

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

Name:	Asa Rabul	Joining Date:	24-July 2023
Designation:	Assistant engineer	Division:	
Company:	Modi Properties Pvt. Ltd.	Prepared by:	Malavika
Site/Project:		Sign:	

Sl. No.	Description	Status Yes / No/ NA/ Done
1.	SSC Marksheet collected?	
2.	HSC/Inter /Diploma Marksheet collected?	
3.	Graduation Mark sheet//certificate collected?	
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?	
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	co
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	
8.	Visiting Cards	completed
9.	Uniform, wherever required	-
10.	Office Rules : Timings, leave policy, & uniform etc., as per circulars	completed.

Remarks:



सत्यमेव जयते
भारत सरकार



आधार

భారత ప్రభుత్వం
Government of India

భారత విశిష్ట గుర్తింపు ప్రాధికార సంస్థ
Unique Identification Authority of India

రిజిస్ట్రేషన్/Enrolment No.: 2081/12164/04837

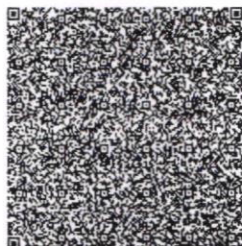
Download Date: 11/09/2020

To
అస రాహుల్
Asa Rahul
S/O Asa Ramesh
5-1-76/2
old meerpet
mallapur
rangareddy
Rangareddi Andhra Pradesh - 500076
8919313554

Issue Date: 03/09/2020

Signature valid

Digital Signature
UNIQUE IDENTIFICATION
AUTHORITY OF INDIA IN
Date: 2020-09-03 16:29:00
IST



మీ ఆధార్ సంఖ్య / Your Aadhaar No. :

4828 1646 2400

VID : 9136 4840 8135 2573

నా ఆధార్, నా గుర్తింపు



భారత ప్రభుత్వం
Government of India



ఆధార్

Download Date: 11/09/2020



అస రాహుల్
Asa Rahul
పుట్టిన తేదీ/DOB: 20/12/2000
పురుషుడు/ MALE

Issue Date: 03/09/2020

4828 1646 2400

VID : 9136 4840 8135 2573

నా ఆధార్, నా గుర్తింపు

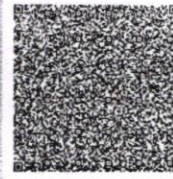
आयकर विभाग
INCOME TAX DEPARTMENT



भारत सरकार
GOVT. OF INDIA



स्थायी लेखा संख्या कार्ड
Permanent Account Number Card
FQKPR6376B



नाम / Name
ASA RAHUL

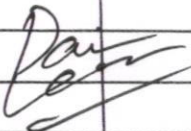
पिता का नाम / Father's Name
ASA RAMESH

जन्म की तारीख /
Date of Birth
20/12/2000

A. Rahul
हस्ताक्षर / Signature

14012022

MEMO

DATE & FROM:	TO & REMARKS.
Tajkur 21/7/23	MD
	Recommendation of Salary
	A-Rahul Asst. Engineer at Gude.
	- Last drawn salary - 11500/-
	- Standard salary for all freshers 18000/-
	Recommended Rs: 16K to 17K
	MD approved Rs:- 17K
	
	

MEMO

DATE & FROM:	TO & REMARKS.
Jairam 19/7/23	MD
	A. Rahul s/o A. Ramesh - Ex PM (Asst Engineer) <u>9 Gm Gnd Viste</u>
	Mr A. Suresh, GHT PM requesting to give opportunity to Rahul s/o A. Ramesh Ex Employee: <u>last year</u> <u>passed away</u> ."
	Rahul done GIS drawings in Survey of India, Computer B Tech
	- Can join immediately - Salary can begin (nominal) 14k + 15k - stays at Mallapur
	pls do the needful
	<u>Dair</u>

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	Site Engineer		
Date of application	19/07/2023		
Application through	☐ Advertisement	☒ Referred by: Asa Suresh	

Personal Details:

Full Name	Asa Rahul		
Age	22 years	Date of Birth	20/12/2000
Fathers Name	Asa Ramesh		
Address for Correspondence			
Phone & Mobile	8919313554		
Permanent Address	H.No. 5-1-76/2, Srinivas Nagar Colony, Behind Sai Gardens, Mallapur, Hyderabad		
Aadhar number	4828 1646 2400	Category	☒ SC / ST / BC / Open

Education:

Post Graduation			
Name of college			
Location		Percentage marks	
Course type	☐ Regular Course ☐ Correspondence Course		
Year of completion		Medium of Instruction	English / Telugu / Hindi

Degree/ Diploma	B.Tech		
Name of college	Vignana Bharathi Institute of Technology		
Location	Ghatkesar	Percentage marks	60-8%
Course type	☒ Regular course ☐ Correspondence Course		
Year of completion	2022	Medium of Instruction	English / Telugu / Hindi

Name of Inter/ Jr. College	Narayana Junior College		
Location	Tarnaka	Percentage marks	63%
Year of completion	2018	Medium of Instruction	English / Telugu / Hindi

Name of school	Johnson Grammar School		
Location	Nacharam	Percentage marks	77 GPA
Year of completion	2016	Medium of Instruction	English / Telugu / Hindi

Description of other courses or diploma	
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Computer Skills:

MS Office	☐ Good ☒ Average ☐ Poor
MS Word	☒ Good ☐ Average ☐ Poor
MS Excel	☒ Good ☐ Average ☐ Poor
Auto CAD	☐ Good ☒ Average ☐ Poor ☐ N.A.
Email	☒ Good ☐ Average ☐ Poor
Other	

Two Wheeler / Car:

Make		Year	
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Family Details:	Name	Age	Occupation/ Study	Company/ Education institution
Father	Ase Ramesh		Builder	Business. Ex-Employee
Mother	Ase Rajeshwari		Home maker	—
Wife / Husband				
Brother / Sister	Ase Rohit		BBA	HSB
Brother / Sister				
Brother / Sister				
Son / daughter				
Son / daughter				
Son / daughter				

Salary Details:

(Copy of 1 yr bank statement of salary account will have to produce at the time of employment)

Last Drawn Salary		
Does the above salary include:	ESI: ☐ Yes ☐ No	PF: ☐ Yes ☐ No
	Conveyance: ☐ Yes ☐ No	Mobile Allowance: ☐ Yes ☐ No
Expected Salary		

Surety:

Can you provide 2 sureties from Govt. employees or employees of reputed companies?				☐ Yes ☐ No
Surety 1:	Name		Company	
	Designation		Your Relation	
Surety 2:	Name		Company	
	Designation		Your Relation	

Commitment

Can you commit to work for a minimum of 2 years?	☒ Yes ☐ No
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Experience & Employment Details:

Years of experience in relevant field	7 months.
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Name of Company	IIC Technologies.		
Duration of employment	7 months years	From date: 10/10/2021	To date: 05/05/2023
Location	Survey of India(work), Panjagutta (office)		
Designation	Q&S Trainee Engineer.		
Last drawn salary	11,500/-		
Number of employees in the company / branch?		Number of employees in your dept. or division?	
Brief description of work handled by you.	I was given the work of digitizing the maps of satellite images so that we can develop an easy digital copy of all various bodies present in image into a map.		
Reason for leaving	End of contract of firm with S.O.S.		

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)

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)

Ask for additional sheets if required.

DECLARATION

From:

Date: 19/07/2023

Asa Rahul
Srinivas Nagar Colony,
Mallapur, Hyderabad-76.

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 Asa Rahul

Name: Asa Rahul

Place: Hyderabad

Date: 19/07/2023

Remarks by Admin.: (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	
<i>Fresher, Can be considered as Trainee.</i>	

18/19/7/23

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

Recommendation	☒ Employ ☐ Reject ☐ Short list & decide later
Recommended salary	<i>Trainee to devel.</i>
<i>Good</i>	

APPROVED BY
19 JUL 2023
SOHAM MODI
MANAGING DIRECTOR

Offer Details

Salary offered		Date of joining	
Remarks:			

M-25-

14.

M25 $\rightarrow$ 28th acceptable limit: $fck + 4$
= 29.

ASA RAHUL

Always Seeking New Things

Contact No.: +91-8919313554

Email id: asarahul18@gmail.com

LinkedIn: <https://www.linkedin.com/in/asa-rahul-54b047242/>

CAREER OBJECTIVE

To become an excellent and creative Civil Engineer taking up Challenging Works in the Architectural field, Structural field, Building, etc., with creative and diversified Projects & to be part of a Constructive & Fast growing World.

EDUCATIONAL BACKGROUND

Bachelor of Technology – Civil Engineering, Vignana Bharathi Institute of Technology, JNTU Hyderabad [2018-2022], with 60.80%

Minor Project: "MIX DESIGN OF NO FINE CONCRETE USING DEMOLITION WASTE"

Thesis: "DESIGN OF HIGHWAY DRAINAGE SYSTEM USING PERVIOUS PAVER BLOCKS"

Intermediate–MPC, Narayana Junior College, Telangana State Board of Intermediate Education, [2016-2018] with 67%

SSC–Johnson Grammar School, Board of Secondary Education, [2016] with 7.7 CGPA

SKILLS

- ❖ Drafting Tools: AutoCAD
- ❖ BIM Tools: Autodesk Revit

- ❖ Analysis and Design tools: STAAD.Pro Connect
- ❖ Active Listener
- ❖ Operating systems: Windows
- ❖ Typing speed – 51WPM
- ❖ Teamwork
- ❖ Positive Attitude
- ❖ Communication Skills
- ❖ QGIS software

WORKSHOPS, TRAINING PROGRAMS AND WEBINARS

Industrial visit:

A 2-day industrial visit to the HPCL- Secunderabad Terminal, Ghatkesar.

Webinar:

Attended Pure Earth Environment Conference organised by Pure Earth Foundation, Hyderabad in 2019.

Internship:

Attended an internship at IIC Technologies which is based on remote sensing & GIS for seven months from OCTOBER 2022-MAY 2023.

PERSONAL INFORMATION

Name	: Asa Rahul
Date of Birth	: 20-12-2000
Languages	: English, Telugu & Hindi
Marital Status	: Unmarried
Father	: Asa Ramesh
Mother	: Asa Rajeshwari
Hobbies & Interests	: Reading books, Playing sports.

DECLARATION

I hereby declare that all the information above is true to best of my knowledge

Place: Hyderabad

ASA RAHUL

Name: Ase Rahul date: 19/07/2023

1. A course of stone provided immediately below a cornice, is called
☒ A. blocking course B. coping
C. frieze D. parapet
2. A course of stone masonry provided immediately above the cornice, is called
A. blocking course ☒ B. coping
C. frieze D. parapet
3. The process of placing a stone in its position in masonry construction is termed as setting.
☒ A. Yes B. No
4. The type of stone masonry commonly adopted in the construction of residential building is
A. uncoursed rubble masonry ☒ B. coursed rubble masonry
C. random rubble masonry D. dry rubble masonry
5. In the first class coursed rubble masonry
A. all the courses are of the same height B. minimum height of the course is limited to 150 mm
C. the length of the quoin is generally kept 450 mm ☒ D. all of the above
6. The type of masonry in which the stones of irregular size and shapes are used and there are no regular courses, is known as
☒ A. uncoursed rubble masonry B. coursed rubble masonry
C. random rubble masonry D. dry rubble masonry
7. The minimum thickness of a wall in stone masonry should not be less than

Name: _____ date: _____

☒ 100 mm

☒ 200 mm

C. 350 mm

D. 450 mm

8. A type of bond in a brick masonry consisting of alternate course of headers and stretchers, is called

☒ A. English bond

B. Flemish bond

C. stretching bond

D. heading bond

9. A type of bond in a brick masonry in which each course consists of alternate headers and stretchers, is called

A. English bond

☒ B. Flemish bond

C. stretching bond

D. heading bond

10. Which of the following statement is wrong?

A. In English bond, vertical joints in the header courses come over each other and vertical joints in the stretcher courses are also in the same line.

☒ B. In English bond, the heading course should start with a queen closer.

C. In Flemish bond, the alternate headers of each course are centrally supported over the stretchers in the course below.

D. In Flemish bond, every alternate course starts with a header at the corner.

11. What are the Ratios for following?

Ans: M15: 1 : 3 : 1.5

M20: 1 : 2 : 1

M25: 1 : 1.5 : 0.75

12. Abbreviate PCC?

Ans: Plain Cement Concrete

Name: _____

date: _____

13. Abbreviate RCC?

Ans: Reinforced Cement Concrete.

14. Explain 3-4-5 method of surveying?

Ans: CHAIN SURVEY: Used to survey a small area using chains and calculating their areas separately and the sum of all areas is done for final area.

15. Describe H.I., B.S., F-S

Ans: H.I.: Height of Instrument

B.S.: Back Sight

F.S.: Fore Sight

Total Station Survey: Total Station is an instrument used in this survey to calculate all the required measurements in the field. This instrument alone calculates the work of all other instruments.

Theodolite: It is the survey in which we calculate the horizontal and vertical distances of an area (hilly ones).