

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

Name:	Mohammed Mohsin	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?	Yes
10.	Residence Proof collected?	Yes
11.	Photo ID Proof collected?	Yes
12.	PAN Card collected?	Yes
13.	2 Reference Letters collected?	No
14.	Blood group certificate collected?	No
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	-
3.	Laptop - Arrange computer access/laptop	-
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:

Done

Photograph

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	Supervisor [Construction]		
Date of application	10/07/2023		
Application through	☐ Advertisement	☒ Referred by:	NAC

Personal Details:

Full Name	Mohammed Mohsin		
Age	25 years	Date of Birth	17.09.1998
Fathers Name	Mohammed Saleem		
Address for Correspondence			
Phone & Mobile	9182145357		
Permanent Address	S-11-267, Yellammagutta, Nizamabad, Telangana, 503001		
Aadhar number	4409 7875 9648	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	Nishitha Degree College		
Location	Percentage marks	72%	
Course type	☒ Regular course	☐ Correspondence Course	
Year of completion	2022	Medium of Instruction	English / Telugu / Hindi

Name of Inter/ Jr. College	A.H.M.V Junior College.		
Location	Percentage marks	70%	
Year of completion	2016/-	Medium of Instruction	English / Telugu / Hindi

Name of school	Geethanjali High School.		
Location	Percentage marks	80%	
Year of completion	2014	Medium of Instruction	English / Telugu / Hindi

Experience & Employment Details:

Years of experience in relevant field	3 months
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Name of Company	NAC		
Duration of employment	years	From date: 28/03/2023	To date: 28/06/2023
Location	Nizamabad.		
Designation	NAC		
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.	Surveying, Levelling, plastering, measuring, scaffolding, formwork, carpentry, Curing, & frame works of doors, masonry.		
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)

DECLARATION

From:

Date: 10/07/2023

Mohammed Mohsin.
Yellammagutta,
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.

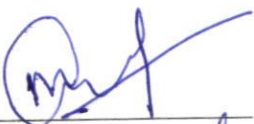
I shall provide proof of last drawn salary as and when requested.

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 

Name: Mohammed Mohsin

Place: Nizamabad.

Date: 10/07/2023.

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>Well trained. Interviewed over WA.</i>	
<i>OK Needs training</i>	

[Signature]
12/7/23

[Signature]
Ramon Kelly

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:			

RESUME

MOHAMMED MOHSIN

Mobile: +91-9182145357

CARRIER OBJECTIVE:

To work for a better Organization in a challenging environment where I can contribute my maximum ability to uphold the objective for the Organization and can improve my professional skills so as to become a valuable resource to the organization.

EDUCATION:

SSC	Geethanjali High School	2014	80
Intermediate MPC	AHMV Jr. College, Nizamabad	2016	70
Degree B.sc (MPC'S)	Nishitha Degree College, Nizamabad	2021	72

TECHNICAL SKILLS:

- ◆ Basic knowledge in Computer.

SUMMARY:

- Good Communication Skills.
- Good typing skills.
- Ability to deal with critical problems.
- Good Academic Records.

STRENGTHS:

- Dedication To Work.
- Self Motivated
- Enthusiasm For Learning

EXPERIENCE:

Trained as a Supervisor in building construction for 3 months at Nizamabad

PERSONAL DETAILS:

Name : **MOHAMMED MOHSIN**
Father Name : **MOHAMMED SALEEM**
Date of Birth : 17/09/1998
Gender : Male
Marital Status : Un Married
Nationality : Indian
Religion : Muslim
Languages Known : Urdu, English, Hindi & Telugu
Address : H.No.5-11-267
Yellammagutta
Nizamabad
Telangana-503001

DECLARATION:

I hereby declare that the above stated information is true to the best of my knowledge and belief.

Date:

Place:

MOHAMMED MOHSIN



భారత ప్రభుత్వం
Government of India



ఆధార్

Download Date: 31/07/2021



Issue Date: 23/07/2021

మొహమ్మద్ మొహసిన్
Mohammed Mohsin
పుట్టిన తేదీ/DOB: 17/09/1998
పురుషుడు/ MALE

4409 7875 9648
VID : 9182 5492 9907 0926

నా ఆధార్, నా గుర్తింపు



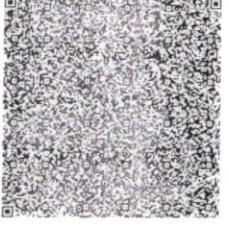
భారత విశిష్ట గుర్తింపు ప్రాధికార సంస్థ
Unique Identification Authority of India



ఆధార్

విరునామా:
S/O మొహమ్మద్ సలీం, ఇంటి నం 5-11-267/p, ఎల్లమ్మ
గుట్ట, నిజామాబాద్, నిజామాబాద్, నిజామాబాద్,
ఆంధ్ర ప్రదేశ్ - 503001

Address:
S/O Mohammed Saleem, H No 5-11-267/p,
yellamma Gutta, Nizamabad, Nizamabad,
Nizamabad,
Andhra Pradesh - 503001



4409 7875 9648
VID : 9182 5492 9907 0926

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

आयकर विभाग
INCOME TAX DEPARTMENT



भारत सरकार
GOVT. OF INDIA

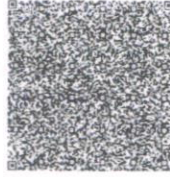


नाम / Name
MOHAMMED MOHSIN

पिता का नाम / Father's Name
MOHAMMED SALEEM

जन्म की तारीख /
Date of Birth
17/09/1998

स्थायी लेखा संख्या कार्ड
Permanent Account Number Card
GVBPM3122B



01082021

PAN Application Digitally Signed, Card Not
Valid unless Physically Signed



इस कार्ड के खोने/पाने पर कृपया
आयकर पैन सेवा इकाई, एन एस डी
चौबी मंजिल, मंत्री स्टर्लिंग,
प्लॉट नं. 341, सर्वे नं. 997/8,
मॉडल कॉलोनी, दीप बंगला चौक,
पुणे - 411 016.

If this card is lost / someone
please inform / return to :

Income Tax PAN Services Unit, NSDL
4th Floor, Mantri Sterling,
Plot No. 341, Survey No. 997/8,
Model Colony, Near Deep Bungalow Chowk,
Pune - 411 016.

Tel: 91-20-2721 8080, Fax: 91-20-2721 8081
e-mail: tininfo@nsdl.co.in

9182145357



Amendments

में / About Dormant Accounts

चालित न हुए बचत खाते को निष्क्रिय खाते के रूप में वर्गीकृत कर दिया जायेगा. निष्क्रिय खाते में परिचालन की अनुमति नहीं होगी. खाते ग्रहण कृपया शाखा प्रबंधक से संपर्क करे तथा निष्क्रिय खाते को पुनः सक्रिय कराये बिना उस पर कोई चेक जारी न करें.

Accounts, which are inoperative for a continuous period of 12 months will be classified as

Manager for re-activating the account and are requested not to issue any cheques on Dormant Account before they are reactivated.

2. चेक पर परिवर्तन / अधिलेखन के संबंध में / About Alterations / Overwritings on cheques

- चेक पर कोई परिवर्तन / संशोधन न किया जाए. आदाता के नाम, रकम (पुनः वैधीकरण की दृष्टि से दिनांक में परिवर्तन को छोड़कर) आदि में परिवर्तन के लिए नया चेक प्रयोग करें.
- No changes/corrections should be carried out on the cheques. For any change in the payee's name, the amount (other than date for validation purpose) etc, fresh cheque forms should be used.

यूनियन बैंक ऑफ इंडिया  Union Bank of India

भारत सरकार का उद्योग A Government of India Undertaking



शाखा / Branch :

शाखा का पता / Branch Address :

शाखा का फोन नं. / Branch Phone No. :

खाता क्र. / Account No.:

In the Name of :

नाम / Name i)

ii)

iii)

पेशा / Occupation:

पता / Address

खाता खोलने की तारीख

Date of Opening A/c

नामांकन पंजीकृत / Nomination Registered हैं Y / नहीं N

Issue date: 04-01-200

5 Mar 2

TELANGANA

INDIA

IFSC Code : UBIN000162

04/01/2004

04/01/2004

04/01/2004

Registered - 500 004

04/01/2004

04/01/2004

04/01/2004

TELANGANA

INDIA

04/01/2004

Branch Phone No. : 04402 22466/253947



लेखाकार Accountant

SI.No. B077633



16/16025/B077633



Telangana State Board of Intermediate Education

Vidya Bhavan, Nampally, Hyderabad - 500 001



INTERMEDIATE PASS CERTIFICATE CUM MEMORANDUM OF MARKS

This is to certify that **MOHAMMED MOHSIN**Father's Name : **MOHAMMED SALEEM**Mother's Name : **ANEES FATHIMA**

bearing

Registered No. **1616218435** has appeared for the Intermediate Public Examination held in **MARCH-2016** and passed in **B GRADE**with **ENGLISH** as the medium of Instruction.The subjects in which **he** 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	086
Part - II : HINDI	100	098	100	095
Part - III : Optional Subjects				
MATHEMATICS - A	075	031	075	051
MATHEMATICS - B	075	058	075	035
PHYSICS	060	045	060	024
CHEMISTRY	060	032	060	025
PHYSICS PRACTICAL			030	023
CHEMISTRY PRACTICAL			030	026
ENVIRONMENTAL EDUCATION				
ETHICS AND HUMAN VALUES				
		Q U A L I F I E D		
		Q U A L I F I E D		
Total Marks In Figures	702 ➡ 702			
In words	*SEVEN**ZERO***TWO*			
Date	22-04-2016			

Principal
A.H.M.V. JUNIOR COLLEGE
B.P. ROAD, NIZAMABAD
Signature of the Principal and College Seal

Controller of Examinations

Board of Secondary Education

ANDHRA PRADESH, INDIA

NN 0662425



SECONDARY SCHOOL CERTIFICATE

REGULAR PC/29/28489/0617202/2

CERTIFIED THAT **MOHAMMED MOHSIN**

FATHER NAME : **MOHAMMED SALEEM**

MOTHER NAME : **ANEES FATHIMA**

bearing Roll No. **1429104160**

belonging to **GEETANJALI HIGH SCHOOL, NIZAMABAD, NIZAMABAD Dist.**

has appeared and PASSED SSC EXAMINATION held in MARCH 2014 with GPA **8.0**
and **ENGLISH** as medium of instruction.

DATE OF BIRTH	17/09/1998	ONE SEVEN	SEPTEMBER	ONE NINE NINE EIGHT
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THE CANDIDATE SECURED THE FOLLOWING GRADES AND GRADE POINTS

SUBJECT	GRADES	GRADE POINTS	
		In Figures	In Words
FIRST LANGUAGE : (TELUGU)	A2	09	ZERO NINE
THIRD LANGUAGE : ENGLISH	C2	05	ZERO FIVE
MATHEMATICS :	B1	08	ZERO EIGHT
GENERAL SCIENCE :	B2	07	ZERO SEVEN
SOCIAL STUDIES :	A2	09	ZERO NINE
SECOND LANGUAGE : (HINDI)	A1	10	ONE ZERO
GRADE POINTS TOTAL :		48	FOUR EIGHT

Life Skills Education : **GRADE SECURED :**

Marks of Identification

1. **A MOLE ON THE RIGHT HAND WRIST.**
- 2.

Head of Institution
with School Stamp

Date of issue : **15th May, 2014** **Geethanjali High School, Nizamabad**

SECRETARY
BOARD OF SECONDARY EDUCATION
A.P. HYDERABAD

1. Life Skills Education : The Grade shall be incorporated by the respective Head of the Institution before delivery of the certificate to the candidate.
2. Any corrections in the certificate will not be entertained after one year from the date of issue.
3. Any unauthorised correction in the certificate will result in cancellation of certificate.

