

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

Application for post of	Junior Engineering.		
Date of application	31-10-2022		
Application through	☐ Advertisement	☒ Referred by:	Snovani A

Personal Details:

Full Name	Thalla Tevana		
Age	21...years	Date of Birth	21/04/2002
Fathers Name	Thalla Gouri Chate		
Address for Correspondence	Kempally Girl's Hostel.		
Phone & Mobile	9603050813		
Permanent Address	Bhadradri Kothagudem Telangana		
Aadhar number	5792 6966 2096	Category	SC / ST / BC / Open

Education:

Post Graduation	Diploma civil Engineering.		
Name of college	Gout. polytechnic Kothagudem.		
Location	Kothagudem	Percentage marks	89%
Course type	☒ Regular Course ☐ Correspondence Course		
Year of completion	2019-2021	Medium of Instruction	English /Telugu/ Hindi

Degree/ Diploma	Diploma		
Name of college	Gout polytechnic Kothagudem		
Location	Kothagudem	Percentage marks	89%
Course type	☒ Regular course ☐ Correspondence Course		
Year of completion	2019-2021	Medium of Instruction	English /Telugu/ Hindi

Name of Inter/ Jr. College	Inter Vocational Junior college.		
Location	Kothagudem	Percentage marks	97%
Year of completion	2017-2018	Medium of Instruction	English /Telugu/ Hindi

Name of school	St. mary's girl's High school		
Location	Kothagudem	Percentage marks	83%
Year of completion	2016-2017	Medium of Instruction	English /Telugu/ Hindi

Experience & Employment Details:

Years of experience in relevant field	2021-2022
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Name of Company	RV Solutions		
Duration of employment	2021 years	From date: 11/11/2021	To date: 25/09/2022
Location	Kothagudem Bhadrachal Dist. Telangana.		
Designation			
Last drawn salary	10K.		
Number of employees in the company / branch?	5 member	Number of employees in your dept. or division?	4 member.
Brief description of work handled by you.	I have worked at front office at customer service as CCO, and I did all the system work as the company policies in the Realme Service & Samsung Service.		
Reason for leaving	Due to health issue for my mother.		

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)

Remarks by Admin.: (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	

Offer Details

Salary offered		Date of joining	
Remarks:			

DECLARATION

From:

Date: 31-10-2022

Thalla Tevana
Kothagudem

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 Te

Name: Tevana

Place: Hyderabad

Date: 31-10-2022

Resume

THALLA.JEEVANA

E-Mail id: jeevana143431@gmail.com

Mobile : +91 9603050813

Objective:

To be part of an organization that provides opportunity to work in a healthy and challenging environment to learn, grow and improve the scope for implementing my skills thereby contributing to the growth of organization.

Educational Qualification:

Course	Institution	University \ Board	Percentage	Year of completion
Diploma (Civil)	Govt college Kothagudem	SBTET	89.00	2021
INTER (OCATIONAL Civil)	Govt College, Bhadradi (Dist).	OCATIONAL INTER	97.30	2019
SSC	ST.Marys high school Kothagudem Bhadradi (Dist)	T.S Board	82.00	2017

Technical Skill:

➤ Packages : MS-Office,

Strengths:

- Ability to work as a team.
- Adjust to any environment.
- Good communication skills.

Hobbies:

- Reading Books.
- Listening to music.

Personal information:

Name	T.JEEVANA
Father Name	Gouse
Date of Birth	02-04-2002
Marital Status	Single
Sex	Female
Permanent Address	H.No:2-4-78, Budidagadda basthi, Kothagudem, Bhadradi(Dist), Pin: 507101.
Contact Number	+91 9603050813
Language known	ENGLISH, TELUGU, HINDI.

Declaration:

I hereby declare you that the information furnished above is true the best of my knowledge.

Date : 30-10-2022
Place : Hyderabad.

(THALLA.JEEVANA)



Board of Secondary Education TELANGANA STATE, INDIA

TS/CC 187318



SECONDARY SCHOOL CERTIFICATE

REGULAR PC/09/18152/0087389/4

Aadhaar No. 579269662096

CERTIFIED THAT : THALLA JEEVANA

FATHER'S NAME : THALLA GOUSE

MOTHER'S NAME : THALLA RAJESWARI

ROLL NO. : 1709101111

DATE OF BIRTH : 02/04/2002 (ZERO TWO APRIL TWO ZERO ZERO TWO)

SCHOOL : ST MARYS H S GIRLS KOTHAGUDEM, BHADRADRI KOTHAGUDEM DISTRICT

MEDIUM : ENGLISH

Has appeared and PASSED SSC EXAMINATION held in MARCH-2017

THE CANDIDATE SECURED THE FOLLOWING GRADE AND GRADE POINTS IN CURRICULAR AREAS :

SUBJECT	GRADE FA	GRADE SA	OVERALL GRADE	GRADE POINT
FIRST LANGUAGE : (TELUGU)	A1	B1	A2	09
THIRD LANGUAGE : ENGLISH	A1	A2	A2	09
MATHEMATICS :	A2	B1	B1	08
SCIENCE :	A1	C1	B2	07
SOCIAL STUDIES :	A1	B1	B1	08
SECOND LANGUAGE: (HINDI)	A1	B1	B1	08

Cumulative Grade Point Average (CGPA) :



8.2

CO-CURRICULAR AREAS :

SUBJECT	GRADE	SUBJECT	GRADE
VALUE EDUCATION & LIFE SKILLS	A+	WORK & COMPUTER EDUCATION	A+
ART & CULTURAL EDUCATION	A	PHYSICAL & HEALTH EDUCATION	A+

Marks of Identification : 1. A MOLE ON THE FOREHEAD
2. A MOLE ON THE LEFT HAND

Head of Institution
with School Stamp

Sr. Theresa Allam
HEADMISTRESS

St. Mary's High School
KOTHAGUDEM - 507101

Date of issue : 03rd May 2017

SECRETARY
BOARD OF SECONDARY EDUCATION
TELANGANA STATE, HYDERABAD

1. Any corrections in the certificate will not be entertained after one year from the date of issue.
2. Any unauthorised correction in the certificate will result in cancellation of certificate.
3. The grades with asterisk indicate the old grades secured in previous appearances.

2017



Memorandum of Marks

(REGULAR)

MARCH - 2019

TS-B 1248995



T. Jeevana

Name of the Candidate : THALLA JEEVANA
 Father's Name : THALLA GOUSE
 Mother's Name : THALLA RAJESWARI
 Name of the Course : CONSTRUCTION TECHNOLOGY (C.T)
 College / Dist : 44002 / 44

Course Code : 310

PH Code : Com : 11 Regd No.: 1944510008 Medium : ENGLISH

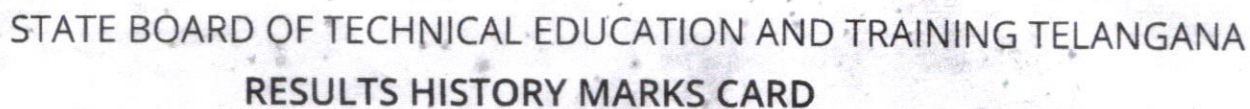
Subject		Maximum Marks	Marks Secured
<u>FIRST YEAR</u>			
PC PART-A			
01 ENGLISH -I		050	45 * P
02 GENERAL FOUNDATION COURSE		050	47 * P
<u>PART-B THEORY</u>			
11 CONSTRUCTION MATERIALS		050	49 * P
12 SURVEYING THEORY		050	47 * P
13 ENGINEERING MECHANICS		050	49 * P
<u>PRACTICALS</u>			
21 CONSTRUCTION MATERIAL LAB		050	50 * P
22 SURVEYING LAB-I		050	50 * P
23 ENGINEERING DRAWING		050	50 * P
<u>PART-C</u>			
31 ON THE JOB TRAINING		100	100 * P
<u>SECOND YEAR</u>			
<u>PART-A</u>			
51 ENGLISH -II		050	47 P
52 GENERAL FOUNDATION COURSE		050	43 P
<u>PART-B THEORY</u>			
61 CONSTRUCTION PRACTICE		050	48 P
62 ESTIMATING & COSTING		050	48 P
63 HIGHWAYS & CONSTRUCTION MANAGEMENT		050	50 P
<u>PRACTICALS</u>			
71 CONSTRUCTION PRACTICE LAB		050	50 P
72 SURVEYING LAB-II		050	50 P
73 AUTO CAD LAB		050	50 P
<u>PART-C</u>			
81 ON THE JOB TRAINING		100	100 P
Total in Figures	Total in Words	Result	Date
973	*NINE**SEVEN***THREE*	A GRADE	18-04-2019

NOTE
 GRADE A >=75%
 GRADE B >=60% and <75%
 GRADE C >=50% and <60%
 GRADE D >=35% and <50%

Env. Edu : QUALIFIED
 Eth. Edu : QUALIFIED

[Signature]

CONTROLLER OF EXAMINATIONS



PIN		NAME							BRANCH			SCHEME			
18046-C-401		THALLA JEEVANA							C			C18			
SUBJECT CODE	SUBJECT NAME	MAX CREDITS	MID SEM1 (20)	MID SEM2 (20)	INTERNAL (20)	END SEM (40)	SUBJECT TOTAL (100)	GRADE	GRADE POINTS	CREDITS EARNED	TOTAL GRADE POINTS	R/S	EXAM MONTH YEAR	EXAM STATUS	
3SEM															
18C-301F	APPLIED ENGINEERING MATHEMATICS	3	10.00	15.00	19	21.00	65	B	7	3	21	R	Nov-Dec 2019	P	
18C-302C	ENGINEERING MECHANICS	3	12.00	8.25	19	16.00	55	B	7	3	21	R	Nov-Dec 2019	P	
18C-303C	BUILDING MATERIALS AND CONSTRUCTION PRACTICE	3	16.00	17.50	19	23.00	76	B+	8	3	24	R	Nov-Dec 2019	P	
18C-304C	ADVANCED SURVEYING	3	15.50	17.00	19	24.00	76	A	9	3	27	R	Nov-Dec 2019	P	
18C-305C	TRANSPORTATION ENGINEERING	3	18.00	20.00	19	25.50	83	A	9	3	27	R	Nov-Dec 2019	P	
18C-306P	BUILDING DRAWING LAB PRACTICE	1.5	9.00	8.00	19	36.00	72	B	7	1.5	10.5	R	Nov-Dec 2019	P	
18C-307P	MATERIAL TESTING LAB PRACTICE	1.5	20	20	19	37	96	A+	10	1.5	15	R	Nov-Dec 2019	P	
18C-308P	ADVANCED SURVEYING LAB PRACTICE	1.5	20	20	19	36	95	A+	10	1.5	15	R	Nov-Dec 2019	P	
18C-309P	CIVIL ENGG CAD LAB PRACTICE	1.5	20	19	18	36	93	A+	10	1.5	15	R	Nov-Dec 2019	P	
18C-310P	COMMUNICATION SKILLS AND LIFE SKILLS LAB PRACTICE	1.5	18	19	19	38	94	A+	10	1.5	15	R	Nov-Dec 2019	P	
Rubrics		2.5	-	-	-	-	-	-	-	2.5	-	R		P	
Semester Total		25									25	190.5			
Semester Grade Point Average(SGPA) (190.5/22.5)											8.47				
4SEM															
18C-401F	ADVANCED ENGINEERING MATHEMATICS	3	18.00	11.00	18	14.00	61	B+	8	3	24	R	OCT-2020	P	
18C-402C	STRENGTH OF MATERIALS	3	10.00	8.00	18	21.00	57	B+	8	3	24	R	OCT-2020	P	
18C-403C	HYDRAULICS	3	16.50	14.00	18	16.00	65	B+	8	3	24	R	OCT-2020	P	
18C-404C	QUANTITY SURVEYING	3	17.00	12.00	19	24.00	72	B+	8	3	24	R	OCT-2020	P	
18C-405C	IRRIGATION ENGINEERING	3	7.00	17.00	18	37.00	79	B+	8	3	24	R	OCT-2020	P	
18C-406P	CIVIL ENGINEERING DRAWING	1.5	11.00	18.00	19	35	83	A	9	1.5	13.5	R	OCT-2020	P	
18C-407P	HYDRAULICS LAB	1.5	16	17	19	33	85	A	9	1.5	13.5	R	OCT-2020	P	
18C-408P	MODERN SURVEYING LAB	1.5	16	16	20	36	88	A	9	1.5	13.5	R	OCT-2020	P	
18C-409P	CIVIL ENGINEERING WORKSHOP	1.5	ab	15	19	38	72	B	7	1.5	10.5	R	OCT-2020	P	
18C-410P	ADVANCED COMMUNICATION SKILLS AND LIFE SKILLS	1.5	18	18	18	38	92	A+	10	1.5	15	R	OCT-2020	P	
Rubrics		2.5	-	-	-	-	-	-	-	2.5	-	R		P	
Semester Total		25									25	186			
Semester Grade Point Average(SGPA) (186/22.5)											8.27				
5SEM															

SUBJECT CODE	SUBJECT NAME	MAX CREDITS	MID SEM1 (20)	MID SEM2 (20)	INTERNAL (20)	END SEM (40)	SUBJECT TOTAL (100)	GRADE	GRADE POINTS	CREDITS EARNED	TOTAL GRADE POINTS	R/S	EXAM MONTH YEAR	EXAM STATUS
18C-501C	Reinforced Concrete Structures	3	12	12	19	24	67	A	9	3	27	R	March 2021	P
18C-502C	Construction Management & Entrepreneurship	3	17	17	20	34	88	A+	10	3	30	R	March 2021	P
18C-503C	Water Supply And Sanitary Engineering	3	13	13	18	27	71	A	9	3	27	R	March 2021	P
18C-504EB	Steel structures	3	10	10	18	21	59	B+	8	3	24	R	March 2021	P
18C-505EA	Soil Mechanics	3	13	13	15	25	66	A	9	3	27	R	March 2021	P
18C-506P	Structural Engineering Drawing	1.5	11	11	20	22	64	C+	6	1.5	9	R	March 2021	P
18C-507P	Construction Technology Lab	1.5	18	18	15	38	89	A	9	1.5	13.5	R	March 2021	P
18C-508P	Civil Engineering Computer Applications Lab	1.5	18	17	20	37	92	A+	10	1.5	15	R	March 2021	P
18C-509P	Programming in C Lab Practice	1.5	17	16	20	34	87	A	9	1.5	13.5	R	March 2021	P
18C-510P	Project Work	1.5	18	18	20	38	94	A+	10	1.5	15	R	March 2021	P
	Rubrics	2.5	-	-	-	-	-	-	-	2.5	-	R	March 2021	P
Semester Total		25								25	201			
Semester Grade Point Average(SGPA) (201/22.5)											8.93			
6SEM														
18C-601P	INDUSTRIAL TRAINING	25	288	291	286	90	955	A+	10	25	250	R	DECEMBER-2020	P
Semester Total		25								25	250			
Semester Grade Point Average(SGPA) (250/25)											10			
Course Total		100								100	827.5			
Cumulative Grade Point Average(CGPA) (827.5/92.5)											8.95			

Abbreviations

R - Regular Exam

S - Supplementary Exam

P - Pass

F - Fail

MP - MalPractice

W - Wanting

UE - Under Evaluation

06-10-2021 18:03:17 GMT+0530 (India Standard Time)

Experience & Employment Details:

Years of experience in relevant field	2021-2022.
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Name of Company	RV Solutions		
Duration of employment	2021 years	From date: 11/11/2021	To date: 25/09/2022.
Location	Kothagudem Bhadrachal Dist. Telangana.		
Designation			
Last drawn salary	10K.		
Number of employees in the company / branch?	5 member	Number of employees in your dept. or division?	4 member.
Brief description of work handled by you.	I have worked at front office at customer service as cco, and I did all the system work as the company policies in the Realme Service & Samsung Service.		
Reason for leaving	Due to health issue for my mother.		

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)

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

Name:	T. Teewana	Joining Date:	1/11/2022
Designation:	Asst. Engineer	Division:	Construction
Company:	MRGV	Prepared by:	T. Teewana
Site/Project:	BRGV	Sign:	[Signature]

Sl. No.	Description	Status Yes / No/ NA/ Done
1.	SSC Marksheet collected?	Yes
2.	HSC/Inter /Diploma Marksheet collected?	Yes
3.	Graduation Mark sheet//certificate collected?	Yes
4.	P.G. Marksheet/certificate collected?	NA
5.	Experience Certificate collected?	NA
6.	Proof of salary of previous companies collected? (Salary Slip/certificate/ Form 16A)	NA
7.	Relieving Letter collected?	Yes
8.	4 Passport Size Photographs collected?	NO
9.	2 Postcard Size Family Photographs collected?	Yes
10.	Residence Proof collected?	Yes
11.	Photo ID Proof collected?	Yes
12.	PAN Card collected?	NO
13.	2 Reference Letters collected?	NA
14.	Blood group certificate collected?	NO
15.	Employee ID Card form filled?	NA
16.	Bank Account form filled?	NA
17.	Medical insurance proposal form filled?	NA
Task to be explained?		
1.	Send introduction email/inform through viber to staff	Yes
2.	Desk - Prepare employee work area or arrange Desk	Yes
3.	Laptop - Arrange computer access/laptop	Yes
4.	SIM - CUG Airtel new connection/portability	NA
5.	Smart mobile phone – check / provide	NO
6.	Viber - Add in Groups	Yes
7.	Create employee email ID	Yes
8.	Visiting Cards	NO
9.	Uniform, wherever required	NO
10.	Office Rules : Timings, leave policy, & uniform etc., as per circulars	Yes

Remarks: