000/-</u>

[Signature]

Assistant to praveen Raju

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: 14/09/23

V. Arshaya
1-09-376 Bapji Nagar
Bowenpally, Secunderabad

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 V. Arshaya

Name: V. Arshaya

Place: Bowenpally, Secunderabad

Date: 14-09/23

Name of the Candidate: V. Akshaya

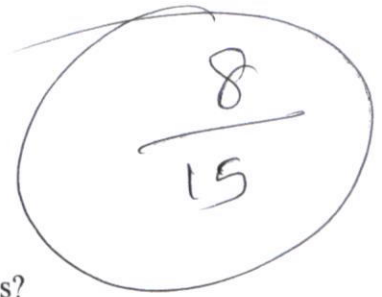
Date of Interview: 14/09/23

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	-
b) Cars	-



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

Ans: Cash a/c - Dr 10,000
 To Salaries a/c - Dr 10,000. ✓

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

Ans:

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

Ans: Sales a/c - Dr
 To Cash a/c ✓

5. What are the Three Types of Accounts?

- a) Personal account ✓
- b) Real account
- c) Nominal account

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

Ans: It is tax paid on goods and services tax. changed ✓

7. What are the different types of GST?

Ans: CGST, SGST, and IGST ✓

8. Explain briefly - Journal Voucher in Accounting?

Ans: A Journal voucher is a document used to record financial transactions in general ledger. ✓

9. Abbreviate accounting terms debit and credit?

Ans: Both debit and credit ✓

10. What is balance sheet?

Ans: A balance sheet is financial statement of assets and liabilities. ✓

Name of the Candidate: V. Akshaya
Post Applied for : Accountant

Date of Interview: 14/09/23

11. Have you ever heard about TDS, Explain?

Ans:

12. What is Tally accounting?

Ans: Tally is a ERP accounting it records day to day business data.

13. Explain the basic accounting equation?

Ans: $Assets = Liability + Equity$.

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

<u>Type of Payment</u>	<u>TDS %</u>
a) Interest	-
b) Contract	-
c) Commission	-
d) Professional charges	-

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

From:-

XYZ,

XYZ, Bank

To:-

XXX,

Road no: 01, Secunderabad.

Subject:- Letter to XXX, to waive off the bank charges.

You have to pay the bank charges without fail on the time. It is a last remainder from the ^{XYZ} bank.

Yours XYZ

Date: 14/09/23

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.

RESUME

V.Akshaya

D/O:V.krishna

Address: H.no-1-09-376,Opp Ashok Gardens

Hyderabad, 500011

Phone no:8688007603

Email:akshayavatluri@gmail.com

CAREER OBJECTIVE:

To take up the challenging role in the field of scientific analysis ,modern techniques and excel them by applying my zeal ,energy and knowledge with my positive attitude, excellent interpersonal skills.

EDUCATIONAL QUALIFICATIONS:

INSTITUTION	BOARD	PERCENTAGE	YEAR OF PASSING
Prathibha degree college	Osmania university	80%	2022
Kites junior college	Board of intermediate education	67%	2019
Sri Sai grammar high school	SSC	8.0(GPA)	2017

Hobbies:

1. Making small crafts
2. Listening music

Strength:

- 1.Good communicator
- 2.Problem solver
- 3.Ability to work independently
- 4.Have an ability to integrate into and work in teams

Personal skills:

- ☐ Self motivated and directed
- ☐ Enthusiastic and Hard Working
- ☐ Possess Positive Attitude
- ☐ Ready to take responsibilities

PERSONAL PROFILE:

Name: V.Akshaya

Father's Name : V. Krishna

Mother's Name : V.Ribka

Nationality : Indian

Date of Birth :11/Feb/2002

Languages Known : Telugu, Hindi, English

Declaration: I solemnly declare that all the information furnished above is true of my knowledge.
Given an opportunity I shall do the job to the satisfaction of my employers.

Place: Hyderabad

Date:

V.Akshaya

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	15000/-
 Assistant to Director	

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	To be decided!



Offer Details

Salary offered		Date of joining	
Remarks:			