

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

Name:	M. Prathyusha	Joining Date:	21-06-2023
Designation:	Junior Accountant	Division:	Junior Accountant
Company:	MODI PROPERTIES	Prepared by:	Prathyusha
Site/Project:		Sign:	Prathyusha

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?	
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?	Completed.
16.	Bank Account form filled?	Completed.
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	Completed.
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:

Board of Secondary Education

ANDHRA PRADESH, INDIA

NN 0545093



SECONDARY SCHOOL CERTIFICATE

REGULAR PC/03/02020/0033119/4

CERTIFIED THAT MEKALA PRATHYUSHA

FATHER NAME : MEKALA RAJU

MOTHER NAME : MEKALA PRAMILA

bearing Roll No. 1403110800

belonging to ST.JOHN'S CHURCH HS, SEC'BAD, HYDERABAD Dist.

has appeared and PASSED SSC EXAMINATION held in MARCH 2014 with GPA 7.0

and ENGLISH as medium of instruction.

DATE OF BIRTH	07/11/1998	ZERO SEVEN	NOVEMBER	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)	B1	08	ZERO EIGHT
THIRD LANGUAGE : ENGLISH	C1	06	ZERO SIX
MATHEMATICS :	B1	08	ZERO EIGHT
GENERAL SCIENCE :	B1	08	ZERO EIGHT
SOCIAL STUDIES :	B1	08	ZERO EIGHT
SECOND LANGUAGE : (HINDI)	D1	04	ZERO FOUR
GRADE POINTS TOTAL :		42	FOUR TWO

Life Skills Education : GRADE SECURED :

Marks of Identification

1. A MOLE ON THE NOSE
2. A MOLE ON THE LEFT SIDE OF NECK

Head of Institution
with School Stamp

Head-Mistress

St. John's Church High School
Date of issue : 15th May, 2014
Secondary - 500 026

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.
4. Any unauthorised correction in the certificate will result in cancellation of certificate.

2014



SI.No. B199507



23/23038/B199507



Telangana State Board of Intermediate Education

Vidya Bhavan, Nampally, Hyderabad - 500 001



INTERMEDIATE PASS CERTIFICATE CUM MEMORANDUM OF MARKS

This is to certify that **MEKALA PRATHYUSHA**Father's Name : **MEKALA RAJU**Mother's Name : **MEKALA PRAMILA**

bearing

Registered No. **1623214109** 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 **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	077	100	083
Part - II : TELUGU	100	067	100	084
Part - III : Optional Subjects				
MATHEMATICS - A	050	031	050	022
MATHEMATICS - B	050	018	050	026
ECONOMICS	100	053	100	077
COMMERCE	100	051	100	072
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	661 → 661			
In words	*SIX**SIX***ONE*			
Date	22-04-2016			

Prathibha Reddy
PRINCIPAL

Kasturba Gandhi Junior College for Women
Marredpally, Secunderabad.

S. Subbarao

Controller of Examinations



Osmania University

UGCM 017065

HYDERABAD - T.S. (INDIA)



CONSOLIDATED GRADE RECORD (CBCS)

Examination : B.Com. (Computers) MAY/JUNE 2019

Ref.No : 209386
 NAME : MEKALA PRATHYUSHA
 PARENT(S) NAME : MEKALA RAJU
 : MEKALA PRAMILA
 DATE : 13/08/2019
 ROLL No. : 120516402071
 MEDIUM : ENGLISH

Subject Code	Subject CourseType	Subject Name	Theory			Practical		
			CR	GL	YOP	CR	GL	YOP
SEMESTER-I			SGPA:7.47					
BC159	AECC-1	ENVIRONMENTAL STUDIES	2	C	D16			
BC101	CC-1A	ENGLISH 1	5	D	D16			
BC102	CC-2A	TELUGU 1	5	A	D16			
BC126	DSC-1A	FINANCIAL ACCOUNTING-I	5	A	D16			
BC117	DSC-2A	BUSINESS ECONOMICS	5	C	D16			
BC124	DSC-3A	BUSINESS ORGANIZATION	4	C	D16			
BC151	DSC-4A	INFORMATION TECHNOLOGY	3	D	D16	1	A	D16
SEMESTER-II			SGPA:7.83					
BC259	AECC-2	GENDER SENSITIZATION	2	A	M17			
BC201	CC-1B	ENGLISH 2	5	O	M17			
BC202	CC-2B	TELUGU 2	5	B	M17			
BC215	DSC-1B	FINANCIAL ACCOUNTING-II	5	D	M17			
BC217	DSC-2B	MANAGERIAL ECONOMICS	5	C	M17			
BC219	DSC-3B	PRINCIPLES OF MANAGEMENT	4	B	M17			
BC225	DSC-4B	MANAGEMENT INFORMATION SYSTEM	3	C	M17	1	A	M17
SEMESTER-III			SGPA:8.57					
BC359	SEC-1	PRINCIPLES OF INSURANCE	2	A	N17			
BC301	CC-1C	ENGLISH 3	5	A	N17			
BC302	CC-2C	TELUGU 3	5	A	N17			
BC314	DSC-1C	ADVANCED ACCOUNTING	5	B	N17			
BC315	DSC-2C	INCOME TAX-I	5	B	N17			
BC316	DSC-3C	BUSINESS STATISTICS-I	4	B	N17			
BC325	DSC-4C	PROGRAMMING WITH C	3	A	M18	1	O	N17
SEMESTER-IV			SGPA:8.33					
BC459	SEC-2	PRACTICE OF LIFE INSURANCE	2	C	M18			
BC401	CC-1D	ENGLISH 4	5	A	M18			
BC402	CC-2D	TELUGU 4	5	A	M18			
BC414	DSC-1D	CORPORATE ACCOUNTING	5	A	M18			
BC415	DSC-2D	INCOMETAX-II	5	B	M18			
BC416	DSC-3D	BUSINESS STATISTICS-II	4	C	M18			
BC421	DSE-4D	OBJ.ORI.PRO. WITH C++	3	B	M18	1	A	M18
SEMESTER-V			SGPA:8.17					
BC559	SEC-3	PRACTICE OF GENERAL INSURANCE	2	B	N18			
BC558	GE-1	INTR.TO INDIAN ECONOMY	2	A	N18			
BC515	DSC-1E	COST ACCOUNTING	4	A	N18			
BC514	DSC-2E	BUSINESS LAW	4	B	N18			
BC516	DSC-3E	BANKING THEORY AND PRACTICE	4	B	N18			
BC537	DSC-4E	EXCEL FOUNDATION	3	D	N18	1	B	N18
BC530	DSE-1A	COMPUTERISED ACCOUNTING	4	A	N18	1	B	N18
BC528	DSE-2A	WEB TECHNOLOGY	4	B	N18	1	A	N18
SEMESTER-VI			SGPA:8.73					
BC759	SEC-4	REGULATION OF INS.BUSINESS	2	O	M19			
BC758	GE-2	SECTORS OF INDIAN ECONOMY	2	A	M19			
BC728	DSC-1F	THEORY AND PRACTICE OF GST	3	B	M19	1	A	M19
BC715	DSC-2F	COMPANY LAW	4	B	M19			
BC714	DSC-3F	MANAGERIAL ACCOUNTING	4	A	M19			
BC730	DSC-4F	COMMERCE LAB PF	4	A	M19			
BC732	DSE-1B	E-COMMERCE	4	A	M19	1	A	M19
BC734	DSE-2B	R.D.B.M.S.	4	B	M19	1	O	M19

Result : Overall (CGPA) : 8.18

Part-I (CGPA) : 8.63

Part-II (CGPA) : 8.06

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

[Signature]

Section - Incharge

Controller of Examinations

Photograph

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	Junior Accountant	
Date of application	19-06-2023	
Application through	☐ Advertisement	☒ Referred by: N. Rajkumar

*Cousin of Mr. Mohan
Ex Employee.*

Personal Details:

Full Name	Mekala Perathiyusha		
Age	24 years	Date of Birth	07/11/98
Fathers Name	M. Raju		
Address for Correspondence			
Phone & Mobile	7386591737		
Permanent Address	H.No- 3-6-133/7 Bhasker Rao Garden, West Marredpally, Sec-bad.		
Aadhar number	8586 86078149	Category	SC / ST / BC / Open

*Own house
Stays in Marredpally*

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.com [computers]		
Name of college	ST. Anns Degree College		
Location	Malkajgiri	Percentage marks	81.1.
Course type	☒ Regular course ☐ Correspondence Course		
Year of completion	2019	Medium of Instruction	English / Telugu / Hindi

Name of Inter/ Jr. College	Kasturba Gandhi Junior College		
Location	West Marredpally	Percentage marks	66.1.
Year of completion	2016	Medium of Instruction	English / Telugu / Hindi

Name of school	ST. John's Church High School		
Location	East Marredpally	Percentage marks	70.1.
Year of completion	2014	Medium of Instruction	English / Telugu / Hindi

Fresher.

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 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	

MMD
19/11/23

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

Recommendation	☒ Employ ☐ Reject ☐ Short list & decide later
Recommended salary	Ta: A kura to decide!
Tr. Accountant	

Offer Details

Salary offered		Date of joining	
Remarks:			

DECLARATION

From:

Date: 19-06-2023

M. Perathiyusha
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 M. Perathiyusha.

Name: M. Perathiyusha

Place: Secunderabad

Date: 19-06-2023.

CURRICULUM VITAE

M.PRATHYUSHA

H.no:-3-6-133/7

Bhasker rao garden

West marredpally

Secunderabad. ✓

MOBILE: 7386591737

EMAIL: mprathyusha798@gmail.com

CAREER OBJECTIVE:

Seeking a carrier where I can apply my innovative thought any Communication skills to best use of the organization in which I can engage

ACADEMIC QUALIFICATION:

- B.com computers from St anns degree college
- Intermediate M.E.C from kasturba junior College.
- S.S.C from St John s church high School.

TECHNICAL SKILLS:

Operating System	:	XP.
Packages	:	C, C++, HTML, JAVA
Typewriting	:	Medium

PERSONAL PROFILE:-

NAME : M.PRATHYUSHA
FATHER NAME : M.RAJU
Date of birth : 07-11-1998
MARTIAL STATUS : UNMARRIED
RELIGION : Hindu
LANGUAGE KNOWN : English, Hindi, Telugu
PERMANENT ADDRESS : HNO:-3-6-133/7 bhasker rao garden, west marredpally
Secunderabad

DECLARATION:

I give you this declaration that all the above mentioned information is true and correct to the extent of my knowledge.

DATE: 19.06.2023

PLACE: SECUNDERABAD


(M.PRATHYUSHA)

Name of the Candidate: M. Prathyusha
Post Applied for : Accountant

Date of Interview: 19-06-2023

1. Rate of depreciation for the following items:

<u>Name of the Asset</u>	<u>Rate of Depreciation as per IT</u>
a) Furniture	- 20.1.
b) Cars	- 20.1.

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

Ans: X Alc --- Dr
To Cash Alc.

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

Ans: Purchase steel Alc --- Dr
To Credit Alc.

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

Ans: Sales Alc --- Dr
To Cash Alc.

5. What are the Three Types of Accounts?

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

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

Ans:

7. What are the different types of GST?

Ans: Exercise, Sales tax, VAT etc.

8. Explain briefly - Journal Voucher in Accounting?

Ans: Journal Voucher records the financial transactions of a company.

9. Abbreviate accounting terms debit and credit?

Ans: Debit ~~is~~ is nothing but ~~to~~ receiving the money by the other person.
Credit is to whom we owes the money.

10. What is balance sheet?

Ans: Balance sheet deals with the liabilities and assets of the accounting. It tally the financial

Name of the Candidate: M. Prathyusha
Post Applied for : Accountant

Date of Interview: 19.06.2023

11. Have you ever heard about TDS, Explain?

Ans:

12. What is Tally accounting?

Ans: It calculates the balance sheet at the end of the particular year. Tally ERP 9 is the latest version used in the Tally accounting software.

13. Explain the basic accounting equation?

Ans:

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.)

19-06-2023,

Secunderabad.

To,
HDFC Bank,
West Marredpally Branch,
Secunderabad.

Subject: To waive off the bank charges.

My name is M. Prathyusha as am working as an Accountant in HDFC Bank. As I got an letter to pay some charges in the bank. So I kindly request you to waive off the bank charges for a particular period of time.
Thanking you.

Yours Sincerely,
M. Prathyusha.

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.