

Scanned

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

Application for post of	ENGINEER		
Date of application	21/08/2019		
Application through	☐ Advertisement	☐ Referred by:	

Personal Details:

Full Name	BESTA MALLIKARJUN		
Age	36 years	Date of Birth	14/11/1982
Fathers Name	BESTA SANGAMESHWAR		
Address for Correspondence	H.no:- 1-10-1/200/85, Manthi colony, Chakripuram, Kusehiguda, Hyd-62		
Phone & Mobile	9440419149		
Permanent Address	Same as above		
Aadhar number		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			
Name of college	Jawahar Lal Nehru Govt. Polytechnic college		
Location	Hyderabad	Percentage marks	55%
Course type	☒ Regular course ☐ Correspondence Course		
Year of completion	2002	Medium of Instruction	English / Telugu / Hindi

Name of Inter/ Jr. College			
Location		Percentage marks	
Year of completion		Medium of Instruction	English / Telugu / Hindi

Name of school	St. George's High school ,		
Location	Hyderabad	Percentage marks	62%
Year of completion	1998	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	H.H. Splendor +	Year	2015
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Family Details:	Name	Age	Occupation/ Study	Company/ Education institution
Father	Sangameshwar	64	Retired employee	Irrigation Dept
Mother	Kalawathi	60	House wife	-
Wife / Husband	Sridevi	33	House wife	-
Brother / Sister				
Brother / Sister				
Brother / Sister				
Son / daughter	Kanishka	08	student	Annamalai Model School
Son / daughter	Yuvan Vedang	03	student	St Mary's Convent School
Son / daughter				

Salary Details:

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

(Copy of 1 yr bank statement of salary account will have to produce at the time of company)			
Last Drawn Salary	Rs. 20,000/-		
Does the above salary include:	ESI: ☒ Yes ☐ No	PF: ☒ Yes ☐ No	
	Conveyance: ☒ Yes ☐ No	Mobile Allowance: ☒ Yes ☐ No	
Expected Salary	Rs. 25,000/-		

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	15 years		
Name of Company	Atmc		
Duration of employment	8 years	From date: 24.11.2004	To date: Aug. 20.11
Location	Kapra, Alwal, Uppal & Serilingampally		
Designation	Work-Inspector		
Last drawn salary	Rs. 12,000/-		
Number of employees in the company / branch?	150	Number of employees in your dept. or division?	10
Brief description of work handled by you.	Inspecting of works allotted to me like cc roads, under ground drainage, open drains etc.,		
Reason for leaving			

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

Name of Company	Modi Properties Pvt Ltd		
Duration of employment	7 years	From date: Sep. 11..	To date: May 2018
Location	Boskur, Rampally		
Designation	Engineer		
Last drawn salary	Rs. 20,000/-		
Number of employees in the company / branch?	130	Number of employees in your dept. or division?	12
Brief description of work handled by you.	Execution of finishing works like tiles laying, painting, electrical, plumbing etc		
Reason for leaving			

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

Name of Company	SRINIVAS - BUILDER (friend).		
Duration of employment	years	From date: Apr. 2018	To date: Nov. 2018
Location	Nagavani		
Designation	Engineer		
Last drawn salary	30,000/-		
Number of employees in the company / branch?	2	Number of employees in your dept. or division?	2
Brief description of work handled by you.	Execution of all civil works		
Reason for leaving	Due to problem's in my friends house		

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

Name of Company	Real Estate - Own		
Duration of employment	years	From date: Nov. 18...	To date: Till 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.	Showing of houses & lands to customers		
Reason for leaving	Not satisfactory		

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	
→ Last drawn salary – 20K → project last worked at – Nilgiri Estate. → worked for 6½ years – Sep'11 to Mar'18. <i>Dis</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	

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: 21/08/2019

B. MALLIKARJUN

House - 110-1/20/85, Ananthulu Colony,

Chakravarthy, Hyderabad-62

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 Mallikarjun

Name: B. MALLIKARJUN

Place: Ranguni

Date: 21/08/2019

MEMO

DATE & FROM:	TO & REMARKS.
22/8/19 Jain Kumar	M.D
	Sub:- Malikarjun - Salary GIVE.
	- Mr. Malikarjun. Visited Site along with our staff 9:30 AM to 6:00 PM. he is waiting for your approval. to start from tomorrow, but requires to consider his Salary 25,000/- only due to long distance etc.
	last drawn Salary - 20,000/-
	Please advise
	<u>Finalize at 22500/-</u> h 28/8/19