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

Application for post of	Asst Accountant		
Date of application	07-08-2019.		
Application through	☒ Advertisement	☐ Referred by:	

Personal Details:

Full Name	Veeraveni Krishnaveni		
Age	23 years	Date of Birth	11/06/1996
Fathers Name	Veeraveni Komuraiah.		
Address for Correspondence	Paradise - Balamrai -		
Phone & Mobile	8466882470		
Permanent Address	Mancheriah, Srirampur Colony. Himmath Nagar		
Aadhar number	4194 8141 0573	Category	SC / ST / BC / Open

Education:

Post Graduation	MBA [Finance]		
Name of college	CMR TECHNICAL CAMPUS		
Location	Medchal	Percentage marks	74%
Course type	☒ Regular Course ☐ Correspondence Course		
Year of completion	2016-2018	Medium of Instruction	English / Telugu / Hindi

Degree/ Diploma	B Com Computer.		
Name of college	MUN Degree College		
Location	Mancheriah	Percentage marks	75%
Course type	☒ Regular course ☐ Correspondence Course		
Year of completion	2013-2016	Medium of Instruction	English / Telugu / Hindi

Name of Inter/ Jr. College	Sri Sai Junior College		
Location	Mancheriah	Percentage marks	81%
Year of completion	2011-2013	Medium of Instruction	English / Telugu / Hindi

Name of school	Sri Bhagat Singh High School.		
Location	Srirampur	Percentage marks	82%
Year of completion	2011	Medium of Instruction	English / Telugu / Hindi

Description of other courses or diploma	Tally ERP-9.0 with GST
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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	Tally ERP-9.

Two Wheeler / Car:

Make		Year	
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Family Details:	Name	Age	Occupation/ Study	Company/ Education institution
Father	Komuraiah	52	He is expired	- (Singapore)
Mother	Prameela	40	Home maker	-
Wife / Husband				
Brother / Sister	Ramakrishna	28	MBA(Finance)	Singapore Collo - not company Ltd
Brother / Sister	Lavanya	25	B.Tech	Preparing Gout Jobs
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	I am a fresher.		
Does the above salary include:	ESI: ☐ Yes ☐ No	PF: ☐ Yes ☐ No	
	Conveyance: ☐ Yes ☐ No	Mobile Allowance: ☐ Yes ☐ No	
Expected Salary	According to your company norms.		

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					
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
Interested to do for long term.	
Totally good	

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: 07-08-2019.

Paradise
Balamrai Hotel,
_____.

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 V. Krishnaven,

Name: 8466882470

Place: Paradise

Date: 07-08-2019.

RESUME

VEERAVENI KRISHNAVENI

Mobile No:+ 91-8466882470

Email: krishnaveni.chintu@gmail.com

CAREER OBJECTIVE:

Looking forward for a smooth career development from a progressive and professional company, a place where my skills and capabilities will be enhanced further thus helping both the company and my career to achieve greater heights of success.

ACADEMIC PROFILE:

Stream	Institute	Board/university	Period	Aggregate (%)/points
MBA (Finance)	CMR Technical Campus.	Jawaharlal Nehru Technological University Hyderabad.	2016-2018	74%
B.Com (Computers)	MVN Degree College.	Kakatiya University.	2013-2016	75%
Intermediate (C.E.C)	Sri Sai Junior College.	Board of Intermediate Education.	2011-2013	81%
SSC	Sri Bhagat Singh High School.	Board Of Secondary School Education.	2011	82%

SKILLS:

- TALLY ERP-9.0 with GST
- MS-EXCEL, MS-WORD AND MS-POWERPOINT

EXTRA CURRICULAR ACTIVITIES

- Participated in NCC.
- Represented my school in district level kho kho competition.

PERSONAL DETAILS:

Name : V. Krishnaveni
Date of birth : 11-06-1996
Father's Name : V. Komuraiah
Languages Known : Telugu, English and Hindi.
Hobbies : Listening to music, playing carroms and Dancing.
Address : H.No.11-33,Himmath Nagar,Srirampur Colony,Mancherla,504208.

DECLARATION:

I hereby declare that the above mentioned information is true to the best of my knowledge.

Place: Hyderabad

Date: 07-08-2019.

V. Krishnaveni
(V.Krishnaveni)