

MEMO

DATE & FROM:	TO & REMARKS.
Taiku 06/3/23	MD
	Self: approval
	for appointing. Keerthana. designated. new employee. <u>Jr Accountant</u>
	in place of Rishab under Rajya Lakshmi - she agreed.
	Salary 14k Same as others
	APPROVED BY - 6 MAR 2023 SOHAM MODI MANAGING DIRECTOR

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	ACCOUNTS ASSISTANT		
Date of application	06/03/2023		
Application through	☐ Advertisement	☒ Referred by:	RAMESH.

Lavanya's father (ex-employee)

Personal Details:

Full Name	BANDARI KEERTHANA		
Age	21 years	Date of Birth	25/09/2001
Fathers Name	BANDARI VADAGIRI		
Address for Correspondence	10-4-11857 ADDAGUITA EAST MARREDPALLY SECUNDERABAD		
Phone & Mobile	9032222319		
Permanent Address	10-4-11857 ADDAGUITA EAST MARREDPALLY SECUNDERABAD		
Aadhar number	873750214920	Category	SC / ST / BC / Open

Education:

Post Graduation			
Name of college			
Location		Percentage marks	
Course type	☐ Regular Course	☐ Correspondence Course	
Year of completion		Medium of Instruction	English / Telugu / Hindi

Degree/ Diploma	DEGREE		
Name of college	MCGHA WOMEN'S DEGREE COLLEGE		
Location	RAMANTHUR	Percentage marks	8.52%
Course type	☒ Regular course	☐ Correspondence Course	
Year of completion	2022	Medium of Instruction	English / Telugu / Hindi

Name of Inter/ Jr. College	KASTURBA GANDHI JUNIOR COLLEGE		
Location	SECUNDERABAD	Percentage marks	72%
Year of completion	2019	Medium of Instruction	English / Telugu / Hindi

Name of school	ST'JOHAN'S CHURCH HIGH SCHOOL		
Location	SECUNDERABAD	Percentage marks	7.7%
Year of completion	2017	Medium of Instruction	English / Telugu / Hindi

By Accountant.

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	BANDARI YADAGARI		Occupation	SUBUNA MOTORS
Mother	BANDARI BALAMANI			
Wife / Husband				
Brother / Sister	BANDARI AJAY		Occupation	FHPL
Brother / Sister				
Brother / Sister				
Son / daughter				
Son / daughter				
Son / daughter				

Private owner drive

Salary Details:

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

Last Drawn Salary	13500		
Does the above salary include:	ESI: ☒ Yes ☐ No	PF: ☒ Yes ☐ No	
	Conveyance: ☒ Yes ☐ No	Mobile Allowance: ☒ Yes ☐ No	
Expected Salary	AS PER COMPANY		

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	5 MONTHS				
Name of Company	WIPRO				
Duration of employment	5 years	From date:	19./10./2022	To date:	28./02./2023
Location	WACHIBOWLI				
Designation	REVIEWER.				
Last drawn salary	13500				
Number of employees in the company / branch?		Number of employees in your dept. or division?			
Brief description of work handled by you.	WE NEED to check the content of the Accounts whether the owner of the content involved any fraud in the campaign we need to check that Release & suspend the account.				
Reason for leaving	BECAUSE OF SHIFT ISSUES				

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

← Shift Temp: 4pm to 2AM (early morning)	
← Since 5 months Same Shift	
← Joined Maye Consultant.	

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.

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

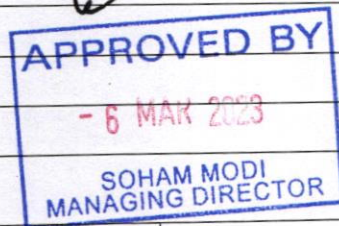
Background – Personal	☒ Good ☐ Average ☐ Poor
Background – Work	☐ Good ☐ Average ☐ Poor ☒ NA
Personality	☒ Good ☐ Average ☐ Poor
Appearance	☒ Good ☐ Average ☐ Poor
Communication skills	☒ Good ☐ Average ☐ Poor
Recommendation	☒ Employ ☐ Reject ☐ Short list & decide later
Recommended salary	

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	14k

**Offer Details**

Salary offered		Date of joining	
Remarks:			

DECLARATION

From:

Date: _____

_____.

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: _____

Place: _____

Date: _____

Exams. - MBA ^{1st} Sem

9/3

17/3

20/3

23/3

25/3

27/3

RESUME

B. Keerthana

D/o: B. Yadagiri

Address: H-NO-10-4-C/857, Addagutta, East Marredpally

Secunderabad, Hyderabad-500026

Mobile : 902222319

Email ID: Keeruyadav01@gmail.com

CARRIER OBJECTIVE:

I am willing to work in a creative and challenging environment. I intend to build my career with leading company, where I can put on my skills to enhance my abilities which will help me to explore myself fully and to utilize my knowledge and skills for the benefit of the organization I work with.

ACADEMIC PROFILE:

Qualification	University/Board	Name of the Institution	Year of Passing	Percentage %
DEGREE (B.Com Applications)	Osmania University	Megha Womens Degree	2022	8.52%
INTERMEDIATE (C. E. C)	Board of Intermediate Education	College kasturba Gandhi Junior College for Women	2019	72%
S. S.C	Board of Secondary Education	St Johan's Church High School	2017	7.7%(GPA)

STRENGTHS :

- Self Confidence
- Quick Learning Abilities
- Committed
- Extra miler

TECHNICAL SKILLS:

- Operating System : Window XP, Windows7 , Window8,
- Packages: MS Office.
- Having Knowledge of Internet Browsing, E-mailing & Surfing.

Personal Details :

- Date of Birth : 25 September 2001
- Nationality : Indian.
- Gender : Female.
- Marital Status : Single
- Languages Known : Telugu ,Hindi, English

HOBBIES:-

- Watching TV,
- Listening to Music.

Declaration:

I hereby declare that the furnished above are correct to the best of my knowledge.

(B Keerthana)

**Contact No:
9032222319**

Place: Secunderabad.

Date:

Name of the Candidate: B. KEEPRATHANA
Post Applied for : Accountant

Date of Interview: 06/03/2023

1. Rate of depreciation for the following items:

<u>Name of the Asset</u>	<u>Rate of Depreciation as per IT</u>
a) Furniture	-
b) Cars	-

2. X is paid salary to Y Rs.10,000/- in cash. What entry you will pass?

Ans: Y a/c --- Dr Salary a/c --- Dr 10,000
To Cash a/c To Y a/c 10,000

3. A is purchases steel with Y on credit. What entry you will pass?

Ans: Steel a/c --- Dr
To Y a/c

4. B is sold cement to D in cash. What entry you will pass?

Ans: B a/c --- Dr
To Cash a/c

5. What are the Three Types of Accounts?

- a) REAL ACCOUNT ✓
- b) PERSONAL ACCOUNTS ✓
- c) NOMINAL ACCOUNTS ✓

6. What is Input Tax Credit (ITC) in GST?

Ans:

7. What are the different types of GST?

Ans: Two types of GST. ✓
CGST
SGST

8. Explain briefly - Journal Voucher in Accounting?

Ans:

9. Abbreviate accounting terms debit and credit?

Ans: Debit - It is Debit what ~~comes~~ goes out
Credit - Credit what comes in

10. What is balance sheet?

Ans: Balance sheet is the Format where the it will be prepared after the profit/loss a/c. to see the transaction are ~~that~~ entered correctly and should be tally will all the transactions. All Assets and liabilities are entered in B/s

Name of the Candidate: _____
Post Applied for : Accountant

Date of Interview: _____

11. Have you ever heard about TDS, Explain?

Ans:

12. What is Tally accounting?

Ans: Tally ERP 9 is that where the all day to day transactions are entered.

13. Explain the basic accounting equation?

Ans:

14. What are the TDS rates for the following payments:

<u>Type of Payment</u>	<u>TDS %</u>
a) Interest	-
b) Contract	-
c) Commission	-
d) Professional charges	-

15. Write a simple letter to bank to waive off the bank charges (Assume as an Accountant.)

To,
Manager,
Canara bank.

I'm one of the account holder in your bank. Account number xxxxx. Some of the amount has been Debited from from my account named as bank charges can you please know the reason of the charges.

Thanking you,

Yours faithfully
B. Keerthana.

Note to candidate:

Interview Candidate need to wait for 3 to 4 hours to show patience. (1st round)

Basing on the above marks candidate will be selected for final round.