

MEMO

DATE & FROM:	TO & REMARKS.
18-12-23	MD
Jairam	
	S. Ragapriya - FD Sales
	- BBA Candidate
	- Good at English
	① Rajkumar - Commented - She is Confident, Communication is good.
	② Anand Mehta - Commented - looks ok.
	She underwent 2 months practical Training in Marketing in field to explain about products to Customers & agents
	we can appoint her immediately - she will stay in Hostel near to Site
	- Needs some training at site to understand procedures.
	for approval

sales executive

Bio-Data

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

Application for post of	(FD) Sales Executive	Application date:	16th Dec 2023
Application through	☒ Advertisement ☐ Referral		
Referred by/ Advertisement	Specify Source: Newspaper/Job portal/Social media: <u>LinkedIn</u>		

Personal Details:

Full Name	Sairi Ragapriya		
Age	24 years	Date of Birth	09/05/1998
Fathers Name	Sairi Bikshapathi		
Address for Correspondence	16-6-24, perukawada, warangal, Telangana.		
Mobile no.	8185856636	Email id	sairiragapriya0998@gmail.com
Permanent Address	16-6-24, perukawada, warangal.		
Aadhar number	536278089053	Category	SC / ST / BC / Open

Education:

Name of P.G. Course			
Specialization			
Name of college			
Location		Percentage marks	
Course type	☐ Regular Course ☐ Correspondence Course		
Year of completion		Medium of Instruction	English / Telugu / Hindi

Name of Degree Course	Bachelor's Business Administration (BBA)		
Specialization	(Finance)		
Name of college	Bharathi Degree college.		
Location	warangal	Percentage marks	78%
Course type	☒ Regular Course ☐ Correspondence Course		
Year of completion	2020	Medium of Instruction	English / Telugu / Hindi

Name of Inter/ Diploma Course	CEC		
Name of college	S.R. Junior college		
Location	warangal	Percentage marks	78%
Year of completion	2016	Medium of Instruction	English / Telugu / Hindi

Name of school	vivekanandha model school		
Location	warangal	Percentage marks	78%
Year of completion	2014	Medium of Instruction	English / Telugu / Hindi

Joined 2017 to 2020
Subjects
Economics
HR
Admin
Statist
Data Sci
Engl
Insh
etc

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 <i>Tally</i>	<i>learned</i>

Two Wheeler / Car:

Make	<i>—</i>	Year	<i>—</i>
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Family Details:	Name	Age	Occupation/ Study	Company/ Education institution
Father	<i>Bikshapathi</i>	<i>55</i>	<i>Business</i>	<i>degree</i>
Mother	<i>Kalyani</i>	<i>45</i>	<i>10th Housewife. 10th</i>	
Wife / Husband	<i>—</i>	<i>—</i>		
Son / Daughter	<i>—</i>	<i>—</i>		
Son / Daughter	<i>—</i>	<i>—</i>		
Son / Daughter	<i>—</i>	<i>—</i>		
Brother / Sister	<i>Supriya</i>	<i>28</i>	<i>panchayat secretary</i>	<i>B.tech</i>
Brother / Sister	<i>Mahesh</i>	<i>19</i>	<i>8</i>	

*father is businessman
glad shop.*

Salary Details:

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

Last Drawn Salary	<i>15,000 / —</i>		
Does the above salary include:	ESI: ☐ Yes ☐ No	PF: ☐ Yes ☐ No	
	Conveyance: ☐ Yes ☐ No	Mobile Allowance: ☐ Yes ☐ No	
Expected Salary	<i>18,000 / —</i>		
Earliest date of joining	<i>Immediate</i>		

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	

will provide form

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	Fresher.				
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: 16th Dec 2023

Sairi. Ragapriya.

Warangal.

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. Ragapriya

Name: S. Ragapriya

Place: Warangal

Date: 16th Dec 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	.

- Attended - practical training at InfoLab for 2 months to marketing.
 - used to visit customers and explain the products (field).
 - good *Pin* - More than 2 years committed.
 - Can stay at *Hester*

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	18000/-

Good communication, have very much confidence
 Immediate she will join
PL

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

Recommendation	☒ Employ ☐ Reject ☒ Short list & decide later
Recommended salary	<i>looks ok</i> <i>Tai kun to de</i>

W


Offer Details

Salary offered		Date of joining	
Remarks:			

EXTRA CURRICULAR ACTIVITIES

Organized and hosted the management event 'SAYONARA' at BHARATHI degree college.

FREE TIME ACTIVITIES

- Boutique eminent designing
- Creative thinking

PERSONAL TRAITS

- Self confidence with optimistic beliefs
- Organizing skills
- Leadership Quality
- Initiative and Adaptable

PERSONAL PROFILE

Father's Name : S.Bikshapathi
Mother's Name : S.Kalyani
Date of birth : 09-05-1998
Married status : Unmarried
Nationality : Indian
Languages known : Telugu, English, Hindi.
Address : #16-6-24, Head Post Office, Under Bridge, Warangal.

PLACE :

Date :

(RAGAPRIYA SAIRI)

181855

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

Name:	Savitri Ragavirya	Joining Date:	20 Dec 2023
Designation:	Sales Executive	Division:	sale
Company:	modi Properties	Prepared by:	Achansher
Site/Project:	NGH. Pochasam	Sign:	Achansher
Scan Id No.		Employee Sign:	f. kumari

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?		
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?		
6.	Experience Certificate collected?	Yes	
7.	Proof of salary of previous companies collected? (Salary Slip/certificate/ Form 16A)		
8.	Relieving Letter collected?	Yes	
9.	4 Passport Size Photographs collected?	Yes	
10.	2 Postcard Size Family Photographs collected (ESI) ?	Yes	
11.	Aadhar card collected?	Yes	
12.	Photo ID Proof collected?	Yes	
13.	PAN Card collected?	Yes	
14.	2 Reference Letters collected?	Yes	
15.	Blood group certificate collected?	Yes	
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?	Yes	
28.	Appointment letter signed?	Yes	
29.	Job description details included in appointment letter?	Yes	
30.	Employee visited relevant sites?	Yes	
31.	Orientation given to employee?	Yes	
32.	Additional software required:	Yes	
33.	Send email to TATA Insurance	Yes	
34.	Send email to consultant Vamshi and co. with attachments	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.

018194



KAKATIYA UNIVERSITY
WARANGAL, TELANGANA STATE, INDIA - 506 009

CONSOLIDATED GRADE SEMESTER REPORT
(Choice Based Credit System)

193

BACHELOR OF BUSINESS ADMINISTRATION



CANDIDATE'S NAME : SAIRI RAGAPRIYA
FATHER'S NAME : SAIRI BHIKSHAPATHI
ROLL No. : 193171846

PART	SUBJECT NAME	CREDITS	GRADE	YEAR OF PASSING	PART	SUBJECT NAME	CREDITS	GRADE	YEAR OF PASSING
I-YEAR, I-SEMESTER SGPA: 7.64					I-YEAR, II-SEMESTER SGPA: 6.71				
1	ENGLISH - I	4	A	Dec'16	1	ENGLISH - II	4	C	May'17
	SANSKRIT - I	4	A	Dec'16		SANSKRIT - II	4	A	May'17
2	ENVIRONMENTAL STUDIES	2	A	Dec'16	2	GENDER SENSITIZATION	2	B	May'17
	BUSINESS ENVIRONMENT	4	A	Dec'16		CORPORATE FINANCIAL ACCOUNTING	4	D	May'17
	BUSINESS ECONOMICS	4	O	Dec'16		BUSINESS STATISTICS - I	4	O	May'17
	FINANCIAL ACCOUNTING	4	B	Dec'16		PRINCIPLES OF MANAGEMENT	4	B	May'17
	INFORMATION TECHNOLOGY	3	A	Dec'16		PRINCIPLES OF BANKING	4	A	May'17
	INFORMATION TECHNOLOGY - LAB	1	O	Dec'16					
II-YEAR, I-SEMESTER SGPA: 6.95					II-YEAR, II-SEMESTER SGPA: 8.34				
1	ENGLISH - III	4	A	Dec'17	1	ENGLISH - IV	4	A	May'18
	SANSKRIT - III	4	A	Dec'17		SANSKRIT - IV	4	A	May'18
2	COMMUNICATION SKILLS	2	A	Dec'17	2	BUSINESS RESEARCH LAB	2	A	May'18
	FINANCIAL MANAGEMENT	4	B	Dec'17		COST ACCOUNTING	4	A	May'18
	MARKETING MANAGEMENT	4	B	Dec'17		MANAGERIAL COMMUNICATION	4	A	May'18
	HUMAN RESOURCE MANAGEMENT	4	A	Dec'17		BUSINESS LAWS	4	O	May'18
	BUSINESS STATISTICS	4	A	Dec'17		FOREIGN TRADE	4	O	May'18
III-YEAR, I-SEMESTER SGPA: 7.07					III-YEAR, II-SEMESTER SGPA: 7.01				
2	SOFT SKILLS	4	A	Nov'18	2	ADVANCED CORPORATE FINANCIAL ACCOUNT.	4	D	May'19
	MANAGEMENT ACCOUNTING	4	B	Nov'18		FINANCIAL MARKETS	4	A	May'19
	PRODUCTION MANAGEMENT	4	A	Nov'18		INCOME TAX - II	4	B	May'19
	INCOME TAX-I	4	B	Nov'18		E-BUSINESS	4	C	May'19
	ENTREPRENEURSHIP	4	A	Nov'18		PORTFOLIO MANAGEMENT	4	B	May'19
	FINANCE - I SECURITY ANALYSIS	4	A	Nov'18		CORPORATE TAX PLANNING	4	A	May'19
	FINANCE - II INTERNATIONAL FIN. MGMT.	4	B	Nov'18		PROJECT REPORT - VIVA-VOICE	4	O	May'19
Total Marks		Credits	CGPA	C.F.	Division		Year of Passing		
Part-1	594 / 800	32	7.43	-0.05	FIRST WITH DISTINCTION		MAY 2018		
Part-2	2318 / 3200	128	7.24	0.04	FIRST WITH DISTINCTION		MAY 2019		
Overall	2912 / 4000	160	7.28	0.00	FIRST WITH DISTINCTION		MAY 2019		

Percentage of Marks = (CGPA x 10) + Correction Factor (C.F.)

Please see overleaf for Grading System

Section In-Charge

Supdt./A.R.

Controller of Examinations

Date of Issue : 18/10/2019

VIVEKANANDA MODEL HIGH SCHOOL

Recognised by Govt. of A.P.
ENGLISH MEDIUM
SHIVANAGAR, WARANGAL-2

DATE OF BIRTH CERTIFICATE

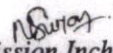
This is to Certify that Kumar/Kumari..... SATRI RAGAPRIYA.....

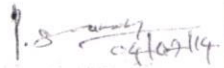
D/o S/o Sri..... SATRI BHIKSHAPATHI..... Was a student of this Institution

during the year..... 2001..... to..... 2014..... Her/His date of birth as per the record

of this institutions is..... 09-05-1998.....

(in words)..... ZERO NINE MAY ONE NINE NINE EIGHT.....


Admission Incharge


Head of the Institution

आयकर विभाग
INCOME TAX DEPARTMENT



भारत सरकार
GOVT. OF INDIA

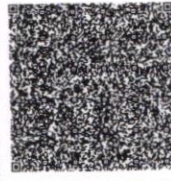


नाम / Name
SAIRI RAGAPRIYA

पिता का नाम / Father's Name
BHIKSHAPATHI SAIRI

जन्म की तारीख /
Date of Birth
09/05/1998

स्थायी लेखा संख्या कार्ड
Permanent Account Number Card
OAWPS9705N



22032021

S Ragapriya
हस्ताक्षर / Signature

Patient Name : **Mrs RAGAPRIYA SAIRI**
Age /Gender : 24 Year(s) /Female
Ref. Doctor : WALK IN
Ref. Customer :
Sample / SID : WB EDTA / 77194

Patient ID : **24968**
Ordered By :
Sample Drawn Date : SKD110
Registraton Date : 2023-12-20 19:41
Reporting Date : 2023-12-20 19:41
2023-12-20 19:59

HEMATOLOGY

TEST DESCRIPTION	RESULT	UNITS	BIOLOGICAL REFERENCE RANGE
Blood Grouping (A B O) and Rh typing			
Blood Group	B		
Rh Typing	Positive		

---End of report---



Dr.K.Kiran (MD)

LSR Plaza, 1-8-64/2, Plot # 2, North Kamalanagar Bus Stop, Near ECIL X Roads, Hyderabad - 500 062.

PH: 040-27146149, 8466996144

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