

MEMO

DATE & FROM:	TO & REMARKS.
Jai Kumar 15/3/23	MD
	Appointing Tanya - <u>Asst Engineer</u> <u>Grove Site</u>
	- Immediate requirement by Subbarreddy and replacement in Bhakuni:- - Tanya is good. → Excellent Communication → Interested in long term employment - We can appoint her. - Can stay with other lady Engineers. - referred by Ramush Reddy MEP She don't know him but Aunt found
	

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

Application for post of	CIVIL ENGINEER		
Date of application	15/03/2023		
Application through	☐ Advertisement	☒ Referred by:	RAMESH REDDY

Her Aunt's friend. (Lathu)

Personal Details:

Full Name	TANYA NUTTAKKI		
Age	22 years	Date of Birth	14/08/2000
Fathers Name	N. MANOHAR RAO (LATE)		
Address for Correspondence	Flat-71, Annamayya Enclave, HIG, BHEL		
Phone & Mobile	7893013608		
Permanent Address	Flat-71, Annamayya Enclave, HIG, BHEL		
Aadhar number	7038 5110 5717	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	Bachelor of Technology		
Name of college	Gayatri Vidya Parishad College of Engineering		
Location	Visakhapatnam	Percentage marks	8.0/10 CGPA
Course type	☒ Regular course	☐ Correspondence Course	
Year of completion	2022	Medium of Instruction	English / Telugu / Hindi

Name of Inter/ Jr. College	Sri Chaitanya Junior College		
Location	Steel Plant, Visakhapatnam	Percentage marks	94%
Year of completion	2018	Medium of Instruction	English / Telugu / Hindi

Name of school	DE PAUL SCHOOL (ICSE)		
Location	Steel Plant, Visakhapatnam	Percentage marks	82%
Year of completion	2016	Medium of Instruction	English / Telugu / Hindi

10 not

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	Staad Pro (Basics)

Two Wheeler / Car:

Make		Year	
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Family Details:	Name	Age	Occupation/ Study	Company/ Education institution
Father	N. MANOHAR RAO (LATE)		Former Steel Plant Employee	Visakhapatnam Steel Plant
Mother	N. ANITHA	52	House wife	
Wife / Husband	-			
Brother / Sister	N. DHANA LAKSHMI	27	Post Graduation	Goa Medical College
Brother / Sister	-			
Brother / Sister				
Son / daughter	-			
Son / daughter	-			
Son / daughter	-			

Salary Details:

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

Copy of 17. Bank statement of salary account will have to produce at the time of employment)		
Last Drawn Salary		
Does the above salary include:	ESI: ☐ Yes ☐ No	PF: ☐ Yes ☐ No
	Conveyance: ☐ Yes ☐ No	Mobile Allowance: ☐ Yes ☐ No
Expected Salary	2,50,000 per annum	

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	FRESHER
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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					

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.

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	
→ Good in Communication.	
- Good in Understanding / Knowledge of Subject.	
- Interested for long term.	
* willing to relocate either. Visa in future - Basically from Visa.	

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	
Test ok $\frac{10}{15}$	

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

Recommendation	☒ Employ ☐ Reject ☐ Short list & decide later
Recommended salary	as per standard salary!



Offer Details

Salary offered	Date of joining
Remarks:	

DECLARATION

From:

Date: 15/03/2023

TANYA . N

Plot-71, ANNAMAYYA ENCLAVE,

HIG, BHEI

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 Tanya

Name: TANYA . N

Place: HYDERABAD.

Date: 15/03/2023



TANYA NUTTAKKI

7893013608 | tanyareena.1408@gmail.com

in <https://www.linkedin.com/in/tanya-nuttakki-b56954262>

Objective

I want to work in an environment which would give me opportunities to amp up my skills and capabilities by being potential and positive contribution to the company.

Education

- Gayatri Vidya Parishad College of Engineering (Autonomous) 2022
Btech
CGPA - 8.0/10
- Sri Chaitanya junior college 2018
Intermediate
Marks-944/1000
- De Paul school (ICSE) 2016
High school
82%

Skills

- TECHNICAL: AutoCAD, Staadpro, Word, excel, powerpoint
- STRENGTHS: Disciplined, Punctual, Polite

Projects

- Main project
Road safety assessment and identification of black spots
- Mini project
Analysis and design of one way and two way slab using STAADPRO

Activities

- Second prize in model testing event conducted by civil engineering department
- Active member of Vidyadhaan social club
- Attended workshop during CEA fest conducted by IIT Madras

Languages

- English, Telugu, Hindi

Personal Details

- Date of Birth : 14/08/2000

Name of the Candidate: _____
Post Applied for: Jr. Engineer/Engineer

Date of Interview: 15/03/2023

1. The lowest part of a structure which transmits the load to the soil is known as

- A. Super-structure
- B. Plinth
- C. ☒ Foundation
- D. Basement

2. The foundation in a building is provided to

- A. distribute the load over a large area
- B. increase overall stability of the structure
- C. transmit load to the bearing surface (sub soil) at a uniform rate
- D. ☒ all of the above

3. The failure of foundation of a building is due to

- A. withdrawal of subsoil moisture
- B. unequal settlement of soil
- C. lateral escape of the supporting material
- D. ☒ all of these

4. The ability of sub-soil to support the load of the structure without yielding is known as

- A. bearing value of soil
- B. bearing power of soil
- C. ☒ bearing capacity of soil
- D. any one of these

5. The minimum load which will cause failure of a foundation is called

- A. ultimate tensile strength
- B. nominal strength
- C. ☒ ultimate bearing power
- D. ultimate compressive strength

6. The bearing capacity of soils can be improved by

- A. increasing the depth of footing
- B. draining the sub-soil water
- C. ☒ ramming the granular material like crushed stone in the soil
- D. all of the above

$$4 \times 1.5 + 2 \times 1.5 + 2 \times 1.5 = \frac{10}{15}$$

Name of the Candidate: _____
Post Applied for: Jr. Engineer/Engineer

Date of Interview: _____

7. The maximum bearing capacity of soil is that of

- A. hard rocks ☐ B. ☒ black cotton soil
C. dry, coarse sandy soil ☐ D. fine sandy soil ☐

8. When the foundation is placed immediately beneath the lowest part of the super-structure, it is called

- A. deep ☐ B. ☒ shallow

9. The depth of the concrete bed placed at the bottom of a wall footing should never be less than its projection beyond the wall base.

- A. ☒ Agree ☐ B. Disagree

10. When the walls are subjected to heavy loading and the bearing capacity of the soil is very low, then the wall is constructed on

- A. reinforced concrete footing ☐ B. column footing ☐
C. lean concrete footing ☐ D. ☒ none of these

11. What are the Ratios for following?

Ans: ☒ M15: 1: 2: 4

☒ M20: 1: 1.5: 3

☒ M25: 1: 1: 2

12. Abbreviate PCC?

Ans: ☒

Portland Plain Concrete Cement

13. Abbreviate RCC?

Ans: ☒

Reinforced cement concrete

Name of the Candidate: _____
Post Applied for: Jr. Engineer/Engineer

Date of Interview: _____

14. Explain 3-4-5 method of surveying?

Ans:

chain survey.

15. Describe H.I., B.S., F-S

Ans: H.I.:

B.S.: Back Site.

F.S.: ~~Fore~~ fore Site.

Report of training – staff of construction division.

Name of employee	TANNA N	Sign of employee	
Designation	Junior Engineer	Date of joining	16/3/23
Remarks by accounts div.			
Accountant name		Accountant sign	
Date of training		No. of hours of training	

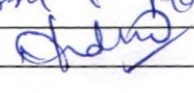
Remarks by Nagalaxmi	Nagalaxmi		
Explained about billing, circulars, standard plans, and how to upload bills in M-Cadex and procedure for issuing of plans to sites.			
Date of training	16/03/23	No. of hours of training	

Remarks by Purchase Manager.	Mr. PRABHAKAR		
Explained about the M-Cadex how to raise the requisition, Making a PO, Issuing the material, Remark of Requisition etc.			
Purchase Manager name	Prabakar	Purchase Manager sign	
Date of training	16/3/23	No. of hours of training	45 minutes

Remarks by CR Manager			
Explained about M-Cadex, customer complaints, Milestones, the process, referral, etc activities.			
CR Manager name	G. Subrahmanian	CR Manager sign	
Date of training	18.03.2023	No. of hours of training	One hour.

Remarks by Sales			
Sales Manager name		Sales Manager sign	
Date of training		No. of hours of training	

Remarks by Project Manager			
Project Manager name		Project Manager sign	
Date of training		No. of hours of training	
Test conducted on		No. of correct answers	___/20

Remarks by Admin. Manager	M. Mahesh.		
Explained about database like attendance, purchase, M-calex. about Men & material follow up, Requisition type wise, Po wise, Supplier wise, Building material. project start form explained.			
Admin. Manager name	N. Narendra Reddy	Admin. Manager sign	
Date of training	16/03/23	No. of hours of training	1 Hour

Remarks by Q.C. division.			
Q.C. name		Q.C. sign	
Date of training		No. of hours of training	

Remarks by Admin. Manager			
Training adequate	Yes/ No		
Visiting card, ID card, email, smart phone, mobile no, desk provided			Yes/ No
Admin. Manager name		Admin. Manager sign	
Date of training		No. of hours of training	