

MEMO

APPROVED BY
25 SEP 2073
SOHAM MODI
MANAGING DIRECTOR

Bio-Data

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

Application for post of	<u>Accountant</u>	Application date:	<u>25-9-2023</u>
Application through	☐ Advertisement	☒ Referral	- <u>Letter to Khaja Mohinuddin</u>
Referred by/ Advertisement	Specify Source: Newspaper/Job portal/Social media: _____		

Personal Details:

Full Name	<u>Shafia fatima</u>		
Age	<u>23</u> years	Date of Birth	<u>16/01/2000</u>
Fathers Name	<u>Mohd Abdul Aziz</u>		
Address for Correspondence			
Mobile no.	<u>8179289017</u>	Email id	<u>shafiafatima0002@gmail.com</u>
Permanent Address	<u>Akash nagar Ambepet Hyderabad</u>		
Aadhar number	<u>582612143411</u>	Category	<u>SC / ST / BC / Open / BC-E</u>

Education:

Name of P.G. Course	<u>MBA,</u>		
Specialization	<u>Finance</u>		
Name of college	<u>Rburr women's college</u>		
Location	<u>Narayanguda</u>	Percentage marks	<u>80%</u>
Course type	☒ Regular Course	☐ Correspondence Course	
Year of completion	<u>2022</u>	Medium of Instruction	<u>English / Telugu / Hindi</u>

Name of Degree Course	<u>B.com (comp)</u>		
Specialization	<u>(computers)</u>		
Name of college	<u>Sree Vani women's college</u>		
Location	<u>Nalakpet</u>	Percentage marks	<u>8.82%</u>
Course type	☒ Regular Course	☐ Correspondence Course	
Year of completion	<u>2020</u>	Medium of Instruction	<u>English / Telugu / Hindi</u>

Name of Inter/ Diploma Course	<u>Intermediate</u>		
Name of college	<u>Megha junior college</u>		
Location	<u>Ramanthapur</u>	Percentage marks	<u>85%</u>
Year of completion	<u>2017</u>	Medium of Instruction	<u>English / Telugu / Hindi</u>

Name of school	<u>A.K.M High School</u>		
Location	<u>Kochiguda</u>	Percentage marks	<u>7.5%</u>
Year of completion	<u>2015</u>	Medium of Instruction	<u>English / Telugu / Hindi</u>

Experience & Employment Details:

Years of experience in relevant field	
---------------------------------------	--

Name of Company	Shree Enterprises				
Duration of employment	1 years	From date:	1./9./2022	To date:	31./8./2023
Location	M.G Road Secunderabad				
Designation					
Last drawn salary	15000				
Number of employees in the company / branch?	15	Number of employees in your dept. or division?	2		
Brief description of work handled by you.	I handle the Accounts work. Like raising the sales invoices, ledger posting in registers, writing the cheques making the payments, sending the mails for payment				
Reason for leaving	Salary is not sufficient or other employees are not friendly				

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)

DECLARATION

From:

Date: 25 - 09 - 2023

Shafia fatima

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 Shafia fatima

Name: Shafia fatima

Place: Uppal Ring Road / Akash nagar Ambeypet.

Date: 25 - 09 - 2023

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	

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:			

Shafia fatima

shafiafatima0002@gmail.com

8179289017

CAREER OBJECTIVE

To work with best of my abilities and skills in order to benefit my organization also to be better other in this competitive Time an influential position in the organization.

SKILLS

Operating system	MS Dos Windows
Languages	C C++ HTML
Packages	DCAP (diploma in computerized accounting package)
Internet technologies	Ms-office (word Excel PowerPoint)

EXPERIENCE**Sep-2022 - Aug-2023****Accountant****Shree enterprises****EDUCATION**

Degree/Course	Institute/ College	University/ Board	Percentage/ CGPA	Year of Passing
MBA	Rbvrr women's college	Osmania university	8.0 %	2022
Bachelor of commerce(comp)	Sree vani womens college	Osmania university	8.82 %	2020
Intermediate	Megha junior college	Telangana State Board of intermediate Education	85 %	2017
Secondary School Certificate	A.K.M high School	Telangana State Board of Secondary Education	7.5 %	2015

STRENGTHS

Hard working
 Ability to cope up with any kind of environment
 Trustworthiness
 Responsible and sincere in attitude

PERSONAL DETAILS

Address	Akash nagar amberpet Hyderabad, Telangana, 500013
Date of Birth	16-01-2000
Gender	Female
Nationality	Indian
Marital Status	Single
Languages Known	English Hindi Urdu Telegu

DECLARATION

I hereby declare that all the details furnished here are true to the best of my knowledge and belief.

Shafia fatima

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

Name:	Shayia Fatima	Joining Date:	26.09.2023
Designation:	Jr. Accountant	Division:	
Company:		Prepared by:	N. 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?	Yes
5.	Experience Certificate collected?	Yes
6.	Proof of salary of previous companies collected? (Salary Slip/certificate/ Form 16A)	
7.	Relieving Letter collected?	
8.	4 Passport Size Photographs collected?	
9.	2 Postcard Size Family Photographs collected?	
10.	Residence Proof collected?	
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	completed
2.	Desk - Prepare employee work area or arrange Desk	completed
3.	Laptop - Arrange computer access/laptop	
4.	SIM - CUG Airtel new connection/portability	-
5.	Smart mobile phone – check / provide	completed
6.	Viber - Add in Groups	completed
7.	Create employee email ID	completed
8.	Visiting Cards	-
9.	Uniform, wherever required	-
10.	Office Rules : Timings, leave policy, & uniform etc., as per circulars	completed

Remarks:



R.B.V.R.R. Women's College

(Autonomous)

Affiliated to Osmania University | Accredited (B++) Grade by NAAC
Narayanaguda, Hyderabad - 500 027. Telangana.



GRADE REPORT

Sl. No.: RBR 10828

MBA III SEMESTER REGULAR EXAMINATIONS APRIL 2022

REF NO. : 1818
ROLL NO : 141620672111
NAME : SHAFIA FATIMA
FATHER 'S NAME : MOHD ABDUL AZIZ
MOTHER 'S NAME : RIZWANA BEGUM

DATE : 02/07/2022
MEDIUM : ENGLISH
AADHAR CARD NO : 582612143411



Subject Title		Grade	Credit Earned	Result
PART-I				
DSC 1C	INVESTMENT MANAGEMENT	C	5	PASS
DSC 2C	LEADERSHIP & CHANGE MANAGEMENT	B	5	PASS
DSC 4C	FINANCIAL MARKETS	D	5	PASS
DSC 5C	ORGANIZATIONAL DEVELOPMENT	C	5	PASS
DSC 7C	PROJECT INTERNSHIP	B	4	PASS
SEC 3	EMOTIONAL INTELLIGENCE - MOOCS	E	2	PASS

Total Credits Earned : 26

Overall SGPA : 7.00

Result : PASSED

Part-I :

Credits : 26

SGPA : 7.00





R.B.V.R.R. Women's College

(Autonomous)

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College with Potential for Excellence by UGC
Narayanaguda, Hyderabad - 500 027. Telangana.



GRADE REPORT

Sl. No.: RBR 8156

M.B.A. II SEMESTER OCT/NOV-2021

NAME : SHAFIA FATIMA
FATHER'S NAME: MOHD ABDULAZIZ
MOTHER'S NAME: RIZWANA BEGUM

DATE : 6/12/2021
ROLL NO.: 141620672111
AADHAR NO.: 582612143411

Subject Title	Grade	Credits Earned	Result
HUMAN RESOURCE MANAGEMENT	D	5	PASS
FINANCIAL MANAGEMENT	C	5	PASS
BUSINESS RESEARCH METHODS	D	5	PASS
CSR & SUSTAINABLE DEVELOPMENT	C	4	PASS
ELECTRONIC COMMERCE	B	4	PASS
WEB DESIGNING & DEVELOPMENT *	A	2	PASS

Credits Earned : 25

Result : PASSED

SGPA(Semester Grade Point Average) : 6.92



R.B.V.R.R. Women's College

(Autonomous)

Narayanaguda, Hyderabad, Telangana



GRADE REPORT

Sl. No.: RBR 003155

M.B.A. I SEMESTER JULY 2021

NAME : SHAFIA FATIMA
FATHER'S NAME: MOHD ABDUL AZIZ
MOTHER'S NAME: RIZWANA BEGUM

DATE : 16/7/2021
ROLL NO.: 141620672111
AADHAR NO.: 582612143411

Subject Title	Grade	Credits Earned	Result
MANAGEMENT & ORGANIZATIONAL BEHAVIOUR	B	5	PASS
ACCOUNTING FOR MANAGEMENT	C	5	PASS
MARKETING MANAGEMENT	C	5	PASS
BUSINESS LAW & ETHICS	B	4	PASS
IT APPLICATIONS FOR MANAGEMENT	C	4	PASS
BUSINESS COMMUNICATION I *	B	2	PASS

Credits Earned : 25

Result : PASSED

SGPA(Semester Grade Point Average) : 7.44

Swapnak

CONTROLLER OF EXAMINATIONS

J. Achyutha Devi

PRINCIPAL



Osmania University

UGCM 052579

HYDERABAD - T.S. (INDIA)

CONSOLIDATED GRADE RECORD (CBCS)

Examination : B.Com. (Computers) SEP./OCT. 2020



Ref.No : 205101
 NAME : SHAFIA FATIMA
 PARENT(S) NAME : MOHD ABDUL AZIZ
 : RIZWANA BEGUM

DATE : 16/11/2020
 ROLL No. : 120317402071
 MEDIUM : ENGLISH

Subject Code	Subject CourseType	Subject Name	Theory			Practical		
			CR	GL	YOP	CR	GL	YOP
SEMESTER-I			SGPA:8.70					
BC159	AECC-1	ENVIRONMENTAL STUDIES	2	A	N17			
BC101	CC-1A	ENGLISH 1	5	A	N17			
BC106	CC-2A	ARABIC 1	5	O	N17			
BC126	DSC-1A	FINANCIAL ACCOUNTING-I	5	B	N17			
BC117	DSC-2A	BUSINESS ECONOMICS	5	A	N17			
BC124	DSC-3A	BUSINESS ORGANIZATION	4	B	N17			
BC151	DSC-4A	INFORMATION TECHNOLOGY	3	C	N17	1	O	N17
SEMESTER-II			SGPA:8.97					
BC259	AECC-2	GENDER SENSITIZATION	2	A	M18			
BC201	CC-1B	ENGLISH 2	5	A	M18			
BC206	CC-2B	ARABIC 2	5	O	M18			
BC215	DSC-1B	FINANCIAL ACCOUNTING-II	5	A	M19			
BC217	DSC-2B	MANAGERIAL ECONOMICS	5	A	M18			
BC219	DSC-3B	PRINCIPLES OF MANAGEMENT	4	B	M18			
BC225	DSC-4B	MANAGEMENT INFORMATION SYSTEM	3	B	M18	1	O	M18
SEMESTER-III			SGPA:8.70					
BC359	SEC-1	PRINCIPLES OF INSURANCE	2	A	N18			
BC301	CC-1C	ENGLISH 3	5	B	N18			
BC306	CC-2C	ARABIC 3	5	O	N18			
BC314	DSC-1C	ADVANCED ACCOUNTING	5	C	N18			
BC315	DSC-2C	INCOME TAX-I	5	A	N18			
BC316	DSC-3C	BUSINESS STATISTICS-I	4	A	N18			
BC325	DSC-4C	PROGRAMMING WITH C	3	A	N18	1	O	N18
SEMESTER-IV			SGPA:9.23					
BC459	SEC-2	PRACTICE OF LIFE INSURANCE	2	A	M19			
BC401	CC-1D	ENGLISH 4	5	A	M19			
BC406	CC-2D	ARABIC 4	5	O	M19			
BC414	DSC-1D	CORPORATE ACCOUNTING	5	O	M19			
BC415	DSC-2D	INCOMETAX-II	5	A	M19			
BC416	DSC-3D	BUSINESS STATISTICS-II	4	B	M19			
BC421	DSE-4D	OBJ.ORI.PRO. WITH C++	3	A	M19	1	O	M19
SEMESTER-V			SGPA:8.33					
BC559	SEC-3	PRACTICE OF GENERAL INSURANCE	2	A	N19			
BC558	GE-1	INTR.TO INDIAN ECONOMY	2	A	N19			
BC515	DSC-1E	COST ACCOUNTING	4	B	N19			
BC514	DSC-2E	BUSINESS LAW	4	C	N19			
BC516	DSC-3E	BANKING THEORY AND PRACTICE	4	A	N19			
BC537	DSC-4E	EXCEL FOUNDATION	3	A	N19	1	A	N19
BC530	DSE-1A	COMPUTERISED ACCOUNTING	4	B	N19	1	A	N19
BC528	DSE-2A	WEB TECHNOLOGY	4	B	N19	1	A	N19
SEMESTER-VI			SGPA:9.00					
BC759	SEC-4	REGULATION OF INS.BUSINESS	2	A	S20			
BC758	GE-2	SECTORS OF INDIAN ECONOMY	2	A	S20			
BC728	DSC-1F	THEORY AND PRACTICE OF GST	3	C	S20	1	A	S20
BC715	DSC-2F	COMPANY LAW	4	A	S20			
BC714	DSC-3F	MANAGERIAL ACCOUNTING	4	A	S20			
BC730	DSC-4F	COMMERCE LAB PF	4	O	S20			
BC732	DSE-1B	E-COMMERCE	4	B	S20	1	O	S20
BC734	DSE-2B	R.D.B.M.S.	4	O	S20	1	O	S20
Result : Overall (CGPA) : 8.82			Part-I (CGPA) : 9.38			Part-II (CGPA) : 8.66		

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

J. Acharya Devi
 PRINCIPAL

R.B.V.R.R. Women's College

(AUTONOMOUS)

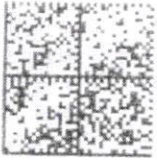
Controller of Examinations

Nayyanaguda, Hyderabad

Section Incharge

Board of Secondary Education
TELANGANA STATE, INDIA

TS-AA 013154



SECONDARY SCHOOL CERTIFICATE

REGULAR PC/02/01031/0013232/9

CERTIFIED THAT **SHAFIA FATIMA**

FATHER'S NAME **MOHD ABDUL AZIZ**

MOTHER'S NAME **RIZWANA BEGUM**

ROLL NO **1502106783**

DATE OF BIRTH **16/01/2000 (ONE SIX JANUARY TWO ZERO ZERO ZERO)**

SCHOOL **A K M HIGH SCHOOL KACHIGUDA HYDERABAD**

MEDIUM **URDU**

Has appeared and PASSED SSC PUBLIC EXAMINATION held in **MARCH-2015**

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

SUBJECT	GRADE FA	GRADE SA	OVERALL GRADE	GRADE POINT
FIRST LANGUAGE : (URDU)	A1	A2	A2	09
THIRD LANGUAGE : ENGLISH	B1	B1	B1	08
MATHEMATICS	B1	B2	B1	08
SCIENCE	B1	C1	C1	06
SOCIAL STUDIES	A1	B2	B1	08
SECOND LANGUAGE : (TELUGU)	A2	C1	C1	06

Cumulative Grade Point Average (CGPA) :



7.5

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 RIGHT ARM**
2. **A MOLE ON THE LEFT ARM**

Head of Institution
with School Stamp

Head Misstress
Head Misstress

A.K.M. High School

Date of issue : 17th May, 2015 **Kachiguda, Hyderabad.**

Secretary
SECRETARY

**BOARD OF SECONDARY EDUCATION
TELANGANA STATE, HYDERABAD**

SI.No. C218661



59/59394/C218661



Telangana State Board of Intermediate Education

Vidya Bhavan, Nampally, Hyderabad - 500 001



INTERMEDIATE PASS CERTIFICATE-CUM-MEMORANDUM OF MARKS

This is to certify that **SHAFIA FATIMA**Father's Name : **MOHD ABDUL AZIZ**Mother's Name : **RIZWANA BEGUM**

bearing

Registered No. **1759258676**

has appeared for the Intermediate Public Examination held

in **MARCH-2017** and passed in **A GRADE**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	073	100	091
Part - II : ARABIC	100	099	100	099
Part - III : Optional Subjects				
ECONOMICS	100	060	100	087
COMMERCE	100	086	100	083
CIVICS	100	090	100	085
ENVIRONMENTAL EDUCATION ETHICS AND HUMAN VALUES				
Total Marks In Figures		853 → 853		
In words		*EIGHT**FIVE***THREE*		
Date		16-04-2017		

Q U A L I F I E D
Q U A L I F I E D



UJ 834274

Osmania University

FACULTY OF COMMERCE (CBCS)

Ref. No. 205101

Provisional Certificate

Roll No. 120317402071

This is to certify that SHAFIA FATIMA
son/daughter of MOHD ABDUL AZIZ / RIZWANA BEGUM
passed the BACHELOR OF COMMERCE(Computers)

Examination of this University, held
in SEP./OCT. 2020 and that he/she was placed in

Part I : CGPA : 9.38

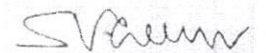
Second Language : ARABIC

Part II : CGPA : 8.66

Over All : CGPA : 8.82

Hyderabad T.S.

Dated 16/11/2020


for Registrar


Section - Incharge



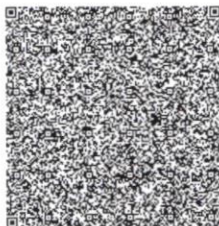
భారత ప్రభుత్వం
Government of India

భారత విశిష్ట గుర్తింపు ప్రాధికార సంస్థ
Unique Identification Authority of India

రిజిస్ట్రేషన్/ Enrolment No.: 2081/30069/93395

To
శాఫియా ఫాతిమా
Shafiya Fatima
D/O Mohammed Abdul Aziz
2-3-504/B/6/1
Akash Nagar
Amberpet
Hyderabad Andhra Pradesh - 500013
8639499376

Signature Not Verified
Digitally signed by AS
UNIQUE IDENTIFICATION
AUTHORITY OF INDIA GS
Date: 2023.06.30 13:01:08
UTC



మీ ఆధార్ సంఖ్య / Your Aadhaar No. :

5826 1214 3411

VID : 9194 3896 5000 8194

నా ఆధార్, నా గుర్తింపు



భారత ప్రభుత్వం
Government of India



శాఫియా ఫాతిమా
Shafiya Fatima
పుట్టిన తేదీ/DOB: 16/01/2000
(స్త్రీ) FEMALE

5826 1214 3411

VID : 9194 3896 5000 8194

నా ఆధార్, నా గుర్తింపు



Government of India



సమాచారము / INFORMATION

- ఆధార్ అనేది గుర్తింపు రుజువు, పౌరసత్వానికి కాదు.
- ఆధార్ ప్రత్యేకమైనది మరియు సురక్షితమైనది.
- సురక్షిత QR కోడ్/ఆఫ్లైన్ XML/ఆన్లైన్ ప్రమాణీకరణను ఉపయోగించి గుర్తింపును ధృవీకరించండి.
- ఆధార్ లెటర్, PVC కార్డ్, ఇ ఆధార్, ఎం ఆధార్ వంటి అన్ని రకాల ఆధార్లు సమానంగా చెల్లుబాటు అవుతాయి. 12 అంకెల ఆధార్ నంబర్ స్థానంలో ఎర్బువల్ ఆధార్ ఐడెంటిటీ (VID)ని కూడా ఉపయోగించవచ్చు.
- కనీసం 10 సంవత్సరాలకు ఒకసారి ఆధార్ ను అప్డేట్ చేయండి.
- వివిధ ప్రభుత్వ మరియు ప్రభుత్వేతర ప్రయోజనాలు/సేవలను పొందడంలో ఆధార్ మీకు సహాయపడుతుంది.
- మీ మొట్టెల్ నంబర్ మరియు ఈ-మెయిల్ వాడేని ఆధార్ లో అప్డేట్ చేసుకోండి.
- ఆధార్ సేవలను పొందేందుకు స్మార్ట్ ఫోన్లలో ఎం ఆధార్ యాప్ ను డౌన్లోడ్ చేసుకోండి.
- భద్రతను నిర్ధారించడానికి లాక్/అన్లాక్ ఆధార్/బయోమెట్రిక్స్ సేవల్ని ఉపయోగించండి.
- ఆధార్ ను అభ్యర్థించే సంస్థలు తగిన సమ్మతిని పొందవలసి ఉంటుంది.
- Aadhaar is a proof of identity, not of citizenship.
- Aadhaar is unique and secure.
- Verify identity using secure QR code/offline XML/online Authentication.
- All forms of Aadhaar like Aadhaar letter, PVC Cards, eAadhaar and mAadhaar are equally valid. Virtual Aadhaar Identity (VID) can also be used in place of 12 digit Aadhaar number.
- Update Aadhaar at least once in 10 years.
- Aadhaar helps you avail various Government and Non- Government benefits/services.
- Keep your mobile number and email id updated in Aadhaar.
- Download mAadhaar app on smart phones to avail Aadhaar Services.
- Use the feature of lock/unlock Aadhaar/biometrics to ensure security.
- Entities seeking Aadhaar are obligated to seek due consent.

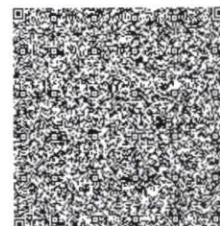


భారత విశిష్ట గుర్తింపు ప్రాధికార సంస్థ
Unique Identification Authority of India



చిరునామా:
D/O మొహమ్మద్ అజిజ్ అజీజ్, 2-3-504/బ/6/1,
అకాశ నగర్, అంబర్ పేట్, హైదరాబాద్,
ఆంధ్ర ప్రదేశ్ - 500013

Address:
D/O Mohammed Abdul Aziz, 2-3-504/B/6/1,
Akash Nagar, Amberpet, Hyderabad,
Andhra Pradesh - 500013



5826 1214 3411

VID : 9194 3896 5000 8194

1947 | help@uidai.gov.in | www.uidai.gov.in



TO WHOM SO EVER IT MAY CONCERN

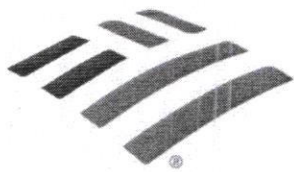
This is to certify that Miss. Shafia Fatima D/o. Mohammed Abdul Aziz, Worked with us as on Accountant from 01.09.2022 to 31.08.2023 at our office kirloskar pumps & motors and Havells.

We found her hardworking in nature and all the best for her future endeavors.

For Shree Enterprises



Authorised Signatory



BANK OF AMERICA



Certificate

Shafia fatima

has successfully completed Magic Bus-Bank of America's Connect to Work programme

from

Hyderabad



THE PROGRAMME COVERED THE FOLLOWING COMPONENTS

Managing Self at Work through **Communication** (non-verbal communication, listening skills, building confidence), **Adaptability & Creativity** (being adaptable, applying creativity), **Critical Thinking, Collaboration** (team dynamics, conflict management), **Workplace Ethics & Behaviour**

Preparing Self by strengthening **Socio-emotional Skills** (managing self, respecting others, resilience), **Introduction to Digital Skills** (use of productivity tools available on mobiles, online apps, net-banking, different websites such job portals and professional networking sites, internet ethics), **Preparing for Interview** (making a first impression, resume preparation, interview skills to attend interviews both offline and online)

J. Rastogi

Jayant Rastogi
Global Chief Executive Officer

Aarthi N Singh

Aarthi N Singh
Regional Director - Livelihood

CERTIFICATE

OF COMPLETION

THIS IS TO CERTIFY THAT :

Shafia . Fatima

successfully completed online internship of human resources
management in training and placement department
Skyline Digital Solutions

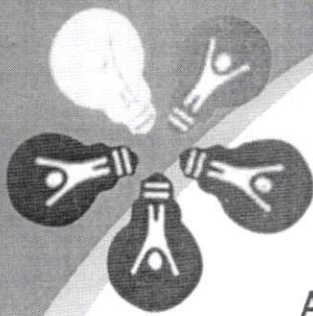
Shantanu

Shantanu sahare
FOUNDER



Siya Pandey

Siya pandey
CEO/MANAGING PARTNER



Unique Skill Development Society

GET READY FOR THE WORLD READY

Association with SATYAM INFOTECH

(Govt. Regd. No. 202/06) Employment No. J1/22655/06
By the Directorate of Employment & Training, Hyderabad, T.S.

AN ISO 9001 - 2008 CERTIFIED CENTRE

Telangana Govt. Regd. No. 526, Registration Act 35/2001, ISO No. 31884-A01

JAS-ANZ



Certificate



This is to certify that Mr./Ms. *Shafia Fatima*

S.o./W.o/D.o. *Mohd Abdul Aziz*

has successfully completed the *DCAP*

Course / Training Programme from *July 2019* to *Oct 2019*

Conducted by *Satyam Info Tech* at *Satyam Infotech -Ramanthapur*

and has obtained the *First* division.

The award of the *Diploma In Computer Accounting Package* certificate

is given on Dt. *20-11-2019*


Course
Co-ordinator




Unique Skill Development Society
Hanamkonda
Signature &
Seal of President





Certificate

AIMS

ASSOCIATION OF INDIAN MANAGEMENT SCHOOLS

CHARMINAR EDUCATIONAL AND WELFARE TRUST

Hyderabad

In Association with

ASSOCIATION OF INDIAN MANAGEMENT SCHOOLS

CERTIFICATE OF PARTICIPATION

This is to certify that Ms. Shafiqah Fatima has participated in the Workshop

"MANAGING MARRIED LIFE: ROAD TO HAPPINESS" on 29 September, 2019 and she has completed the following Modules:

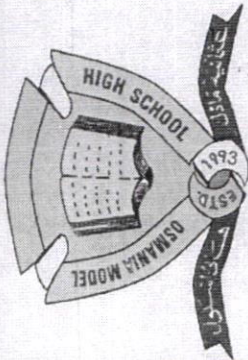
Duties and Rights by Wife
By Mufti Sadiq Mohiuddin

Balancing Between Home and Work
By Prof Fatima Praveen

How to Win In-Laws
By Prof. Mohammad Masood Ahmed

Prof. Shrinivas Acharya
Member, Executive Board, AIMS

Prof. Mohammad Masood Ahmed
Program Director, CEWT



OSMANIA MODEL HIGH SCHOOL

(Recognised by the Govt. of Telangana)

D.No. 2-2-97/A, Jama Masjid Educational Complex,
Amberpet, Hyderabad-500 013. (T.S.)

Summer Camp Certificate

Spoken English / Urdu & Deeniyath / Hand Embroidery / Mehandi / Beauty Care / Tailoring / Cookery Classes / Fabric Painting

This is to certify that Sufia Fatima
S/o. D/o. Mohd Abdul Aziz
has been given certificate in Computer the Summer Camp May 2016

Date : 02-June-2016

H. M.

H.M.

Secretary

President

AL ANSAAR

TAILORING / MEHENDI DESIGNING / COMPUTER TRAINING CENTER

IN CO-ORDINATION WITH

SHAHEED EDUCATIONAL & WELFARE TRUST

Under the Management of

AL - ANSAAR WELFARE & EDUCATIONAL SOCIETY

(Regd. No. 3669 / 1997)

2-3-42/C/58/1, Quadribagh, Amberpet, Hyderabad - 13, Ph : 040-27406820

Certificate

Trade / Diploma

This is to certify that.....*Shafiya Fatima*.....

D/o. / S/o. W/o.....*Mohammed Abdul Aziz*.....

has Successfully completed the course of.....*Mehendi Designing*.....

.....during the period from*Nov-14*.....to.....*Dec-15*.....

and this certificate is awarded to him / her

Date: 31-01-2015

Administrator



NATIONAL
SOCIETY
Amberpet, Hydr.



Chairman &
Managing Director

Board of Secondary Education

TELANGANA STATE, INDIA

TS-AA 013154



SECONDARY SCHOOL CERTIFICATE

REGULAR PC/02/01031/0013232/9

CERTIFIED THAT : SHAFIA FATIMA

FATHER'S NAME : MOHD ABDUL AZIZ

MOTHER'S NAME : RIZWANA BEGUM

ROLL NO. : 1502106783

DATE OF BIRTH : 16/01/2000 (ONE SIX JANUARY TWO ZERO ZERO ZERO)

SCHOOL : A K M HIGH SCHOOL KACHIGUDA HYDERABAD

MEDIUM : URDU

Has appeared and PASSED SSC PUBLIC EXAMINATION held in MARCH-2015

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

SUBJECT	GRADE FA	GRADE SA	OVERALL GRADE	GRADE POINT
FIRST LANGUAGE : (URDU)	A1	A2	A2	09
THIRD LANGUAGE : ENGLISH	B1	B1	B1	08
MATHEMATICS	B1	B2	B1	08
SCIENCE	B1	C1	C1	06
SOCIAL STUDIES	A1	B2	B1	08
SECOND LANGUAGE : (TELUGU)	A2	C1	C1	06

Cumulative Grade Point Average (CGPA) :



7.5

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 RIGHT ARM
2. A MOLE ON THE LEFT ARM

Head of Institution
with School Stamp

Head Mistress
A.K.M. High School
Kachiguda, Hyderabad.

Secretary
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.

2015



**TELANGANA STATE BOARD OF INTERMEDIATE EDUCATION : HYDERABAD**

Intermediate Public Examination, Second Year

Memorandum of Marks

REGD NUMBER :

1759258676**TS-B 304029**

NAME :

SHAFIA FATIMA

FATHER'S NAME :

MOHD ABDUL AZIZ

MOTHER'S NAME :

RIZWANA BEGUM

MONTH & YEAR :

MARCH - 2017 (REG)

SERIAL No. :

CAT : **1**COM : **31**

DIST / COLLEGE :

59 /59394

MEDIUM :

ENGLISH

PH CODE :

*Shafia Fatima*

(1628139775 / 0316)

YEAR	SUBJECT	PART -I	PART -II	ECONOMICS	PART -III	CIVICS
		ENGLISH	ARABIC		COMMERCE	
1st YEAR	MAX MARKS	100	100	100	100	100
	MARKS SECURED	73* P	99* P	60* P	86* P	90* P
2nd YEAR	MAX MARKS	100	100	100	100	100
	MARKS SECURED	91 P	99 P	87 P	83 P	85 P
PRACTICALS	MAX MARKS					
	MARKS SECURED					

853***EIGHT**FIVE***THREE***

GRAND TOTAL :

GRAND TOTAL :(in words)

NOTE A GRADE $\geq 75\%$
B GRADE $\geq 60\%$ and $< 75\%$
C GRADE $\geq 50\%$ and $< 60\%$
D GRADE $\geq 35\%$ and $< 50\%$

RESULT

A GRADE

DATE

16-04-2017

Env.Edn.Exam: QUALIFIED

Eth.Edn.Exam: QUALIFIED

(Eligibility Rules overleaf)

CONTROLLER OF EXAMINATIONS

PRINCIPAL
MEGHA JUNIOR COLLEGE
Ramanthapur, R.R.Dist.-13.

23777



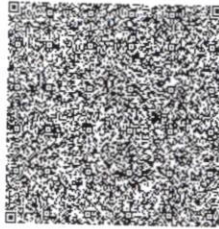
భారత ప్రభుత్వం
Government of India

భారత విశిష్ట గుర్తింపు ప్రాధికార సంస్థ
Unique Identification Authority of India

రిజిస్ట్రేషన్/ Enrolment No.: 2081/30069/93395

To
శాఫియా ఫాతిమా
Shafiya Fatima
D/O Mohammed Abdul Aziz
2-3-504/B/6/1
Akash Nagar
Amberpet
Hyderabad Andhra Pradesh - 500013
8639499376

Signature Not Verified
Digitally signed by
UNIQUE IDENTIFICATION
AUTHORITY OF INDIA GS
Date: 2022.08.30 13:01:08
UTC



మీ ఆధార్ సంఖ్య / Your Aadhaar No. :

5826 1214 3411

VID : 9194 3896 5000 8194

నా ఆధార్, నా గుర్తింపు



భారత ప్రభుత్వం
Government of India



శాఫియా ఫాతిమా
Shafiya Fatima
పుట్టిన తేదీ/DOB: 16/01/2000
స్త్రీ/ FEMALE

5826 1214 3411

VID : 9194 3896 5000 8194

నా ఆధార్, నా గుర్తింపు



Government of India



సమాచారము / INFORMATION

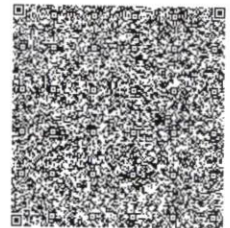
- ఆధార్ అనేది గుర్తింపు రుజువు. పౌరసత్వానికి కాదు.
- ఆధార్ ప్రత్యేకమైనది మరియు సురక్షితమైనది.
- సురక్షిత QR కోడ్/ఆఫ్లైన్ XML/ఆఫ్లైన్ ప్రమాణీకరణను ఉపయోగించి గుర్తింపును ధృవీకరించండి.
- ఆధార్ లెటర్, PVC కార్డ్, ఇ ఆధార్, ఎం ఆధార్ వంటి అన్ని రకాల ఆధార్ లు సమానంగా చెల్లుబాటు అవుతాయి. 12 అంకెల ఆధార్ నంబర్ స్థానంలో వర్చువల్ ఆధార్ ఐడెంటిటీ (VID)ని కూడా ఉపయోగించవచ్చు.
- కనీసం 10 సంవత్సరాలకు ఒకసారి ఆధార్ ను అప్డేట్ చేయండి.
- వివిధ ప్రభుత్వ మరియు ప్రభుత్వేతర ప్రయోజనాలు/సేవలను పొందడంలో ఆధార్ మీకు సహాయపడుతుంది.
- మీ మొబైల్ నంబర్ మరియు ఈ-మెయిల్ వాడేని ఆధార్ లో అప్డేట్ చేసుకోండి.
- ఆధార్ సేవలను పొందేందుకు స్మార్ట్ ఫోన్ లో ఎం ఆధార్ యాప్ ను డౌన్ లోడ్ చేసుకోండి.
- భద్రతను నిర్ధారించడానికి లాక్/అన్లాక్ ఆధార్/బయోమెట్రిక్స్ పేదర్చి ఉపయోగించండి.
- ఆధార్ ను అభ్యర్థించే సంస్థలు తగిన సమ్మతిని పొందవలసి ఉంటుంది.
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Unique Identification Authority of India



చిరునామా:
D/O మొహమ్మద్ అజిజ్ అజిజ్, 2-3-504/బ/6/1,
అకాశ నగర్, అంబర్ పేట్, హైదరాబాద్,
ఆంధ్ర ప్రదేశ్ - 500013
Address:
D/O Mohammed Abdul Aziz, 2-3-504/B/6/1,
Akash Nagar, Amberpet, Hyderabad,
Andhra Pradesh - 500013



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