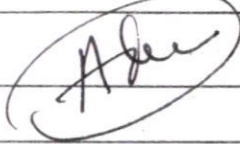


MEMO

DATE & FROM:	TO & REMARKS.
07/6/24 Jai Kumar	MD 
	* Rajendar - Admin Manager
	- Communications Good
	= 10 years experience
	- Property Management Infrastructure
	- Logistics
	- Calenda Insurance.
	- RTA work
	- Security
	- House Keeping etc.
	Salary Expectation 50000/-
	Relocation - 38K to 40K

Bio-Data

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



Application for post of	Manager - Administration	Application date:	07/06/19
Application through	☒ Advertisement	☐ Referral	
Referred by/ Advertisement	Specify Source: Newspaper/Job portal/Social media: Naukri.Com		

Personal Details:

Full Name	Rajendar Kadthuri		
Age	35 years	Date of Birth	14/02/1988
Fathers Name	Komuraiah Kadthuri		
Address for Correspondence	#138 street No: 06 Bhavani colony Bandlaguda Jagir, Hyderabad		
Mobile no.	9739740300	Email id	rajendar.kadthuri@gmail.com
Permanent Address	#4-29, Gollapally, Narsampet Warangal		
Aadhar number	4510 6897 0610	Category	SC / ST / BC / Open

Education:

Name of P.G. Course	MBA		
Specialization	Finance & Marketing		
Name of college	National Institute of Technology, Durgapur (W.B)		
Location	Durgapur	Percentage marks	62%
Course type	☒ Regular Course	☐ Correspondence Course	
Year of completion	2013	Medium of Instruction	English / Telugu / Hindi
Name of Degree Course	B.Tech		
Specialization	Computer Science		
Name of college	Kakatiya University		
Location	Kothagudem	Percentage marks	65%
Course type	☒ Regular Course	☐ Correspondence Course	
Year of completion	2010	Medium of Instruction	English / Telugu / Hindi
Name of Inter/ Diploma Course	Inter medical (12th)		
Name of college	Brunodaya Jr. College	Percentage marks	90%
Location	Warangal	Percentage marks	
Year of completion	2006	Medium of Instruction	English / Telugu / Hindi
Name of school	ZPS Kammampally		
Location	Narsampet	Percentage marks	91%
Year of completion	2004	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	TVS	Year	2019
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Family Details:	Name	Age	Occupation/ Study	Company/ Education institution
Father	Komurath	60+	Agriculture	Passed away.
Mother	Susheela	52	"	
Wife / Husband	Ankitha	27	Housewife	Graduate
Son / Daughter	Son Aditya	3		
Son / Daughter				
Son / Daughter				
Brother / Sister				
Brother / Sister				

Married in 2021.

Salary Details:

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

Last Drawn Salary	33,000		
Does the above salary include:	ESI: ☐ Yes ☐ No	PF: ☐ Yes ☒ No	
	Conveyance: ☐ Yes ☒ No	Mobile Allowance: ☐ Yes ☒ No	
Expected Salary	50,000		
Earliest date of joining	17 th June - Immediate		

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	

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		10+ years	
Name of Company	Pragati Green meadows & Resorts		
Duration of employment	0.7 years	From date: 01/11/2023	To date: 11/05/2024
Location	Tubilee hills		
Designation	Asst. Manager - Administration		
Last drawn salary	32,000		
Number of employees in the company / branch?	1000+	Number of employees in your dept. or division?	
Brief description of work handled by you.	office administration, vendor management security & house keeping management processing bills, Infrastructure mgmt. vehicle management, petty cash etc.		
Reason for leaving	No Hike		

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

- Reporting to HR Head - Mr. Satyanarayana Reddy.
- 20+ people working under you
- Maintenance of Calender

Name of Company	Balaji Institute of Technology & Science		
Duration of employment	3 years	From date: 31/01/2020	To date: 31/05/2023
Location	Warangal		
Designation	Faculty Manager		
Last drawn salary	30,000/-		
Number of employees in the company / branch?		Number of employees in your dept. or division?	
Brief description of work handled by you.	vendor management, security & house keeping mgmt, Payments processing Infrastructure management, Transportation mgmt petty cash & vehicle management etc.		
Reason for leaving	Was Interested to Shift to Hyderabad.		

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

Name of Company	Innovative		
Duration of employment	6 years	From date: 17.01.2013	To date: 31.12.2019
Location	Bangalore		
Designation	Team lead		
Last drawn salary	30,000		
Number of employees in the company / branch?		Number of employees in your dept. or division?	
Brief description of work handled by you.	office administration, HR work, transportation, processing bills, warehouse management etc.		
Reason for leaving	Due to father passed away, shifted to hometown to take care of family		

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

— Reporting to MD
— Total employees worked under him 15+
—

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:

Mr. Rajendar Kadthuri
Bhevari colony
Hyderabad.

Date: 07/06/2024

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 K. Rajendar

Name: K. Rajendar

Place: Hyderabad

Date: 07/06/2024

$$\begin{array}{r}
 35000 \\
 -1800 \\
 \hline
 33200 \\
 -1800 \\
 \hline
 31400 \\
 -200 \\
 \hline
 31200
 \end{array}$$

2177

$$\begin{array}{r}
 31200 \\
 -2177 \\
 \hline
 33377
 \end{array}$$

Net

$$\begin{array}{r}
 37000 \\
 -1800 \\
 \hline
 35200 \\
 -1800 \\
 \hline
 33400 \\
 -1154 \\
 \hline
 35508
 \end{array}$$

2215

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	38000 - 40,000/-

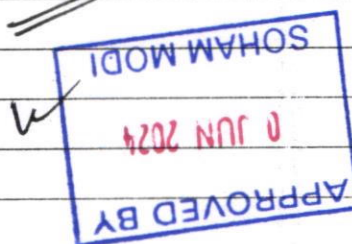
Good - 10+ years -> Infrastructure Management (Property Management)
 -> Logistics Management
 -> Travel agent - Correspondence
 Calendars -> Insurance of vehicles - Repair & Maintenance
 RTA works, Security, Housekeeping etc

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	38k



Offer Details

Salary offered		Date of joining	
Remarks:			

RESUME

RAJENDAR KADTHURI

Cell: +91- 973 974 0300

E-mail: rajendar.kadthuri@gmail.com

CAREER OBJECTIVE:

My goal is to become associated with a company where I can utilize my skills in the field and gain further experience while enhancing the company's productivity and reputation and to acquire a challenging career at the position with company utilizing the opportunity to offer proven and developing skills within the company.

EDUCATION QUALIFICATION:

- **MBA (Finance)** from NIT Durgapur, West Bengal. — 2013
- **B.Tech (CSE)** from University College of Engineering (kakatiya university), Badradri Kothagudem, Telangana. — 2010

WORK EXPERIENCE:

Pragati Green Meadows and Resorts Ltd

Designation: Asst. Manager (Administration)

Job Responsibility:

- Vendor management, contracting and negotiation skills. Identifying new vendors.
- handling Facility management & office infrastructure management, Develop and maintain a schedule for regular maintenance and repairs.
- Annual Maintenance Contract for all critical equipment
- Budgeting and monitoring the expenses
- Invoice Validation and Processing for payments
- Vehicle Management (It includes PMS, Running Repairs, Insurance etc.)
- Responsible for handling all travel related inquiries and providing a one-stop travel solution to all the stakeholders
- Work on MIS reports
- Work on cost control
- Handling Petty cash

Balaji Institute of Technology and Science

Designation: Facility Manager

Job Responsibility:

- Supervise Facilities staff and communicate with external Contractors and Vendors
- Overseeing services like Housekeeping, Transportation for Students & staff, Hospitality, building Management etc.

INNOVATVE, Bangalore

Designation: Team Leader

Job Responsibility:

- Managing the daily operations of branch & Handling Various departments (Marketing, Warehouse & Administration)
- Evaluating day to day sales
- Staff recruitment and staff training as per requirement.

PROFESSIONAL SKILLS:

- Computer Fundamentals
- Hands on MS-Office
- Data Entry

CAPABILITIES:

- An adaptable person that adjust to other needs
- Patient and tend to effectively work even under pressure
- Enthusiastic in learning new stuff
- Motivated and determined person, especially in my work

PERSONAL DETAILS:

Name : Rajendar Kadthuri
Father's Name : Komuraiah Kadthuri
Gender : Male
Date of Birth : 14-02-1988
Marital Status : Married
Nationality : Indian
Languages Known : English, Telugu, and Hindi

DECLARATION:

I hereby declare that the information provided here is true to the best of knowledge.

Date: 07/06/2024
Place: Hyderabad


(Rajendar Kadthuri)