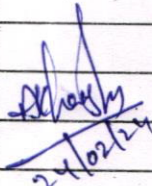
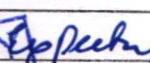
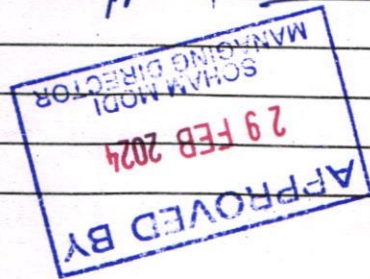


MEMO

DATE & FROM:	TO & REMARKS.
24/02/24 Akhansha	TO MD
	Mr. Waseem Akhtar took Interview Given positive comments.
	Copy enclosed
 24/02/24	
	<u>Salary Recommendation of Gayathri</u>
	✓
	Approved by  - 17000/- Net Recommendation - 18,000/- CTC. Net - 15213/-
	MD approved - CTC Rs. <u>18,000/-</u>
	
	

Bio-Data

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



Application for post of	MBA Coordinator	Application date:	21.02
Application through	☐ Advertisement ☒ Referral Arkhansha.		
Referred by/ Advertisement	Specify Source: Newspaper/Job portal/Social media: PG classmate		

Personal Details:

Full Name	DEGA GAYATHRI		
Age	23 years	Date of Birth	25.01.2001
Fathers Name	DEGA KIRAN KUMAR		
Address for Correspondence	S.V. AVENUE APT OPP TO RATNADEEP, BOLARUM, SECUNDERABAD, 500010.		
Mobile no.	9390685029	Email id	dggayathri25@
Permanent Address			
Aadhar number	416107325944	Category	SC / ST / BC / Open

Education:

Name of P.G. Course	CSI INSTITUTIONS OF PG [MBA]		
Specialization	MBA FINANCE		
Name of college	CSI COLLEGE OF PG		
Location	SECUNDERABAD	Percentage marks	88%
Course type	☒ Regular Course ☐ Correspondence Course		
Year of completion	FINAL YEAR	Medium of Instruction	English / Telugu / Hindi

Name of Degree Course	WESLEY WOMEN'S COLLEGE [B-COM]		
Specialization	B-COM (COMP)		
Name of college	WESLEY DEGREE WOMEN'S COLLEGE		
Location	SECUNDERABAD	Percentage marks	87%
Course type	☒ Regular Course ☐ Correspondence Course		
Year of completion	2022	Medium of Instruction	English / Telugu / Hindi

Name of Inter/ Diploma Course	MEC Intermediate		
Name of college	TADASYA JUNIOR COLLEGE		
Location	SECUNDERABAD	Percentage marks	80%
Year of completion	2018	Medium of Instruction	English / Telugu / Hindi

Name of school	ST. ANN'S HIGH SCHOOL		
Location	BOLARUM	Percentage marks	87%
Year of completion	2016	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	-	Year	-
------	---	------	---

Family Details:	Name	Age	Occupation/ Study	Company/ Education institution
Father	DEGA KIRANKUMAR	50	PRIVATE ACCOUNTS	Karimela Engineering: PU/UG
Mother	DEGA LAVANYA	48	HOUSE WIFE	Rukadpalhy
Wife / Husband	-	-	-	-
Son / Daughter	-	-	-	-
Son / Daughter	-	-	-	-
Son / Daughter	-	-	-	-
✓ Brother / Sister	DEGA MIHIR KUMAR	22	STUDENT	VBIT INSTITUTION
Brother / Sister	-	-	-	-

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	17,000/- NET
Earliest date of joining	IMMEDIATE JOINER

Surety:

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

Commitment:

Can you commit to work for a minimum of 2 years?	☒ Yes ☐ No
--	---

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	of 18,000/- ctc
<i>From - Understand the position</i> <i>- Quick learner.</i> <i>- Excellent Communication Skills</i> <i>- Determined to do for long period.</i>	

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	

Can be appointed. With Training can improve.

21/2/24 *Seems to be a quick learner, she is able to understand what we required.*

This candidate has good communication skills. Employ. V Ramach
She would be able to coordinate with vendors. 24/02/24

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

Recommendation	☒ Employ ☐ Reject ☐ Short list & decide later
Recommended salary	<i>For him to decide.</i>

APPROVED BY
26 FEB 2024
SOHAM MODI
MANAGING DIRECTOR

Offer Details

Salary offered		Date of joining	
Remarks:			

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)

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: 21.02.24

DEGA GAYATHRI

BOLARUM, SECUNDERABAD

TELANGANA, 50010.

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.

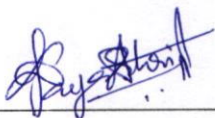
I shall provide letters of good conduct/recommendation from past employers as and when asked for.

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: DEGA GAYATHRI

Place: SECUNDERABAD

Date: 21.02.24

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	\$ 18,000/- ctc
<i>from</i> - Understand the position <i>Quick learner</i> <i>Excellent Communication Skills</i> <i>Determined to do far longer period.</i>	

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>Can be appointed. with training can improve.</i> <i>21/02/24</i> <i>Seems to be a quick learner, she is able to understand what we required.</i> <i>This candidate has good communication skills. Employ. She would be able to coordinate with vendors.</i>	

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:			

Dega Gayathri

Janapriya apt, flat no 14, block 1, bolarum , secunderabad, Telangana, 500010

✉ Gayathridega2501@gmail.com ☎ 9390685029 📅 25/01/2001 🇮🇳 Indian 🌐 Single 🏠 Pan

♀ Female

2019 – /2022
Hyderabad, India

B-com, Computers, Wesley Degree College
Osmania University
percentage:87

2016 – /2018
Sec-Bad, India

Intermediate/MEC,
Tapasya Junior College
Percentage:80

2015 – /2016
Sec-Bad, India

School
St. Ann's High School
Percentage:87

Skills

Ms- Word, Ms-Excel, Ms-powerpoint

Languages

• English,Hindi,Telugu

Hobbies

• Singing,Dancing

Adm - JK

NOTE

Date: 22.02.2024

TO
MD

Sir,

Sub: MEP Co-ordinator

Name : Gayathri. D

Interview done by Mr. Ramesh Reddy, Prabhakar, and HR Manager

Comments by Mr. Ramesh Reddy: Seems to be quick learner, she is able to understand what we required.

Comments by Mr. Prabhakar: Can be appointed, can improve with training

Comments by HR: Excellent communication skills, quick learner, Interested to do work for longer period.

Please advise,

Regards,

Akhansha
Akhansha
HR

for MD's approval
Das
Prakar