

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

|                         |                                        |                                                  |              |
|-------------------------|----------------------------------------|--------------------------------------------------|--------------|
| Application for post of | Lady Engineer                          |                                                  |              |
| Date of application     | 5/11/2022                              |                                                  |              |
| Application through     | <input type="checkbox"/> Advertisement | <input checked="" type="checkbox"/> Referred by: | B. Meenakshi |

Brother's friend.

**Personal Details:**

|                            |                                                                      |               |                     |
|----------------------------|----------------------------------------------------------------------|---------------|---------------------|
| Full Name                  | NATWA - SAI SHIVANI                                                  |               |                     |
| Age                        | 22 years                                                             | Date of Birth | 20/10/2000          |
| Fathers Name               | N. VENKATESHWARLU                                                    |               |                     |
| Address for Correspondence | Shadnagar, Pappireddyguda<br>Venkateshwarax Hacheries PVT, Ramareddy |               |                     |
| Phone & Mobile             | 6303638416                                                           |               |                     |
| Permanent Address          | Shadnagar, Pappireddyguda<br>Venkateshwarax Hacheries PVT, Ramareddy |               |                     |
| Aadhar number              | 8550 4921 3120                                                       | Category      | SC / ST / BC / Open |

**Education:**

|                    |                                                                                        |                       |                          |
|--------------------|----------------------------------------------------------------------------------------|-----------------------|--------------------------|
| Post Graduation    |                                                                                        |                       |                          |
| Name of college    |                                                                                        |                       |                          |
| Location           |                                                                                        | Percentage marks      |                          |
| Course type        | <input type="checkbox"/> Regular Course <input type="checkbox"/> Correspondence Course |                       |                          |
| Year of completion |                                                                                        | Medium of Instruction | English / Telugu / Hindi |
|                    |                                                                                        |                       |                          |

|                    |                                                                                                   |                       |                          |
|--------------------|---------------------------------------------------------------------------------------------------|-----------------------|--------------------------|
| Degree/ Diploma    | B.Tech - CIVIL -                                                                                  |                       |                          |
| Name of college    | Malla Reddy Institute of Technology and science                                                   |                       |                          |
| Location           | Medchal                                                                                           | Percentage marks      | 60-1.                    |
| Course type        | <input checked="" type="checkbox"/> Regular course <input type="checkbox"/> Correspondence Course |                       |                          |
| Year of completion | 2022                                                                                              | Medium of Instruction | English / Telugu / Hindi |

|                            |                              |                       |                          |
|----------------------------|------------------------------|-----------------------|--------------------------|
| Name of Inter/ Jr. College | Sri Chaitanya Junior College |                       |                          |
| Location                   | Dilsukhnagar                 | Percentage marks      | 81                       |
| Year of completion         | 2018                         | Medium of Instruction | English / Telugu / Hindi |

|                    |                           |                       |                          |
|--------------------|---------------------------|-----------------------|--------------------------|
| Name of school     | Kasthakeya Concept School |                       |                          |
| Location           | B.N. Reddy                | Percentage marks      | 77                       |
| Year of completion | 2016                      | Medium of Instruction | English / Telugu / Hindi |



|                                         |  |
|-----------------------------------------|--|
| Description of other courses or diploma |  |
|                                         |  |

### Computer Skills:

|           |                                                                                                                                       |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------|
| MS Office | <input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor                               |
| MS Word   | <input type="checkbox"/> Good <input checked="" type="checkbox"/> Average <input type="checkbox"/> Poor                               |
| MS Excel  | <input type="checkbox"/> Good <input checked="" type="checkbox"/> Average <input type="checkbox"/> Poor                               |
| Auto CAD  | <input type="checkbox"/> Good <input checked="" type="checkbox"/> Average <input type="checkbox"/> Poor <input type="checkbox"/> N.A. |
| Email     | <input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor                               |
| Other     |                                                                                                                                       |

### Two Wheeler / Car:

|      |  |      |  |
|------|--|------|--|
| Make |  | Year |  |
|------|--|------|--|

| Family Details:  | Name          | Age | Occupation/ Study | Company/ Education institution |
|------------------|---------------|-----|-------------------|--------------------------------|
| Father           | Venkateshwaru | 44  | occupation        | Venkateshwaru                  |
| Mother           | Prababathi    | 42  | occupation        | Venkateshwaru                  |
| Wife / Husband   |               |     |                   |                                |
| Brother / Sister |               |     |                   |                                |
| Brother / Sister |               |     |                   |                                |
| Brother / Sister |               |     |                   |                                |
| Son / daughter   |               |     |                   |                                |
| Son / daughter   |               |     |                   |                                |
| Son / daughter   |               |     |                   |                                |

Venkateshwaru  
Hacheries  
PVT

### Salary Details:

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

|                                                                                               |                                                                      |                                                                            |
|-----------------------------------------------------------------------------------------------|----------------------------------------------------------------------|----------------------------------------------------------------------------|
| (Copy of FYR bank statement of salary account will have to produce at the time of employment) |                                                                      |                                                                            |
| Last Drawn Salary                                                                             |                                                                      |                                                                            |
| Does the above salary include:                                                                | ESI: <input type="checkbox"/> Yes <input type="checkbox"/> No        | PF: <input type="checkbox"/> Yes <input type="checkbox"/> No               |
|                                                                                               | Conveyance: <input type="checkbox"/> Yes <input type="checkbox"/> No | Mobile Allowance: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Expected Salary                                                                               | 25-30K as a fresher                                                  |                                                                            |

### Surety:

|                                                                                    |                                                          |  |               |  |
|------------------------------------------------------------------------------------|----------------------------------------------------------|--|---------------|--|
| Can you provide 2 sureties from Govt. employees or employees of reputed companies? | <input type="checkbox"/> Yes <input type="checkbox"/> 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? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
|--------------------------------------------------|---------------------------------------------------------------------|



**Experience & Employment Details:***Freshet*

|                                              |             |                                                |               |          |               |
|----------------------------------------------|-------------|------------------------------------------------|---------------|----------|---------------|
| Years of experience in relevant field        |             |                                                |               |          |               |
| 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)

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|----------------------------------------------|-------------|------------------------------------------------|---------------|----------|---------------|
| 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                           |             |                                                |               |          |               |

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|----------------------------------------------|-------------|------------------------------------------------|---------------|----------|---------------|
| 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                           |             |                                                |               |          |               |

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|                                              |             |                                                |               |          |               |
|----------------------------------------------|-------------|------------------------------------------------|---------------|----------|---------------|
| 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                           |             |                                                |               |          |               |

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*Ask for additional sheets if required.*



**Remarks by Admin.: (For office use only – Do not write in this box)**

|                       |                                                                                                                          |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------|
| Background – Personal | <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor                             |
| Background – Work     | <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor <input type="checkbox"/> NA |
| Personality           | <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor                             |
| Appearance            | <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor                             |
| Communication skills  | <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor                             |
| Recommendation        | <input type="checkbox"/> Employ <input type="checkbox"/> Reject <input type="checkbox"/> Short list & decide later       |
| Recommended salary    |                                                                                                                          |
|                       |                                                                                                                          |
|                       |                                                                                                                          |
|                       |                                                                                                                          |
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|                       |                                                                                                                          |

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

|                      |                                                                                                                                     |
|----------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Relevant experience  | <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor <input checked="" type="checkbox"/> NA |
| Knowledge of subject | <input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor                             |
| Recommendation       | <input checked="" type="checkbox"/> Employ <input type="checkbox"/> Reject <input type="checkbox"/> Short list & decide later       |
| Recommended salary   |                                                                                                                                     |
| Required Training    |                                                                                                                                     |
|                      |                                                                                                                                     |
|                      |                                                                                                                                     |
|                      |                                                                                                                                     |
|                      |                                                                                                                                     |
|                      |                                                                                                                                     |

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

|                    |                                                                                                                    |
|--------------------|--------------------------------------------------------------------------------------------------------------------|
| Recommendation     | <input type="checkbox"/> Employ <input type="checkbox"/> Reject <input type="checkbox"/> Short list & decide later |
| Recommended salary |                                                                                                                    |
|                    |                                                                                                                    |
|                    |                                                                                                                    |
|                    |                                                                                                                    |
|                    |                                                                                                                    |

**Offer Details**

|                |  |                 |  |
|----------------|--|-----------------|--|
| Salary offered |  | Date of joining |  |
| Remarks:       |  |                 |  |
|                |  |                 |  |
|                |  |                 |  |
|                |  |                 |  |

## DECLARATION

From:

Date: 5/11/2022

N. Sai Shivani

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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 

Name: N. Sai Shivani

Place: Shadnagar

Date: 5/11/2022



N.Sai Shivani  
Shadnagar  
Rangareddy

Email: shivanivenkatesh97067@gmail.com

Phone no.:6303632416

#### Carrer object

To secure a challenging position in a reputable organization to expend my learnings, knowledge and skills.

#### Strengths

- Positive Attitude,
- Good Communication Skill,
- Team Work Skill
- Effective Time Management

#### Academic Details

| Qualification | Institute                                       | Specification/Universti/Board | Year of Passing | %  |
|---------------|-------------------------------------------------|-------------------------------|-----------------|----|
| B.Tech        | Malla Reddy institute of technology and science | Civil engineering/University  | 2022            | 65 |
| XII           | Sri Chaitanya junior college                    | Mpc/Board                     | 2018            | 81 |
| X             | Kartikeya Concept school                        | SSC/Board                     | 2016            | 77 |

#### Project Details

Mini project – Study of footings for Residential building.

Major project – Strength and durability characteristics of cement-sand stabilized earth blocks..

#### Technical skills

- Good communcion skills.
- Project mangament.

#### Declaration

- I here by declare that all the particulars given above are true to the best of my knowledge and belief.

Place : Shadnagar  
Date : 23/10/2021

Signature  
N.Sai Shivani

