

MEMO

DATE & FROM:	TO & REMARKS.
02.11.2023 Malavika	MD, Sub:- Accounts Coordinator
	Name:- P. Ramya Exp:- 8+ years (Admin & Purchase) Ex-employee in our company, worked in purchase team. Qualification - MBA Finance Present salary - 24,000 ✓ Expecting salary - 22,000 to 24,000 ✓
	Accounts Coordinator.
	Recommended Salary 24,000/-
	MD approved: 23,000/-
	Today's Date

Y/055 salary 1. 21,698 /

Photograph

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	Accounts coordinator
Date of application	02/11/2023
Application through	☐ Advertisement ☐ Referred by:

Personal Details:

Full Name	Poosa Ranya		
Age	32 years	Date of Birth	06/09/2023
Fathers Name	K. Satyanarayana		
Address for Correspondence	H. No: 12-1-1289 Shantinagar		
Phone & Mobile	8 8367350530		
Permanent Address	H. No: 12-1-1289 Shantinagar		
Aadhar number		Category	SC / ST / BC / Open

Education:

Post Graduation	MBA (Finance)		
Name of college	Suprabhat Institute		
Location	Cheerayal	Percentage marks	60%
Course type	☒ Regular Course ☐ Correspondence Course		
Year of completion	2015	Medium of Instruction	English / Telugu / Hindi

Degree/ Diploma	B. Com (Reg)		
Name of college	Wesley degree college		
Location	Sec-bad	Percentage marks	50%
Course type	☒ Regular course ☐ Correspondence Course		
Year of completion	2011	Medium of Instruction	English / Telugu / Hindi

Name of Inter/ Jr. College	Gowtham Junior college		
Location	E.C.T.L	Percentage marks	50%
Year of completion	2008	Medium of Instruction	English / Telugu / Hindi

Name of school	ZPHS		
Location	Lalapet	Percentage marks	52%
Year of completion	2006	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	
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Family Details:	Name	Age	Occupation/ Study	Company/ Education institution
Father	K. Satyanarayana	57	Shop	—
Mother	K. Indhra	50	House wife	—
Wife / Husband	P. Suresh	38	Driver	Own vehicle
Brother / Sister	K. Arun	36	BSNL (Joint)	BSNL
Brother / Sister	K. Nareesh	34	Event manager	
Brother / Sister				
Son / daughter	P. Tharush	9 yrs	3 rd	Divine grace international school
Son / daughter	P. Shreshanth	10 yrs	5 th	"
Son / daughter				

Salary Details:

(Copy of 1 yr bank statement of salary account will have to produce at the time of employment)

Last Drawn Salary	24,000		
Does the above salary include:	ESI: ☐ Yes ☒ No		PF: ☐ Yes ☒ No
	Conveyance: ☐ Yes ☐ No		Mobile Allowance: ☐ Yes ☐ No
Expected Salary	25,000		

Surety:

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

Commitment

Can you commit to work for a minimum of 2 years?	☒ Yes ☐ No
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Experience & Employment Details:

Years of experience in relevant field	8 yrs 6 months		
Name of Company	Axis Bank Pvt Ltd.		
Duration of employment	years	From date: 29/12/2021	To date: 26/09/2023
Location	Kushaiguda		
Designation	Assistant Manager (Teller)		
Last drawn salary	24,000/-		
Number of employees in the company / branch?	10	Number of employees in your dept. or division?	4
Brief description of work handled by you.	Teller, customer service Request taken and. Business		
Reason for leaving	Business pressure, lengthy timings.		

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

Name of Company	Modi properties Pvt Ltd.		
Duration of employment	10 months	From date: 23/12/21	To date: 23/10/2022
Location	Cherlapally		
Designation	Purchase officer		
Last drawn salary	16,300/-		
Number of employees in the company / branch?	10	Number of employees in your dept. or division?	6
Brief description of work handled by you.	Preparing P.O, Supplier follow ups and Bill. written bills and Sent to H.O, Site Remarks		
Reason for leaving	Salary Issue		

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

Name of Company	Jai hind defence Academy			
Duration of employment	1 1/2 years	From date:	01/06/2020	To date: 30/10/2021
Location	Cheeryal			
Designation	Administrative officer			
Last drawn salary	16000/-			
Number of employees in the company / branch?	12	Number of employees in your dept. or division?	3	
Brief description of work handled by you.	I have handle Admising and collecting fee, Maitain books			
Reason for leaving	Profisionaly there is No Growth.			

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

Name of Company	Sri Narayana Global high school			
Duration of employment	4 1/2 years	From date:	1/12/2015	To date: 17/02/2020
Location	Cheeryal			
Designation	Teacher			
Last drawn salary	10.000			
Number of employees in the company / branch?	20	Number of employees in your dept. or division?	12	
Brief description of work handled by you.	I have taken English and Math subjects			
Reason for leaving	Carona			

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

Ask for additional sheets if required.

DECLARATION

From:

Date: 02/11/2023

Poosa Ranya
Hyderabad.
8886841661

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 P. Ranya

Name: P. Ranya

Place: Cheeryal

Date: 02/11/2023

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	

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	Ta: kum to decide!

Offer Details

Salary offered	23,000/-	Date of joining	03/11/2023
Remarks:	Ex-Employee worked in purchase dept in S&P.		





HR/185199/RL/3870571023906
Date: October 12, 2023

MS. POOSA RAMYA

Madam,

Relieving Letter

This has reference to your resignation letter dated **August 28, 2023**. The Competent Authority has accepted the same and you stand relieved from the services of the Bank as at the close of business on **September 26, 2023**.

You are advised that you will continue your obligations under the banking secrecy provisions to keep confidential all the customer data and the other information in respect of the Bank's business which have come to your knowledge while in services of the bank.

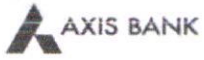
We thank you for your contributions made during your services with the Bank.

We wish you success in all your future endeavors.

Regards,
Suraj Kumar
Human Resources
Axis Bank Ltd.

Signature Not Verified
Digitally Signed by Suraj Kumar
Date : 12-Oct-2023 05:08:12
Location : MUMBAI

This is a digitally signed document and does not require physical signature.



HR/185199/EC/3870571023906
Date: October 12, 2023

TO WHOMSOEVER IT MAY CONCERN

Experience Certificate

We certify that **MS. POOSA RAMYA, Employee Number 387057** was working with **Axis Bank Ltd.** from **December 29, 2022** to **September 26, 2023**. Her employment details are as follows:

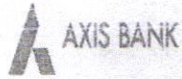
Last Designation Held	:	ASSISTANT MANAGER
Role	:	BRANCH:BRANCH RELATIONSHIP OFFICER
Location	:	KUSHAIGUDA HYDERABAD

We wish her success in all her future endeavours.

Regards,
Suraj Kumar
Human Resources
Axis Bank Ltd.

Signature Not Verified
Digitally Signed by: Suraj Kumar
Date : 12-Oct-2023 05:08:10
Location : MUMBAI

This is a digitally signed document and does not require physical signature.



AXIS BANK LTD

PAYSLIP FOR THE MONTH OF JULY - 2023

EMPLOYEE NUMBER	: 387057	BANK ACCOUNT	: 922010067774575	STANDARD DAYS	: 31
NAME	: POOSA RAMYA	PF ACCOUNT	: 387057	LOP DAYS	: 1
DESIGNATION	: ASSISTANT MANAGER	JOINING DATE	: 29-DEC-2022	REFUND DAYS	: 1
POSTED LOCATION	: S3957-KUSHAIGUDA HYDERABAD				

EARNINGS	MONTHLY RATE	CURRENT MONTH	ARREARS	TOTAL	DEDUCTIONS	TOTAL
BASIC	8,458.00	8,185.00	282.00	8,467.00	PROFESSION TAX	200.00
HOUSE RENT ALLOWANCE	4,229.00	4,093.00	141.00	4,234.00	EMPLOYEE P F	1,800.00
LOCATION PAY	1,269.00	1,228.00	42.00	1,270.00		
LEAVE TRAVEL ALLOWANCE	1,250.00	1,210.00	42.00	1,252.00		
SPECIAL ALLOWANCE	6,162.00	5,963.00	205.00	6,168.00		
MOBILE HANDSET ALLOWANCE	1,667.00	1,613.00	56.00	1,669.00		
BROADBAND INTERNET	1,000.00	968.00	33.00	1,001.00		
STATUTORY BONUS..	1,400.00	1,355.00	47.00	1,402.00		
GROSS EARNINGS				25,463.00	GROSS DEDUCTIONS	2,000.00
NET SALARY PAYABLE				23,463.00		
NET SALARY PAYABLE(IN WORDS) : TWENTY THREE THOUSAND FOUR HUNDRED SIXTY THREE ONLY						

INCOME TAX CALCULATION FOR THE FINANCIAL YEAR 2023 - 2024

INCOME TAX CALCULATION					DETAILS OF PERQUISITES			
PARTICULARS	CUMULATIVE ADD: PROJECTED		ADD: CURRENT	ANNUAL	INVESTMENT DETAILS			
	(UP TO JUN 23)	(FOR 8 MONTHS)	(JUL 23)		SLAB WISE TAX DETAILS			
BASIC	25,092.00	67,664.00	6,467.00	1,01,223.00	FROM AMT	TO AMT	TAX RATE %	TAX AMT
HOUSE RENT ALLOWANCE	12,546.00	33,832.00	4,234.00	50,612.00				
LOCATION PAY	3,765.00	10,152.00	1,270.00	15,187.00				
LEAVE TRAVEL ALLOWANCE	3,708.00	10,000.00	1,252.00	14,960.00				
SPECIAL ALLOWANCE	18,281.00	49,296.00	6,168.00	73,745.00				
MOBILE HANDSET ALLOWANCE	4,945.00	13,336.00	1,669.00	19,950.00				
BROADBAND INTERNET	2,967.00	8,000.00	1,001.00	11,968.00	0.00	2,54,400.00	0.00	0.00
STATUTORY BONUS..	4,153.00	11,200.00	1,402.00	16,755.00			Total	0.00
TOTAL	75,457.00	2,03,480.00	25,463.00	3,04,400.00	DETAIL OF TAX DEDUCTED TILL CURRENT MONTH			
SALARY FOR THE YEAR				3,04,400.00	ELEMENT			TAX AMT
ADD : INCOME RECEIVED FROM PREVIOUS EMPLOYER SALARY				0.00	DESCRIPTION			
GROSS INCOME				3,04,400.00				
LESS : STANDARD DEDUCTION				50,000.00				
ADD : OTHER TAXABLE INCOME REPORTED BY THE EMPLOYEE				0.00				
GROSS TAXABLE INCOME				2,54,400.00				
Less: Deductions U/s 80CCD(1b), 80CCD(2)				0.00				
INCOME CHARGEABLE TO TAX (ROUNDED OFF)				2,54,400.00				
INCOME TAX DEDUCTION								
TOTAL INCOME TAX PAYABLE				0.00				
MARGINAL TAX TO BE RECOVERED FOR THIS MONTH				0.00				
LESS TAX DEDUCTED AT SOURCE TILL CURRENT MONTH				0.00				
REMAINING TAX PAYABLE/REFUNDABLE				0.00				
TAX PAYABLE/REFUNDABLE PER MONTH				0.00				



AXIS BANK LTD

PAYSLIP FOR THE MONTH OF AUGUST - 2023

EMPLOYEE NUMBER	: 387057	BANK ACCOUNT	: 922010067774575	STANDARD DAYS	: 31
NAME	: POOSA RAMYA	PF ACCOUNT	: 387057	LOP DAYS	: 0
DESIGNATION	: ASSISTANT MANAGER	JOINING DATE	: 29-DEC-2022	REFUND DAYS	: 1
POSTED LOCATION	: S3957:KUSHAIGUDA HYDERABAD				

EARNINGS	MONTHLY RATE	CURRENT MONTH	ARREARS	TOTAL	DEDUCTIONS	TOTAL
BASIC	8,458.00	8,458.00	273.00	8,731.00	PROFESSION TAX	200.00
HOUSE RENT ALLOWANCE	4,229.00	4,229.00	136.00	4,365.00	EMPLOYEE P F	1,800.00
LOCATION PAY	1,269.00	1,269.00	41.00	1,310.00	BENEVOLENT FUND	330.00
LEAVE TRAVEL ALLOWANCE	1,250.00	1,250.00	40.00	1,290.00		
SPECIAL ALLOWANCE	6,162.00	6,162.00	199.00	6,361.00		
MOBILE HANDSET ALLOWANCE	1,667.00	1,667.00	54.00	1,721.00		
BROADBAND INTERNET	1,000.00	1,000.00	32.00	1,032.00		
STATUTORY BONUS..	1,400.00	1,400.00	45.00	1,445.00		
GROSS EARNINGS				26,255.00	GROSS DEDUCTIONS	2,330.00
NET SALARY PAYABLE				23,925.00		
NET SALARY PAYABLE(IN WORDS) : TWENTY THREE THOUSAND NINE HUNDRED TWENTY FIVE ONLY						

INCOME TAX CALCULATION FOR THE FINANCIAL YEAR 2023 - 2024

INCOME TAX CALCULATION					DETAILS OF PERQUISITES			
PARTICULARS	CUMULATIVE ADD: PROJECTED (UP TO JUL 23)	(FOR 7 MONTHS)	ADD: CURRENT (AUG 23)	ANNUAL	INVESTMENT DETAILS			
BASIC	33,559.00	59,206.00	8,731.00	1,01,496.00	SLAB WISE TAX DETAILS			
HOUSE RENT ALLOWANCE	16,780.00	29,603.00	4,365.00	50,748.00	FROM AMT	TO AMT	TAX RATE %	TAX AMT
LOCATION PAY	5,035.00	8,883.00	1,310.00	15,228.00				
LEAVE TRAVEL ALLOWANCE	4,960.00	8,750.00	1,290.00	15,000.00	0.00	2,55,220.00	0.00	0.00
SPECIAL ALLOWANCE	24,449.00	43,134.00	6,361.00	73,944.00			Total	0.00
MOBILE HANDSET ALLOWANCE	6,614.00	11,669.00	1,721.00	20,004.00	DETAIL OF TAX DEDUCTED TILL CURRENT MONTH			
BROADBAND INTERNET	3,968.00	7,000.00	1,032.00	12,000.00	ELEMENT	TAX AMT		
STATUTORY BONUS..	5,555.00	9,800.00	1,445.00	16,800.00	DESCRIPTION			
TOTAL	1,00,920.00	1,78,045.00	26,255.00	3,05,220.00				
SALARY FOR THE YEAR				3,05,220.00				
ADD : INCOME RECEIVED FROM PREVIOUS EMPLOYER SALARY				0.00				
GROSS INCOME				3,05,220.00				
LESS : STANDARD DEDUCTION				50,000.00				
ADD : OTHER TAXABLE INCOME REPORTED BY THE EMPLOYEE				0.00				
GROSS TAXABLE INCOME				2,55,220.00				
Less: Deductions U/s 80CCD(1b), 80CCD(2)				0.00				
INCOME CHARGEABLE TO TAX (ROUNDED OFF)				2,55,220.00				
INCOME TAX DEDUCTION								
TOTAL INCOME TAX PAYABLE				0.00				
MARGINAL TAX TO BE RECOVERED FOR THIS MONTH				0.00				
LESS TAX DEDUCTED AT SOURCE TILL CURRENT MONTH				0.00				
REMAINING TAX PAYABLE/REFUNDABLE				0.00				
TAX PAYABLE/REFUNDABLE PER MONTH				0.00				

LEAVE DETAILS

LOP REFUND DETAILS

EMP NO	EMP NAME	LOP TYPE	FROM DATE	TO DATE
387057	Poosa Ramya	UNAUTHORIZED LOP	21-JUL-2023	21-JUL-2023



భారత ప్రభుత్వం
Government of India

భారత విశిష్ట గుర్తింపు ప్రాధికార సంస్థ
Unique Identification Authority of India

రిజిస్ట్రేషన్/ Enrolment No.: 2081/12192/01510

To

పూసా రమ్య

Poosa Ramya

W/O Poosa Suresh

HNO-3-32/A

CHEERYAL

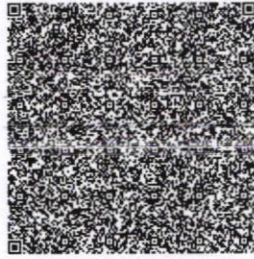
CHEERYAL, KEESARA

Cheeriyal

K.v. Rangareddy Telangana - 501301

8886841661

Signature Not Verified
Digitally signed by Poosa Ramya
Unique Identification Authority of India
Date: 2023.12.09 07:38:37
UTC



మీ ఆధార్ సంఖ్య / Your Aadhaar No. :

7509 0820 0629

VID : 9131 4759 5301 7941

నా ఆధార్, నా గుర్తింపు



భారత ప్రభుత్వం
Government of India



పూసా రమ్య

Poosa Ramya

పుట్టిన తేదీ/DOB: 06/10/1990

స్త్రీ/ FEMALE

7509 0820 0629

VID : 9131 4759 5301 7941

నా ఆధార్, నా గుర్తింపు



Government of India



సమాచారము / INFORMATION

- ఆధార్ అనేది గుర్తింపు దుబ్బపు, పౌరసత్వానికి కాదు.
- ఆధార్ ప్రత్యేకమైనది మరియు సురక్షితమైనది.
- సురక్షిత QR కోడ్/ఆఫ్లైన్ XML/ఆన్లైన్ ప్రమాణీకరణను ఉపయోగించి గుర్తింపును ధృవీకరించండి.
- ఆధార్ లెటర్, PVC కార్డ్, ఐ ఆధార్, ఎం ఆధార్ వంటి అన్ని రకాల ఆధార్ లు సమానంగా చెల్లుబాటు అవుతాయి. 12 అంకెల ఆధార్ నంబర్ ప్లానంలో వర్చువల్ ఆధార్ ఐడెంటిటీ (VID)ని కూడా ఉపయోగించవచ్చు.
- కనీసం 10 సంవత్సరాలకు ఒకసారి ఆధార్ ను అప్డేట్ చేయండి.
- వివిధ ప్రభుత్వ మరియు ప్రభుత్వేతర ప్రయోజనాలు/సేవలను పొందడంలో ఆధార్ మీకు సహాయపడుతుంది.
- మీ మొత్తల్ నంబర్ మరియు ఈ-మెయిల్ ఐడీని ఆధార్ లో అప్డేట్ చేసుకోండి.
- ఆధార్ సేవలను పొందేందుకు స్మార్ట్ ఫోన్ లో ఎం ఆధార్ యాప్ ను డౌన్లోడ్ చేసుకోండి.
- దధ్రతను నిర్ధారించడానికి లాక్/అన్లాక్ ఆధార్/బయోమెట్రిక్స్ పేదర్చి ఉపయోగించండి
- ఆధార్ ను అభ్యర్థించే సంస్థలు తగిన సమ్మతిని పొందవలసి ఉంటుంది.
- Aadhaar is a proof of identity, not of citizenship.
- Aadhaar is unique and secure.
- Verify identity using secure QR code/offline XML/online Authentication.
- All forms of Aadhaar like Aadhaar letter, PVC Cards, eAadhaar and mAadhaar are equally valid. Virtual Aadhaar Identity (VID) can also be used in place of 12 digit Aadhaar number.
- Update Aadhaar at least once in 10 years.
- Aadhaar helps you avail various Government and Non- Government benefits/services.
- Keep your mobile number and email id updated in Aadhaar.
- Download mAadhaar app on smart phones to avail Aadhaar Services.
- Use the feature of lock/unlock Aadhaar/biometrics to ensure security.
- Entities seeking Aadhaar are obligated to seek due consent.



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Unique Identification Authority of India

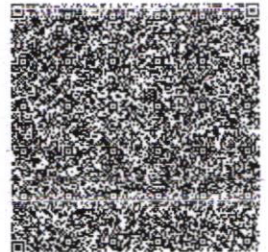


చిరునామా:

W/O పూసా సురేష్, ఇంటి నంబర్ -3-32/ఎ, చిర్యాల,
చిర్యాల, కీసర, చిర్యాల, కె.వి.రంగారెడ్డి,
తెలంగాణ - 501301

Address:

W/O Poosa Suresh, HNO-3-32/A, CHEERYAL,
CHEERYAL, KEESARA, Cheeriyal, K.v.
Rangareddy,
Telangana - 501301



7509 0820 0629

VID : 9131 4759 5301 7941



1947



help@uidai.gov.in



www.uidai.gov.in



OSMANIA UNIVERSITY UE 452875

CONSOLIDATED MARKS MEMORANDUM

EXAMINATION: B.Com. (YWS) MARCH/APRIL-2011

REF.NO.: 4810

DATE: 23/06/2011

NAME: K RAMYA

ROLL NO.: 101-09-00866

FATHER'S NAME: K. SATHYANARAYANA

PART I SUBJECTS	MAX. MARKS	PASS MARKS	MARKS SECURED	YEAR OF PASSING
FIRST YEAR :				
ENGLISH 1	100	36	54	A09
SANSKRIT I (SEC. LANG)	100	36	47	A09
SECOND YEAR :				
ENGLISH 2	100	36	50	A10
SANSKRIT II (SEC. LANG)	100	36	42	A10

TOTAL MARKS SECURED IN PART I
IN FIGURES: 193
IN WORDS:

** ONE NINE THREE **

PART I DIV: SECOND

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
FIRST YEAR :								
BUSINESS ECONOMICS	100	36	41	A09	==	==	==	==
BUS.ORG. AND MGMT.	70	25	33	A10	30	11	15	A09
FIN. ACCOUNTING	70	25	36	A09	30	11	22	A09
FUNDAMENTAL OF I.T.	70	25	35	S09	30	11	19	A09
*IND.H.CULTURE	50	18	32	A09	==	==	==	==
SECOND YEAR:								
*ENVI.STUDIES	100	36	40	A10	==	==	==	==
ADVANCED ACCOUNTING	70	25	25	A10	30	11	29	A10
BUSINESS STATISTICS	70	25	28	S10	30	11	25	A10
FIN.SERVICES-B&INSUR.	70	25	25	A10	30	11	22	A10
TAXATION	70	25	29	A10	30	11	29	A10
THIRD YEAR :								
CORPORATE ACCT.	70	25	30	A11	30	11	22	A11
COST & MANG.ACCT.	70	25	37	A11	30	11	26	A11
BUSINESS LAW	70	25	25	A11	30	11	19	A11
AUDITING	70	25	30	A11	30	11	15	A11
PRIN. OF MARKETING	70	25	38	A11	30	11	16	A11
RURAL MARKETING	70	25	35	A11	30	11	20	A11
*SCI.AND CIVI.	050	18	35	* A11	==	==	==	==

TOTAL MARKS
SECURED IN PART II

IN FIGURES:

726

IN WORDS:

** SEVEN TWO SIX **

PART II DIV SECOND

* INDIAN HERITAGE & CULTURE AND SCIENCE AND CIVILISATION MARKS ARE NOT INCLUDED IN THE PART II AND DIVISION

HYDERABAD, A.P.

REGISTRAR



OSMANIA UNIVERSITY

CONSOLIDATED MEMORANDUM OF MARKS

PE 289257

EXAMINATION: MASTER OF BUSINESS ADMINISTRATION
(M. B. A.)

REF NO. 101408

DATE: 09/09/2016

NAME: K RANIYA

ROLL NO.: 216513672013

PARENT(S) NAME: K SATHYANARAYANA

SL. NO.	SUBJECT	U.E.		I.A.		UE+IA MARKS SECURED	YEAR OF PASSING
		MAX. MARKS	MARKS SECURED	MAX. MARKS	MARKS SECURED		
I-SEMESTER							
1	MANG. & ORGANIZATIONAL BEHAVIOR	80	41	20	18	59	MAY '15
2	MANAGERIAL ECONOMICS	80	36	20	18	54	FEB '14
3	FINANCIAL ACCOUNT. & ANALYSIS	80	38	20	19	57	FEB '14
4	MARKETING MANAGEMENT	80	34	20	19	53	FEB '14
5	STATISTICS FOR MANAGEMENT	80	54	20	18	72	FEB '14
6	BUSINESS LAW & ENVIRONMENT	80	40	20	18	58	FEB '14
7	I.T. APPLICATIONS FOR BUSINESS	60	49	20	18	67	FEB '14
8	INTR. TO INFORMATION TECH. (LAB)	20	17	==	==	17	FEB '14
II-SEMESTER							
1	HUMAN RESOURCE MANAGEMENT	80	36	20	19	55	JUL '14
2	BUSINESS PROCESS REENGINEERING	80	43	20	19	62	JUL '14
3	FINANCIAL MANAGEMENT	80	38	20	19	57	JUL '14
4	RESEARCH FOR MARKET DECISIONS	80	36	20	19	55	JUL '14
5	OPERATIONS RESEARCH	80	33	20	19	52	JUL '14
6	OPERATIONS MANAGEMENT	80	40	20	19	59	JUL '14
7	DECISION SUPPORT SYSTEMS	80	33	20	20	53	MAY '16
III-SEMESTER							
1	TOTAL QUALITY MANAGEMENT	80	34	20	19	53	DEC '14
2	INTERNATIONAL BUSINESS	80	46	20	19	65	DEC '14
3	MANAGERIAL COMMUNICATION	80	53	20	20	73	DEC '14
4	INVESTMENT MANAGEMENT	80	43	20	19	62	DEC '14
5	STRATEGIC MANG. ACCOUNTING	80	56	20	19	75	DEC '14
6	ORGANIZATIONAL DEVELOPMENT	80	40	20	20	60	DEC '14
IV-SEMESTER							
1	STRATEGIC MANAGEMENT	80	32	20	19	51	MAY '15
2	SUPPLY CHAIN MANAGEMENT	80	35	20	19	54	MAY '15
3	ENTREPRENEURIAL DEVELOPMENT	80	37	20	19	56	MAY '15
4	FINANCIAL RISK MANAGEMENT	80	37	20	19	56	MAY '15
5	LABOUR LAWS & EMPLOYEE RELA.	80	40	20	19	59	MAY '15
6	FINANCIAL SERVICES & SYSTEMS	80	42	20	19	61	MAY '15
7	PROJECT (GRADE)	GRD	A	==	==	==	MAY '15
8	VIVA-VOCE (GRADE)	GRD	A	==	==	==	MAY '15

TOTAL MARKS

Secured in words *ONE*FIVE*FIVE*FIVE*

TOTAL MARKS

IN FIGURES

2600

1555

RESULT: COMPLETED/SECOND DIVISION IN MAY/JUN, 2016

SECTION-INCHARGE

CONTROLLER OF EXAMINATIONS

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

Name:	P.Ramya	Joining Date:	03-11-2023	
Designation:	Accounts coordinator	Division:	Accountant	
Company:	Modi Properties	Prepared by:	Akhansha	
Site/Project:		Sign:		
Scan Id No.		Employee Sign:		
Sl. No.	Task list	Status as on date of joining (Yes /No/ NA)	Status in 2 weeks of joining. (Yes/ No/ NA)	
1.	Bio-Data fully filled and scanned?	YES		
2.	SSC Marksheet collected?	YES		
3.	HSC/Inter /Diploma Marksheet collected?	YES		
4.	Graduation Mark sheet//certificate collected?	YES		
5.	P.G. Marksheet/certificate collected?	YES		
6.	Experience Certificate collected?			
7.	Proof of salary of previous companies collected? (Salary Slip/certificate/ Form 16A)			
8.	Relieving Letter collected?			
9.	4 Passport Size Photographs collected?			
10.	2 Postcard Size Family Photographs collected (ESI) ?	YES		
11.	Aadhar card collected?	YES		
12.	Photo ID Proof collected?			
13.	PAN Card collected?	YES		
14.	2 Reference Letters collected?			
15.	Blood group certificate collected?			
16.	Employee ID Card form filled?	YES		
17.	Bank Account opening form filled?	YES		
18.	Group Medical insurance - form filled?	YES		
19.	Introduction email/viber message sent to staff?	YES		
20.	Contact card sent on viber?	YES		
21.	Desk assigned?	YES		
22.	Laptop given?	YES		
23.	Employee has smart mobile phone?	YES		
24.	Added to respective viber groups?	YES		
25.	Employee email id created?	YES		
26.	Visiting cards issued?	YES		
27.	Uniform issued?			
28.	Appointment letter signed?	YES		
29.	Job description details included in appointment letter?			
30.	Employee visited relevant sites?			
31.	Orientation given to employee?			
32.	Additional software required:	YES		
Remarks:				

Note: 1. Email, M-codex login & addition to viber groups must be done on first day of employment. 2. 30 minutes orientation program must be given by HR. 3. 30 minutes orientation program must be given by IT team wrt email, staff login, viber & M-codex. 4. All above tasks must be completed within 2 weeks. 4. This form must be uploaded on HR Vacancy viber group at the time of exit and after 2 weeks – along with label.