

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

Name:	Shaik. Nauman	Joining Date:	24-July-2023
Designation:	Supervisor	Division:	
Company:	Modi Properties	Prepared by:	
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?	no
4.	P.G. Marksheet/certificate collected?	No
5.	Experience Certificate collected?	No
6.	Proof of salary of previous companies collected? (Salary Slip/certificate/ Form 16A)	No
7.	Relieving Letter collected?	no
8.	4 Passport Size Photographs collected?	yes
9.	2 Postcard Size Family Photographs collected?	
10.	Residence Proof collected?	
11.	Photo ID Proof collected?	
12.	PAN Card collected?	✓
13.	2 Reference Letters collected?	
14.	Blood group certificate collected?	
15.	Employee ID Card form filled?	✓
16.	Bank Account form filled?	✓
17.	Medical insurance proposal form filled?	
Task to be explained?		
1.	Send introduction email/inform through viber to staff	✓
2.	Desk - Prepare employee work area or arrange Desk	✓
3.	Laptop - Arrange computer access/laptop	✓
4.	SIM - CUG Airtel new connection/portability	
5.	Smart mobile phone – check / provide	✓
6.	Viber - Add in Groups	✓
7.	Create employee email ID	✓
8.	Visiting Cards	
9.	Uniform, wherever required	
10.	Office Rules : Timings, leave policy, & uniform etc., as per circulars	✓

Remarks:



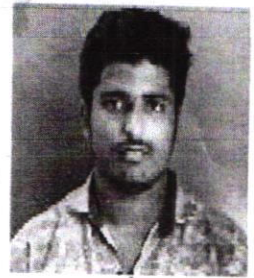
TELANGANA STATE BOARD OF INTERMEDIATE EDUCATION : HYDERABAD

Intermediate Public Examination, Second Year

Memorandum of Marks

REGD NUMBER : **1945217312**
 NAME : **SHAIK NAUMAN**
 FATHER'S NAME : **SHAIK AHMAD HUSSAIN**
 MOTHER'S NAME : **MORIYAM BEE**
 MONTH & YEAR : **JUNE - 2019 (PVT)** SERIAL No. :
 DIST. COLLEGE : **45 / 45205** MEDIUM : **ENGLISH**

TS-B 903746



Shaik Nauman
(1945217312 / 0319)

YEAR	SUBJECT	PART - I	PART - II	PART - III			
		ENGLISH	HINDI	MATHS - (A)	MATHS - (B)	PHYSICS	CHEMISTRY
1st YEAR	MAX MARKS	100	100	075	075	060	060
	MARKS SECURED	35* P	60* P	53* P	38* P	27* P	49* P
2nd YEAR	MAX MARKS	100	100	075	075	060	060
	MARKS SECURED	70 P	44* P	36* P	49* P	21* P	55* P
PRACTICALS	MAX MARKS					030	030
	MARKS SECURED					25* P	26* P

GRAND TOTAL : **588**

GRAND TOTAL : (in words)

FIVE**EIGHTEIGHT***

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

RESULT

COMPARTMENTAL

DATE

14-07-2019

Env.Edn.Exam: QUALIFIED

Eth.Edn.Exam: QUALIFIED

(Eligibility Rules overleaf)

CONTROLLER OF EXAMINATIONS

P. V. N. Naidu
PRINCIPAL
 Sri Kakatiya Jr. College
 (Recognised by Govt. of T.S.)
 NIZAMABAD.

Board of Secondary Education TELANGANA STATE, INDIA

TS CC 138548



SECONDARY SCHOOL CERTIFICATE

REGULAR PC/05/14224/0038592/6

Aadhaar No. 556386938060

CERTIFIED THAT : SHAIK NAUMAN

FATHER'S NAME : SHAIK AHMAD HUSSAIN

MOTHER'S NAME : MORIYAM BEE

ROLL NO. : 1705106575

DATE OF BIRTH : 15/03/2000 (ONE FIVE MARCH TWO ZERO ZERO ZERO)

SCHOOL : RAVI PUBLIC SCHOOL NIZAMABAD, NIZAMABAD DISTRICT

MEDIUM : ENGLISH

THE CANDIDATE 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)	A2	C1	B2	07
SECOND LANGUAGE : ENGLISH	A1	B1	B1	08
MATHEMATICS	A1	B1	A2	09
SCIENCE	B1	B1	B1	08
SOCIAL STUDIES	A1	B1	B1	08
THIRD LANGUAGE: (HINDI)	A1	B1	A2	09

Relative Grade Point Average (CGPA) :

8.2

8.2

CURRICULAR AREAS :

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

Points of Identification : 1. A MOLE ON THE RIGHT HAND INDEX FINGER
2. A MOLE ON THE CHEST

HEADMASTER
RAVI PUBLIC SCHOOL
NIZAMABAD
Date of issue : 03 May, 2017

SECRETARY
BOARD OF SECONDARY EDUCATION
TELANGANA STATE, HYDERABAD





ఆహార భద్రత కార్డు
తెలంగాణ ప్రభుత్వం



ఆహార, పౌరసరఫరాలు మరియు
వినియోగదారుల వ్యవహారాలు

HOME

FSC Ration Card Search

☐ FSCRefNo

☒ RationCard No

☐ Old RationCard No

365330172521

Search

RATION CARD DETAILS

New Ration Card No : 365330172521 FSC Reference No : NZ0504309000 Card Type : FSC Application Status : Approved
Application No : SKS Form No : NZ0504309000 Office Name : Makloor FPSshop No : 1811029
Head of the Family : District : Nizamabad IMPDS Status : No
Gas Connection : Single Consumer No : 613023 KeyRegister SI.No : 208(1811029) Old RCNo :

RATION CARD MEMBER DETAILS

S No	Member Name
1	Shek Saniya
2	Shek Noman
3	Moriyambi

చెల్లని పత్రం

దిరువాక : 5-94/2, మక్లూరు, మక్లూరు, మక్లూరు, విజాపూరు,
 500012-500213
 Address : 5-94/2, MAKLOOR, MAKLOOR, MAKLOOR, HIZAMABAD,
 TELANGANA-503213

మక్లూరు మహిళా అధికారి, 11-ఆర్మర్ (జనరల్)
 Electoral Registration Officer, 11-Armur (GENERAL)
 Issue Date : 15-10-2022

హైదరాబాద్ : 500012

1) పూర్వ విజ్ఞాపన ప్రకారం, తమ పేరు ప్రస్తుత ఎలక్షన్ లిస్ట్ లో ఉన్నట్లు తనిఖీ చేయండి.
 1) Before every ELECTION, please check that your name exists in current electoral roll
 2) ఈ కార్డు వయస్సు నిరూపణ కోసం ఉపయోగం కోసం ఉద్దేశించబడినది.
 2) This card is not a proof of age except for the purpose of election

YOG2376630

V0049523 1950 www.ceotelangana.nic.in

భారత ఎన్నికల సంఘము
 ELECTION COMMISSION OF INDIA
 ఎలక్టర్ ఫోటో గుర్తింపు కార్డు - Elector Photo Identity Card

YOG2376630

పేరు : షేక్ నామాన్
 Name : shaik nauman
 తండ్రి పేరు : షేక్ అహ్మద్ హుసైన్
 Father's Name : shaik ahmed hussain
 లింగము / Gender : పురుషుడు / Male
 పుట్టిన తేదీ / పుట్టిన తేదీ :
 Date of Birth / Age : 15-03-2000

Non Transport Light Motor Vehicle Non Transport, Motor
Cycle With Gear

Date of Validity 08/11/2040
Transport

Date of Validity
Badge No.

Reference No. TS01620200006230

Original LA. RTA NIZAMABAD

Date of First Issue 09/11/2020

Date of Birth 15/03/2000

Blood Group



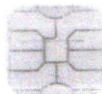
DL0423639/19



INDIAN UNION DRIVING LICENCE
TELANGANA STATE

TS01620200006230

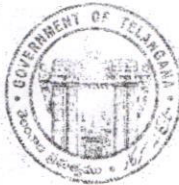
SHAIK NAUMAN
SHAIK AHMAD HUSSAIN
5-91.2
MAKLOOR
NIZAMABAD
NIZAMABAD
NIZAMABAD - 503213



Signature

Licensing Authority

Issued On: 09/11/2020 RTA NIZAMABAD



TSGGDG



GOVERNMENT OF TELANGANA
REVENUE DEPARTMENT

Application No



IC022232010925

Date : 30/12/2022

INCOME CERTIFICATE

This is to certify that the annual income from all Sources of Sri/Srimathi/Kumari **SHAIK NAUMAN** S/o /H/o /D/o /W/o /F/o /M/o /G/o /H/o **SHAIK AHMED HUSSAIN** of village / Town **Makloor** Door No **5-91/2** Locality/Landmark **MAKLOOR** Mandal **Makloor** District **NIZAMABAD** Rs. **91000.00** (Rupees **Ninety One Thousand** only).The Aadhaar Number of the applicant **XXXXXXXX8060**.

This certificate is issued for the purpose of filing application for sanction of scholarship/fee reimbursement, a availment of benefits under any scheme of Government, as requested by the applicant.This certificate will be valid for a period of one year from the date of issue.

Photograph of the applicant



Certified By



TO

Sri/Srimathi/Kumari : **SHAIK NAUMAN**
S/o / D/o / W/o / F/o / M/o / G/o : **SHAIK AHMED HUSSAIN**
village / Town : **Makloor**
Mandal : **Makloor**
District : **NIZAMABAD**

Name : **BATTU BHASKAR**
Designation : **NAIB TAHSILDAR**

Mandal : **Makloor**
District : **NIZAMABAD**

Certificate Printed Date and Time : 30/12/2022 01:07:26

This is a Digitally Signed Certificate, doesnot require physical signature. And this certificate can be verified at <http://ts.meeseva.telangana.gov.in> by furnishing the application number mentioned in the certificate.



भारत सरकार
GOVERNMENT OF INDIA



షేక్ నౌమాన్

Shaik Nauman

పుట్టిన తేదీ/ DOB: 15/03/2000

పురుషుడు / MALE



5563 8693 8060



भारतीय विशिष्ट पहचान प्राधिकरण
UNIQUE IDENTIFICATION AUTHORITY OF INDIA

చిరునామా:

Address:

S/O షేక్ అహ్మద్ హుస్సేన్, 5-

S/O Shaik Ahmed Hussain, 5-

91/2, మాక్లూర్, మాక్లూర్

91/2, Makloor, Makloor

మండలం, మక్లూర్, నిజామాబాద్,

Mandalam, Makloor,

Nizamabad,

తెలంగాణ - 503213

5563 8693 8060

Generally used abbreviations

a/c = Account	dep = Deposit	Pr = Principal
adj = Adjustment	Dft = Draft	proc = Processing Charge
Amt = Amount	dish/dsh = Dish	rd = Recurring Deposit
Ar = Arrear	DR = Debit	ret/rtn = Return
bal = Balance	DoB = Date	Rnd = Round of
Capn = Capitalization	eft = Electronic	sb = Saving Bank
chg/ch = Charge	Inop = Inoperative	SC = Short Credit
chq = Cheque	ins = Insurance	S/SRD = Standing Instruction
Clos = Closure	int/in = Interest	S/D/W/H/o = Son/Daughter/Wife/Husband of
coll = Collection	lon/ln = Loan	Tr = Transfer
comm = Commission	min = Minimum	TT = Telegraphic Transfer
COR/CORR = Correction	os = Outstanding	Trn = Transaction
CR = Credit	P & T = Postage & Telegram	Wd = Withdrawal
csh = Cash	Pos = Point of sale	+ MOD bal = total balance (SB+linked MOD a/c)



भारतीय स्टेट बैंक

SAVINGS BANK ACCOUNT

CIF No : 90584337675
 Account No : 39462701615
 Customer Name: Mr. Shaik Nauman

S/D/W/H/o: SHAIK HUSSAIN
 Address: S/O Shaik Ahmed Hussain, 5-91/2, Makloor
 , Makloor Mandalam
 Makloor

Phone:
 Email:
 D.O.B. (If Minor):
 MOP.: SINGLE
 Nom. Reg. No.: 0000000300933681

State Bank of India

MAKLOOR
 5-170/1 SUBHASH CHOWK

Phone: 280242
 Email: SBI.21653@SBI.CO.IN
 Branch Code: 21653
 Date of Issue: 03/07/2020
 03/07/2020 787940
 IFSC: SBIN0021653
 MICR: 503002025
 FIRST

शाखा प्रबंधक
 Branch Manager



आयकर विभाग
INCOME TAX DEPARTMENT



भारत सरकार
GOVT. OF INDIA



स्थायी लेखा संख्या कार्ड
Permanent Account Number Card
MFUPS9212P



नाम / Name
SHAIK NAUMAN

पिता का नाम / Father's Name
SHAIK AHMED HUSSAIN

जन्म की तारीख
Date of Birth
15/03/2000

ShaiK Nauman
हस्ताक्षर / Signature

19092019

Done

Photograph

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	Supervisor Structure		
Date of application	22-07-2023		
Application through	☐ Advertisement	☒ Referred by:	Abishkek sir

Personal Details:

Full Name	Shaik Naiman		
Age	23 years	Date of Birth	15/03/2000
Fathers Name	Shaik Ahmed Hussain		
Address for Correspondence			
Phone & Mobile	9110325672		
Permanent Address	5-9/2- Makloor, Nizamabad, Telangana 503213		
Aadhar number	5563 8693 8060	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			
Name of college			
Location		Percentage marks	
Course type	☐ Regular course	☐ Correspondence Course	
Year of completion		Medium of Instruction	English / Telugu / Hindi

Name of Inter/ Jr. College	SRI Kakatiya Jr. College		
Location	Nizamabad	Percentage marks	58%
Year of completion	2019	Medium of Instruction	English / Telugu / Hindi

Name of school	Ravi High School		
Location	Nizamabad	Percentage marks	8.2%
Year of completion	2017	Medium of Instruction	English / Telugu / Hindi

Description of other courses or diploma	

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	Two wheeler	Year	
------	-------------	------	--

Family Details:	Name	Age	Occupation/ Study	Company/ Education institution
Father	Shaik Ahmed Hussain	55	no study	General store
Mother	Indiyam	50	no study	house wife
Wife / Husband				
Brother / Sister	Saniya	19	inter	Taylor
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	15000/-		

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
--	--

Experience & Employment Details:

Years of experience in relevant field	<i>Flasher</i>
---------------------------------------	----------------

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)

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: 22-07-2023

Shaik. Nauman

Mak1008

Nizamabad

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,

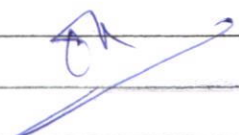
Signature Nauman

Name: Shaik. Nauman

Place: Nizamabad

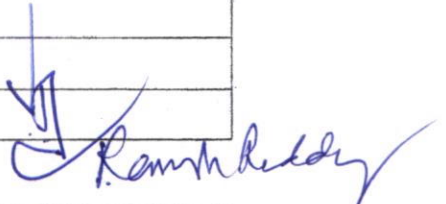
Date: 22-07-2023

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	
1. Needs training for MEP works.	



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:			

3

RESUME

SHAIK NAUMAN
Mob +91 9110325672

Professional Objective

To work the best individual efforts in a good organization, disciplined environment where I can prove my Self and skills for the growth of organization and for the growth of my career.

Academic qualification

Qualification	Name of the Board/University	Institution	Passing Year	Percentage/ Year of passing
SSC	Board of Secondary Education	Ravi Public High School, Nizamabad	2017	8.2CGPA
INTER (MPC)	Board of Intermediate Education	Sri Kakatiya Junior College, Nizamabad	2019	58.8%

Technical Skills

- Diploma in Computer Application

Strengths

- Disciplined and Hard Working.
- Self Motivated.
- Positive in Attitude.
- Always try to admit my mistakes and try avoid in future

Experience

- Trained as a Supervisor in Building construction for 3 months at Nizamabad

Personal Details

Name : Shaik Nauman
D.O.B : 15/03/2000
Father Name : Shaik Ahmed Hussain
Marital Status : UN Married.
Gender : Male
Nationality : Indian
Religion : Muslim
Languages known : Hindi, English and Telugu
Permanent Address : H.No : 5-91/2
Madal: Makloor,
Nizamabad-

Declaration:

I hereby declare that the above-mentioned information is correct to the best of my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place: Nizamabad

Date: 11-07-2023

Shaik Nauman
Shaik Nauman