

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

Application for post of	Junior Advocate	Application date:	28/
Application through	☐ Advertisement ☒ Referral <i>Srujan</i>		
Referred by/ Advertisement	Specify Source: Newspaper/Job portal/Social media:		

Personal Details:

Full Name	SALLA SABITA		
Age	34 years	Date of Birth	10/01/1990
Fathers Name	SALLA NARAYANA		
Address for Correspondence	R.R. ARCADE, G.7, NEAR ABHYUDAYA HIGH SCHOOL, GANDHI NAGAR		
Mobile no.	9640128100	Email id	Salla.sabitha@gmail.com
Permanent Address	R.R. ARCADE, G.7, NEAR ABHYUDAYA SCHL,		
Aadhar number	473674225248	Category	SC / ST / BC / Open

Education:

Name of P.G. Course	MBA		
Specialization	HR		
Name of college	Global Group of Institutions		
Location	Hayatnagar	Percentage marks	57
Course type	☒ Regular Course ☐ Correspondence Course		
Year of completion	2017	Medium of Instruction	English / Telugu / Hindi

Name of Degree Course	L.L.B		
Specialization			
Name of college	Dr. B.R. Ambedkar law college		
Location	Baghlingpally	Percentage marks	681
Course type	☒ Regular Course ☐ Correspondence Course		
Year of completion	2019	Medium of Instruction	English / Telugu / Hindi

Name of Inter/ Diploma Course	C.E.C		
Name of college	Sri Ramabada junior dy		
Location	Ramnagar	Percentage marks	73
Year of completion	2007	Medium of Instruction	English / Telugu / Hindi

Name of school	Vimala vidya mandir		
Location	Ramnagar	Percentage marks	84.1
Year of completion	2005	Medium of Instruction	English / Telugu / Hindi

Not advocate through Charanya Advocate thru Srujan

Own House

+ B. Com Compuls
+ B.Sc.

Description of other courses or diploma	BCISC and B.com (computer)
---	----------------------------

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	^{Late.} S. Narayana	60	Govt emp	OU
Mother	S. Bhagya	53	Home maker	
Wife / Husband	K. Ravindra	40	private emp	Seize fire
Son / Daughter	K. Vaunani	4	Student	
Son / Daughter				
Son / Daughter				
Brother / Sister				
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	35,000
Does the above salary include:	ESI: ☒ Yes ☐ No PF: ☒ Yes ☐ No
	Conveyance: ☐ Yes ☐ No Mobile Allowance: ☐ Yes ☐ No
Expected Salary	30,000 (23,000) final
Earliest date of joining	Soon

Surety:

Can you provide 2 sureties from Govt. employees or employees of reputed companies?	☐ Yes ☐ No
Surety 1:	Name Ravindra Company Seize fire Industries
Mobile: 9110712735	Designation Your Relation Husband
Surety 2:	Name Sowjanya Company ADPC life
Mobile: 9908097232	Designation P Your Relation friend

Commitment:

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

Experience & Employment Details:

Years of experience in relevant field	NO		
Name of Company	Passport Service (Saha Kandra)		
Duration of employment	3 years	From date: 05/01/2015	To date: 03/05/2019
Location	Begumpet		
Designation	Citizen Service Executive		
Last drawn salary	15,000		
Number of employees in the company / branch?	150+	Number of employees in your dept. or division?	
Brief description of work handled by you.	Documentation of Passports related.		
Reason for leaving	Followed for my future studies		

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

Name of Company	IDFC FIRST BANK		
Duration of employment	6 months years	From date: 05/09/2023	To date: 10/10/2023
Location	Punjagutta		
Designation	Floor manager		
Last drawn salary	35,000/-		
Number of employees in the company / branch?	150+	Number of employees in your dept. or division?	
Brief description of work handled by you.	Documentation in loan process customer service, cheque Bounce Bank Transactions		
Reason for leaving	My father expired there was no one to take care of my mom. As we are 4 sisters		

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

Name of Company	IDFC				
Duration of employment	6 months	years	From date:	.../.../....	To date: .../.../....
Location	Madhapur				
Designation	Floor manager				
Last drawn salary	35,000				
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: 28/03/2024

SALLA SABITA
R.R. ARCADE, G2,
Gandhinagar, Hyd.

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 S. Sabita

Name: SALLA SABITA

Place: HYDERABAD

Date: 28/03/2024

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	23000/-

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

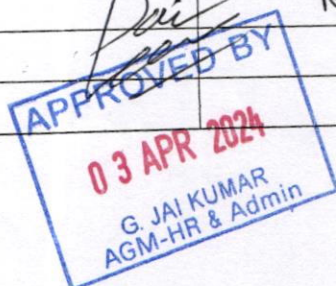
Relevant experience	☐ Good ☐ Average ☐ Poor ☒ NA
Knowledge of subject	☒ Good ☐ Average ☐ Poor
Recommendation	☐ Employ ☐ Reject ☐ Short list & decide later
Recommended salary	

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

Recommendation	☐ Employ ☐ Reject ☐ Short list & decide later
Recommended salary	
* let her work for 2 day - prepare 5 marks for any process project in 28/3.	

Offer Details

Salary offered	23,000/-	Date of joining	03/04/2024
Remarks:	Refused by Srignan		



RESUME

SALLA SABITHA

E-Mail: salla.sabitha@gmail.com

Mobile: 9640128100

CARRIER OBJECTIVE.

Looking for opportunities to incorporate my skills and training to help the company grow. I am looking forward to roles that will help me realize my potential by exploring the various aspects of this field.

PROFILE SUMMARY:

- Resolve customer queries and issues.
- Ensure quality of services delivered.
- Escalate customer issues for quick resolution.

MANAGEMENT SKILLS:

- Ability to work on new initiatives, setting targets and working towards defined deadlines.
- Strong ability to multitask.
- Strong presentable communication skills and Strong negotiation skills. • Ability to negotiate and influence both internal and external Stake holders.
- Handling Customer issues in Win-Win method.
- Embrace a collaborative leadership style, Strategic thinking,
- Innovative strategies to spot new opportunities in different industry segments. • Keen to learn new things, Willingness to accept responsibility.

EDUCATIONAL QUALIFICATION:

- MBA from JNTU University Hyderabad
- LLB from Osmania University, Hyderabad
- BLISC (Bachelor of Library Science from Nagarjuna University)
- B.Com Computers from Osmania University Hyderabad.
- Intermediate from Board of Intermediate, Hyderabad
- S.S.C from Board of Secondary Education, Hyderabad

WORK EXPERIENCE:

- Worked as a "CUSTOMER SERVICE EXECUTIVE" from CMC Limited, Hyderabad, from 05-01-2015 to 03-05-2019.
- Worked as a " ASSISTANT FLOOR MANAGER" from IDFC FIRST BANK LTD Hyderabad, from 05-04-2023 to 10-10-2023.

TECHNICAL INFORMATION:

- Knowledge of MS office and internet Browsing.
- MANUAL TESTING & ETL TESTING

PERSONAL DETAILS:

Husband Name	.. Ravindra Koka
Date of Birth	.. 10-Jan-1990
Sex	.. Female
Marital Status	.. Married
Nationality	.. Indian
Linguistic Skills	.. English, Telugu & Hindi
Permanent Address	.. H.NO.1-4-877/12. Indiranagar New Bakaram, Hyderabad-500020.
Present Address	.. R.R. Arcade, G-7 Near Janapriya Apartment, Musheerabad, Gandhinagar, Hyderabad-20

DESCRIPTION:

I hereby declare that all the above particulars furnished by me are true to the best of my knowledge and request your good self to give an opportunity to serve under your kind control. I assure that I would strive hard to bring credit to your estimated organization.

Place: Hyderabad

Date: 28/03/2024

S. Sabitha
(SALLA SABITHA)



Your IT Partner

July 24, 2015

Ref: 3687594

SERVICE CERTIFICATE

This is to certify that Ms S Sabitha has worked as Contract Assignee from 05/01/2015 to 03/05/2019.

For CMC Limited,

S K Naresh Kumar
Regional HR – Manager

आयकर विभाग
INCOME TAX DEPARTMENT

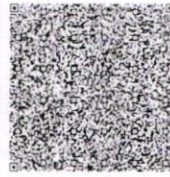


भारत सरकार
GOVT. OF INDIA



स्थायी लेखा संख्या कार्ड
Permanent Account Number Card

DDCPS7640E



नाम / Name
SALL SABITHA

पिता का नाम / Father's Name
SALLA NARAYANA

जन्म की तारीख
Date of Birth
10/01/1990

S. Sabitha
हस्ताक्षर / Signature

02022021



భారత ప్రభుత్వము
Government of India

భారత విశిష్ట గుర్తింపు ప్రాధికార సంస్థ
Unique Identification Authority of India

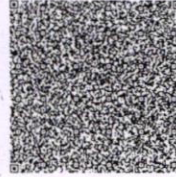
సహాయ సంఖ్య / Enrollment No. : 2081/30147/05854

To
Salla Sabita
సల్లా సబిత
C/O: Koka Ravindra,
1-4-877/12,
Indira Nagar,
New Bakaram,
VTC: Musheerabad, PO: Musheerabad (delivery),
Sub District: Musheerabad, District: Hyderabad,
State: Telangana, PIN Code: 500020,
Mobile: 9640128100

84586272



KF845862722FI



మీ ఆధార్ సంఖ్య / Your Aadhaar No. :

4736 7422 5248

నా ఆధార్, నా గుర్తింపు



భారత ప్రభుత్వం
Government of India



Issue Date: 19/02/2011



సల్లా సబిత
Salla Sabita
పుట్టిన తేదీ / DOB: 10/01/1990
స్త్రీ / Female

4736 7422 5248

నా ఆధార్, నా గుర్తింపు

CMC Limited



Your IT Partner

(Print) (Back)

FOR MONTH OF : APR-2019
NAME : S SABITA
ID No. : 3687594
PROJECT CODE : -
ACCT LOCATION : HYDERABAD
FUNCTION : ITES - (ITES 1)

RUN DATE : 30/04/2019
DAYS WORKED : 30
DATE OF JOINING : 05/01/2015
PAY ACT : 39
PAY LOCATION : HYDERABAD
DESIGNATION : CONTRACT ASSIGNEE

EARNINGS	RS	DEDUCTIONS	RS
BASIC	13,450	PF	2500
HRA	9,550	PROFESSIONAL TAX	600
CONVEYANCE	2,480	ESI	300
MISC ALLOWANCE	3,590		
LUNCH ALLOWANCE	2,330		
TOTAL AMOUNT	31,400	TOTAL DEDUCTIONS	3,400

NET AMOUNT 28,000

BANK NAME : Axis Bank , New Delhi
BANK ACCOUNT NO : 910010047546775
AMOUNT PAID : 28,000/- (Twenty Eight Thousand Only)

Sl. No. **G330792**

27/27069/G330792



Board of Intermediate Education, A. P.

Vidya Bhavan, Nampally, Hyderabad - 500 001



INTERMEDIATE PASS CERTIFICATE CUM MEMORANDUM OF MARKS

This is to certify that **S SABITA** **daughter**
of **S NARAYANA** bearing
Registered No. **072746956** has appeared at the Intermediate Public
Examination held in **MARCH-2007** 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 - 1 : ENGLISH	100	078	100	069
Part - 2 : TELUGU	100	084	100	075
Part - 3 : Optional Subjects				
ECONOMICS	100	051	100	070
COMMERCE	100	076	100	075
CIVICS	100	075	100	067
Total Marks In Figures	720 ➡ 720			
In words	*SEVEN*TWO***ZERO*			
Date	24-04-2007			

Shobha Boramamka
PRINCIPAL

SRI RAMABHADRA JUNIOR COLLEGE
Signature of the Principal and College Seal
RAMABHADRA JUNIOR COLLEGE

[Signature]
Controller of Examinations

Controller of Examinations
RAMABHADRA JUNIOR COLLEGE

072746956

OSMANIA UNIVERSITY UE 370132

CONSOLIDATED MARKS MEMORANDUM

B.Com. (YWB) APRIL/MAY 2010

EXAMINATION

3452

DATE: 02/07/2010

S BABITA
S NARAYANA

ROLL NO. 090-08-01545

PART I SUBJECTS	MAX. MARKS	PASS MARKS	MARKS SECURED	YEAR OF PASSING
FIRST YEAR ENGLISH I	100	36	60	A08
TELUGU I (SEC. LANG)	100	36	75	A08
TELUGU II (SEC. LANG)	100	36	60	A09
TELUGU II (SEC. LANG)	100	36	55	A09

TOTAL MARKS SECURED IN PART I
IN FIGURES: 250

IN WORDS: ** TWO FIVE ZERO **
FIRST

PART II DIV

PART II SUBJECTS	THEORY MARKS				PRACTICAL MARKS			
	MAX. MARKS	PASS MARKS	MARKS SECURED	YEAR OF PASSING	MAX. MARKS	PASS MARKS	MARKS SECURED	YEAR OF PASSING
BUSINESS ECONOMICS	100	36	58	A08	==	==	==	==
FINA. ACCOUNTING I	100	36	54	A08	==	==	==	==
INDUSTRIAL ORG. MGMT.	100	36	41	S08	==	==	==	==
QUANT. TECHNIQUES I	100	36	50	A08	==	==	==	==
FUNDAMENTAL OF I.T.	70	25	33	A08	30	11	22	A08
*IND. H. CULTURE	50	18	18	A08	==	==	==	==
FINAN. ACCOUNTING II	100	36	46	A09	==	==	==	==
BUS. MATHS/O.T-2	100	36	52	A09	==	==	==	==
BANKING&FIN. SYSTEM.	100	36	58	A09	==	==	==	==
E-COMMERCE	70	25	38	A09	30	11	27	A09
D.B.M. SYSTEMS	70	25	32	A09	30	11	25	A09
*ENVI. STUDIES	100	36	52	A09	==	==	==	==
BUSINESS LAWS	100	36	54	A10	==	==	==	==
ACCOUNTING SYSTEM	70	25	37	A10	30	11	25	A10
WEB PROGRAMMING	70	25	25	A10	30	11	17	A10
A&B. COMMUNICATION	100	36	52	A10	==	==	==	==
INCOME TAX	100	36	59	A10	==	==	==	==
COST ACCOUNTING	100	36	57	A10	==	==	==	==
CORPORATE ACCOUNTING	100	36	76	A10	==	==	==	==
MANAGEMENT ACCOUNT.	100	36	41	A10	==	==	==	==
*SCI. AND CIVIL.	050	18	24	A10	==	==	==	==

979

SECOND

TOTAL MARKS

IN FIGURES: ** NINE SEVEN NINE **
IN WORDS: ** PART II DIV

MARKS IN THE AGGREGATE AND DIVISION ARE NOT INCLUDED IN THE PART II AGGREGATE AND DIVISION.

REGISTER



JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD
HYDERABAD - 500 085, TELANGANA STATE, INDIA.

CONSOLIDATED MARKS MEMO / CREDIT SHEET

Master of Business Administration

CMM. No. : **C 0736521**

Serial No. : 20165005226

Name : **S SABITA**

Hall Ticket No. : **139J1E0062**



Name of the College : G G I, Balasingaram

Month & Year of Final Exam : January, 2016

Year of Admission : 2013-2014

Class Awarded : FIRST CLASS WITH DISTINCTION

S.No	SUBJECT TITLE	INT	EXT	Total	Pass(P)/ Fail(F)
		MARKS	MARKS	MARKS	
	Maximum Marks in Theory	40	60	100	

I SEMESTER

1	MANAGEMENT FUNDAMENTALS	36	39	75	P
2	BUSINESS LAWS & REGULATIONS	36	29	65	P
3	FINANCIAL ACCOUNTING & ANALYSIS	36	35	71	P
4	MANAGERIAL ECONOMICS	36	32	68	P
5	BUSINESS ENVIRONMENT	37	39	76	P
6	RESEARCH METHODOLOGY & STATISTICAL ANALYSIS	35	27	62	P
7	STATISTICAL DATA ANALYSIS - PRACTICAL	38	57	95	P
8	BUSINESS COMMUNICATION - PRACTICAL	35	52	87	P

II SEMESTER

1	HUMAN RESOURCE MANAGEMENT	37	33	70	P
2	QUANTITATIVE ANALYSIS FOR BUSINESS DECISIONS	38	25	63	P
3	MANAGEMENT INFORMATION SYSTEM	36	29	65	P
4	MARKETING MANAGEMENT	36	39	75	P
5	BUSINESS ETHICS & CORPORATE GOVERNANCE	37	31	68	P
6	FINANCIAL MANAGEMENT	38	24	62	P
7	PERSONAL EFFECTIVENESS - SEMINAR	48	-	48	P
8	ANNUAL REPORT ANALYSIS - SEMINAR	49	-	49	P

III SEMESTER

1	PRODUCTION & OPERATION MANAGEMENT	35	26	61	P
2	STRATEGIC MANAGEMENT	30	34	64	P
3	ORGANIZATIONAL BEHAVIOUR	36	31	67	P
4	PERFORMANCE MANAGEMENT	36	30	66	P
5	TRAINING AND DEVELOPMENT	36	27	63	P
6	MANAGEMENT OF INDUSTRIAL RELATIONS	36	34	70	P
7	SUMMER INTERNSHIP - SEMINAR	41	-	41	P
8	BUSINESS BEST PRACTICES - SEMINAR	42	-	42	P

IV SEMESTER

1	ENTREPRENEURSHIP	36	31	67	P
2	COMPENSATION & REWARD MANAGEMENT	36	24	60	P
3	MANAGEMENT OF CHANGE	36	40	76	P
4	LEADERSHIP	36	44	80	P
5	SUCCESS STORY OF AN ENTREPRENEUR - SEMINAR	45	-	45	P
6	PROJECT WORK STAGE - I	38	-	38	P
7	PROJECT WORK STAGE - II	40	-	40	P
8	PROJECT GRADE *	-	B	-	P

Aggregate Marks Secured : 1979 OUT OF 2750 (71.96%)

Date of Issue : August 9, 2016

(see overleaf for Rules concerned to award of class)



(*Courses registered but not counted for calculation of aggregate)

Avasth Kumar Singh
CONTROLLER OF EXAMINATIONS



SECONDARY SCHOOL CERTIFICATE

DD 125850

REGULAR

PC/03/02079/025850/6

CERTIFIED THAT S SABITA

D/O S NARAYANA

bearing Roll No 0153455

belongs to

VIMALA VIDYAMANDHIR (G)H.S.,RAMNAGAR,HYD

has appeared and PASSED at the SSC EXAMINATION held in MARCH 2005 in

FIRST

Division with

TELUGU

as the medium of instruction.

DATE OF BIRTH
OF THE
CANDIDATE

10/01/1990

DAY

MONTH

YEAR

ONE ZERO

JANUARY

ONE NINE NINE ZERO

THE CANDIDATE SECURED THE FOLLOWING PERCENTAGE OF MARKS

SUBJECT	Marks Secured (in figures)	Marks Secured (in words)
FIRST LANGUAGE : (TELUGU)	83	EIGHT THREE
THIRD LANGUAGE : ENGLISH	80	EIGHT ZERO
MATHEMATICS :	88	EIGHT EIGHT
GENERAL SCIENCE :	84	EIGHT FOUR
SOCIAL STUDIES :	87	EIGHT SEVEN
TOTAL :	422	FOUR TWO TWO
SECOND LANGUAGE : (HINDI)	78	SEVEN EIGHT
GRAND TOTAL : 	500	FIVE ZERO ZERO
Life Skills Education : GRADE SECURED :		
Marks of Identification : 1. A MOLE ON THE RIGHT TEMPLE 2. A MOLE ON THE RIGHT NECK		

S. N. N. N.
Head of Institution
VIMALA School, RAMNAGAR, HYD
GIRLS HIGH SCHOOL
Date of issue : 30-04-2005
Ramnagar, Hyderabad-500 028

S. N. N. N.
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 candidates.
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. The Marks with asterisk indicate the old marks secured in previous appearances.

2005

