

Shalitha
Scanned

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	
Date of application	
Application through	☐ Advertisement ☐ Referred by: M. MALLA REDDY

Personal Details:

Full Name	AKULA VANDANA		
Age	24 years	Date of Birth	27/08/1995
Fathers Name	AKULA VENU MOHAN		
Address for Correspondence	1-7-925/2/A, Ramnagar, Hyderabad.		
Phone & Mobile	9000531565		
Permanent Address	1-7-925/2/A, Ramnagar, Hyderabad.		
Aadhar number	261535553759	Category	SC / ST / BC / Open

Education:

Post Graduation	MBA Fin.		
Name of college	Vijaya PG College		
Location	Hayathnagar	Percentage marks	Typ. 50%
Course type	☐ Regular Course ☐ Correspondence Course		
Year of completion	2017-19	Medium of Instruction	English / Telugu / Hindi

Degree/ Diploma	Andhra mahila sabha OU campus (B.Com Computer)		
Name of college	Andhra mahila sabha O.U campus		
Location	OU, Campus Hyd	Percentage marks	60%
Course type	☐ Regular course ☐ Correspondence Course		
Year of completion	2014-17	Medium of Instruction	English / Telugu / Hindi

Name of Inter/ Jr. College	St. Pious X girls Jr. college, Ramnagar, Hyderabad.		
Location		Percentage marks	53%
Year of completion	2012-14	Medium of Instruction	English / Telugu / Hindi

Name of school	Holy Trinity High School, Ramnagar.		
Location		Percentage marks	43
Year of completion	2012	Medium of Instruction	English / Telugu / Hindi

Description of other courses or diploma	ms office, Account Assistance Course.
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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	A. Venumohan		private employee	
Mother	A. Vidya Vidaya (late)			
Wife / Husband				
Brother / Sister				
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)

Last Drawn Salary	
Does the above salary include:	ESI: ☐ Yes ☐ No
	PF: ☐ Yes ☐ No
	Conveyance: ☐ Yes ☐ No
	Mobile Allowance: ☐ Yes ☐ No
Expected Salary	

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	12,250/-
<i>Dis Freshness - can learn</i>	

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	
<i>Satyamanga take interview and recommend</i>	

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

Recommendation	☐ Employ ☐ Reject ☐ Short list & decide later
Recommended salary	

Offer Details

Salary offered		Date of joining	
Remarks:			

DECLARATION

From:

Date: 7/08/19

AKULA VANDANA

Ramnagar, Hyderabad.

1-7-925/21A.

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 A. vandana

Name: A. vandana

Place: Ramnagar, Hyderabad

Date: 07/08/19

RESUME

Name: Akula Vandana

phone: 9000531565

Email: akulavandana95@gmail.com

Career Objective

To achieve my goals

Short term goal: To work in an organization where learning is encouraged and hard work is rewarded.

Long term goal: To see myself as a successful employee in an organization where my knowledge and skills are utilized to optimum for the further growth of the company.

Education Qualification

Course	School/College	University	Year of Passing
MBA (Finance)	Vijaya PG College	Osmania University	2017-2019
Degree (B.Com Computers)	Andhra Mahila Sabha Womens Degree College, OU Campus, Hyd.	Osmania University,	2014-2017
Intermediate (C.E.C.)	St. Pious X Girls Jr. College, Ramnagar, Hyderabad.	Board of Intermediate Education, Telangana.	2012-14
S.S.C	Holy Trinity High School, Ramnagr, Hyderabad.	SSC	March 2012

Technical skills

Software: MS Excel, Ms word, Tally 9

Personal skills

- Positive thinking and willing to learn
- Disciplined and optimal
- Smart working and easily mingle with society

Extracurricular activities

- NSS, Osmania University Volunteer, 07-02-2016 to 13-02-2016.
- NSIC attended the work shop on Entrepreneurship Development on 05-12-2016.

Personal details

Name	: AKULA VANDANA
Father's name	: A. Venu Mohan
Date of birth	: 27-08-1995
Marital status	: Unmarried
Nationality	: Indian
Religion	: Hindu
Languages Know	: English, Telugu, Hindi

Declaration:

I hereby declare that all the above provided information which was given by me is correct up to my extent.

Place: Hyderabad

Date: 07/08/19

A. Vandana
(AKULA VANDANA)