

MEMO

APPROVED BY
23 MAY 2024
SOHAM MODI

DATE &
FROM:

TO & REMARKS.

22/5/24

Jai Kumar

MD

GHT Sales Executive - FD
Earlier we have shortlisted

Sowmya for Telecall/Sales Co-ordinator
at Hto.

Anand Sir, Shortlisted her
for GHT Site in place of
Anitha - FDSals.

1. - Sowmya - Knows Computer/MS Word/Power
2. - 80% in Graduation
3. - Quick learner
4. - Tested her understanding ability
listening skills.

5. - Willing to learn and work for long term

6. - Married, 1 child.

7. - Recommended Salary - 16,500/- - 17,000/-
+ FD on A/c / Insurance

Tomorrow she can join
23/5/24

[Signature]

MEMO

DATE & FROM:	TO & REMARKS.
17/5/24	
	To
Trishu	Anand Mehta Sr.
	Mr. Anand Mehta asked only family details instead of taking interview with Soniya.
	- She knows Computers
	- Academic - 80%.
	- Quick learner
	- Tested her skills
	- willing to work long term
	please do the needful
	Short list.

Bio-Data

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

Application for post of	Telcalling for Sales	Application date:	17-05-2024
Application through	☐ Advertisement ☒ Referral		
Referred by/ Advertisement	Specify Source: Newspaper/Job portal/Social media: <u>AKhansha</u>		

Personal Details:

Full Name	Vangari Sowmya		
Age	23 years	Date of Birth	28/03/2002
Fathers Name	Late M. Ramulu		
Address for Correspondence	H.No - 9-5-52/1B, Aryaiah nagar, old Bowerpally		
Mobile no.	7207460921	Email id	sowmyamudiraj@gmail.com
Permanent Address	H.No - 9-5-52/1B, Aryaiah nagar,		
Aadhar number	333264661853	Category	SC / ST / ☒ BC / Open

Education:

Name of P.G. Course			
Specialization			
Name of college			
Location		Percentage marks	
Course type	☒ Regular Course ☐ Correspondence Course		
Year of completion		Medium of Instruction	English /Telugu/ Hindi

Name of Degree Course	B Com Computers		
Specialization			
Name of college	Siva Sivani Degree College.		
Location	Kornpally	Percentage marks	8
Course type	☒ Regular Course ☐ Correspondence Course		
Year of completion	2022	Medium of Instruction	English /Telugu/ Hindi

Name of Inter/ Diploma Course	CEC		
Name of college	Key junior College for girls		
Location	Secunderabad	Percentage marks	78
Year of completion	2019	Medium of Instruction	English /Telugu/ Hindi

Name of school	Greenwood high school		
Location	old Bowerpally	Percentage marks	7.8
Year of completion	2017	Medium of Instruction	English /Telugu/ Hindi

Experience & Employment Details:*Fresher*

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)

DECLARATION

From:

Old Bowerpally,
Secunderabad

Date: 17 May 2024

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: Vargari Sowmya

Place: Old Bowerpally, Secunderabad

Date: 17/05/2024

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	
<i>Good</i> <i>for Delatier</i> <i>and Sales Coordinator</i> <i>→ quick learner</i> <i>→ 80% in academics</i> <i>Knows MS excel</i> <i>MS word too</i>	

Remarks by Divisional Manager: (For office use only – Do not write in this box)

Relevant experience	<i>Fresher</i>	☐ Good ☐ Average ☐ Poor ☒ NA	<i>Fresher</i>
Knowledge of subject		☐ Good ☒ Average ☐ Poor	
Recommendation		☐ Employ ☐ Reject ☒ Short list & decide later	
Recommended salary		<i>Exp on Salary of 15000 plus</i>	

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

Recommendation	☐ Employ ☐ Reject ☒ Short list & decide later
Recommended salary	
<i>Souraya, Needs training she will have to sit at GHT</i>	

Offer Details

Salary offered		Date of joining	
Remarks:			

Vangari Sowmya
7207460921
sowmyamudiraj02@gmail.com

OBJECTIVE

Seeking employment with a company where I can use my talents and skills to grow the company.

SKILLS

MS.OFFICE

EDUCATION

Degree / Course	University / Board	Percentage / CGPA	Year of passing
Bcom computers	Siva sivani degree college	8	2022
CEC	Keys junior college	78	2019
SSC	Greenwood high school	7.8	2017

ADDITIONAL PERSONAL INFO

Address	H.NO-9-5-52/1B, Anjaiah nagar, Old Bowenpally.
Languages	English and Telugu
Date of Birth	28/03/2002
Marital status	Married
Nationality	Indian
Religion	Hindu
Gender	Female

HOBBIES

Playing badminton and listening music.

DECLARATION & SIGN

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

