MEMO

DATE & FROM:	TO & REMARKS.
24/02/24	TO MD
Akhansha	
	Mr. Waseem Akhtar took
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Bio-Data
Note: Attach copy of CV / Resume / Bio-data

Application for post of	MED Corde	Applicat	ion date:	21.02
Application through	□ Advertisement	Referral	AKhan.	ska.
Referred by/ Advertisement	Specify Source: Newspaper	/Job portal/Social i	media:PG	chssnate



Personal Details:

Full Name	DEGA GAYAT	HRI	and and			
Age	2-3 years	Date of Birth	25/01/2001			
Fathers Name	DEGA KIRAN KUMAR					
Address for Correspondence	S. V. AVENUE A	FOT OPP	TO RATNADEEP,			
Correspondence	BOLARUM, SECUNDERABAD, 500010.					
Mobile no.	9390685029	Email id	daga yathnizsa			
Permanent Address	\ge Occupation/	0.750	and OO of talking of a family			
Education institution	THURST ACCOUNT	ROMINIAS	DEGAN			
Aadhar number	416107325944		SC / ST / BC / Open			

Education:

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Name of P.G. Course	CSI INSTITUTIONS OF	PG [MBA]
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Course type	Regular Course Correspond	lence Course
Year of completion	FINAL PER Medium of Instruction	English /Telugu/ Hindi
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Name of Inter/ Diploma MEC Internediate Course JUNIOR COLLEGE TADASYA Name of college 801. Percentage marks SECONDERABAD Location English /Telugu/ Hindi Medium of Instruction Year of completion 2018

Name of school	ST. ANN'S	HIGH SCHOOL	
Location	BOLARUM	Percentage marks	871.
Year of completion	2016	Medium of Instruction	English /Telugu/ Hindi

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Mother		AVANYA	4	13	100	USE WI	2017	- 4	arimely	0
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Brother / Sister	ence Cou	lmon erro) c			-Brech			99	oorse f	
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Ask for additional sheets if required.

DECLARATION

From:

Date: 21.02.24

DEGIA GIAYATHEI

BOLARUM, SECUNDERABAD

TELANGIANA, SOOO1O.

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
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Recommendation	□ Employ □ Reject □ Short list & decide later
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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

2019 - /2022

B-com, Computers, Wesley Degree College

Hyderabad, India

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

Adu - Th

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

for mos approvale

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

Please advise,

Regards,

Akhansha

HR