

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

Scanned

|                         |                                        |                                                  |                 |
|-------------------------|----------------------------------------|--------------------------------------------------|-----------------|
| Application for post of | Site engineer.                         |                                                  |                 |
| Date of application     | 19/07/19                               |                                                  |                 |
| Application through     | <input type="checkbox"/> Advertisement | <input checked="" type="checkbox"/> Referred by: | Ch. Sneha Priya |

**Personal Details:**

|                            |                                                                        |               |                     |
|----------------------------|------------------------------------------------------------------------|---------------|---------------------|
| Full Name                  | Enollu. Sailaja                                                        |               |                     |
| Age                        | 21...years                                                             | Date of Birth | 20/05/1998          |
| Fathers Name               | Enollu. Mallesh                                                        |               |                     |
| Address for Correspondence | 6-7-531, Flat NO:-101, New Bhoiguda Bible House, Secunderabad. 500003. |               |                     |
| Phone & Mobile             | 8179851864                                                             |               |                     |
| Permanent Address          | 6-7-531, Flat NO:-101, New Bhoiguda Bible House, Secunderabad. 500003  |               |                     |
| Aadhar number              | 665706046878                                                           | Category      | SC / ST / BC / Open |

**Education:**

|                    |                                                                                        |                       |                        |
|--------------------|----------------------------------------------------------------------------------------|-----------------------|------------------------|
| Post Graduation    |                                                                                        |                       |                        |
| Name of college    |                                                                                        |                       |                        |
| Location           |                                                                                        | Percentage marks      |                        |
| Course type        | <input type="checkbox"/> Regular Course <input type="checkbox"/> Correspondence Course |                       |                        |
| Year of completion |                                                                                        | Medium of Instruction | English /Telugu/ Hindi |
|                    |                                                                                        |                       |                        |

|                    |                                                                                                   |                       |                        |
|--------------------|---------------------------------------------------------------------------------------------------|-----------------------|------------------------|
| Degree/ Diploma    | JNTUH                                                                                             |                       |                        |
| Name of college    | Geethanjali college of Engg & Tech                                                                |                       |                        |
| Location           | cheeryal                                                                                          | Percentage marks      | 70%                    |
| Course type        | <input checked="" type="checkbox"/> Regular course <input type="checkbox"/> Correspondence Course |                       |                        |
| Year of completion | 2019                                                                                              | Medium of Instruction | English /Telugu/ Hindi |

|                           |                                           |                       |                        |
|---------------------------|-------------------------------------------|-----------------------|------------------------|
| Name of Inter/Jr. College | Diploma. Sanskruti college of Engg & Tech |                       |                        |
| Location                  | Ghatkesar                                 | Percentage marks      | 88.4%                  |
| Year of completion        | 2016                                      | Medium of Instruction | English /Telugu/ Hindi |

|                    |                                 |                       |                        |
|--------------------|---------------------------------|-----------------------|------------------------|
| Name of school     | St. Philomena Girls High school |                       |                        |
| Location           | Sec-bad                         | Percentage marks      | 8.2                    |
| Year of completion | 2013                            | Medium of Instruction | English /Telugu/ Hindi |

|                                         |  |
|-----------------------------------------|--|
| Description of other courses or diploma |  |
|                                         |  |

**Computer Skills:**

|           |                                                                                                                                       |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------|
| MS Office | <input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor                               |
| MS Word   | <input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor                               |
| MS Excel  | <input type="checkbox"/> Good <input checked="" type="checkbox"/> Average <input type="checkbox"/> Poor                               |
| Auto CAD  | <input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor <input type="checkbox"/> N.A. |
| Email     | <input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor                               |
| Other     |                                                                                                                                       |

**Two Wheeler / Car:**

|      |  |      |  |
|------|--|------|--|
| Make |  | Year |  |
|------|--|------|--|

| Family Details:  | Name          | Age | Occupation/<br>Study | Company/<br>Education institution |
|------------------|---------------|-----|----------------------|-----------------------------------|
| Father           | E. Malleash   | 50  | Private employee     | HMWS                              |
| Mother           | E. Shantantra | 42  | House wife           | -                                 |
| Wife / Husband   | -             | -   | -                    | -                                 |
| Brother / Sister | E. Varsha     | 28  | course counsellor    | CU                                |
| Brother / Sister | E. Lavanya    | 24  | course counsellor    | School of Aeronautics             |
| 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: <input type="checkbox"/> Yes <input type="checkbox"/> No        | PF: <input type="checkbox"/> Yes <input type="checkbox"/> No               |
|                                | Conveyance: <input type="checkbox"/> Yes <input type="checkbox"/> No | Mobile Allowance: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Expected Salary                | 12000 - 15000 (a) as per company circular                            |                                                                            |

**Surety:**

|                                                                                    |             |  |                                                          |
|------------------------------------------------------------------------------------|-------------|--|----------------------------------------------------------|
| Can you provide 2 sureties from Govt. employees or employees of reputed companies? |             |  | <input type="checkbox"/> Yes <input type="checkbox"/> 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? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|--------------------------------------------------|----------------------------------------------------------|

**Experience & Employment Details:**

|                                       |                 |
|---------------------------------------|-----------------|
| Years of experience in relevant field | <i>Freshers</i> |
|---------------------------------------|-----------------|

|                                              |             |                                                |               |          |               |
|----------------------------------------------|-------------|------------------------------------------------|---------------|----------|---------------|
| 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)

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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)

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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)

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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)

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*Ask for additional sheets if required.*

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

|                       |                                                                                                                               |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------|
| Background – Personal | <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor                                  |
| Background – Work     | <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor <input type="checkbox"/> NA      |
| Personality           | <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor                                  |
| Appearance            | <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor                                  |
| Communication skills  | <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor                                  |
| Recommendation        | <input type="checkbox"/> Employ <input type="checkbox"/> Reject <input checked="" type="checkbox"/> Short list & decide later |
| Recommended salary    |                                                                                                                               |
|                       |                                                                                                                               |
|                       |                                                                                                                               |
|                       |                                                                                                                               |
|                       |                                                                                                                               |
|                       |                                                                                                                               |
|                       |                                                                                                                               |

**Remarks by Divisional Manager: (For office use only – Do not write in this box)**

|                      |                                                                                                                          |
|----------------------|--------------------------------------------------------------------------------------------------------------------------|
| Relevant experience  | <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor <input type="checkbox"/> NA |
| Knowledge of subject | <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor                             |
| Recommendation       | <input type="checkbox"/> Employ <input type="checkbox"/> Reject <input type="checkbox"/> Short list & decide later       |
| Recommended salary   |                                                                                                                          |
|                      |                                                                                                                          |
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**Remarks by MD (For office use only – Do not write in this box)**

|                                  |                                                                                                                               |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| Recommendation                   | <input type="checkbox"/> Employ <input type="checkbox"/> Reject <input checked="" type="checkbox"/> Short list & decide later |
| Recommended salary               |                                                                                                                               |
| <u>OK</u> To appoint at new site |                                                                                                                               |
| 19/7                             |                                                                                                                               |
|                                  |                                                                                                                               |
|                                  |                                                                                                                               |

**Offer Details**

|                |  |                 |  |
|----------------|--|-----------------|--|
| Salary offered |  | Date of joining |  |
| Remarks:       |  |                 |  |
|                |  |                 |  |
|                |  |                 |  |
|                |  |                 |  |

Name: \_\_\_\_\_

date: \_\_\_\_\_

E. Sulaia

19/7/19

1. A course of stone provided immediately below a cornice, is called

☐ A. blocking course

☒ B. coping

☒ C. frieze

☐ D. parapet

2. A course of stone masonry provided immediately above the cornice, is called

☒ A. blocking course

☐ B. coping

☐ C. frieze

☐ D. parapet

3. The process of placing a stone in its position in masonry construction is termed as setting.

☒ A. Yes

☐ B. No

4. The type of stone masonry commonly adopted in the construction of residential building is

☒ A. uncoursed rubble masonry

☐ B. coursed rubble masonry

☒ C. random rubble masonry

☐ D. dry rubble masonry

5. In the first class coursed rubble masonry

☐ A. all the courses are of the same height

☐ B. minimum height of the course is limited to 150 mm

☒ C. the length of the quoin is generally kept 450 mm

☒ D. all of the above

6. The type of masonry in which the stones of irregular size and shapes are used and there are no regular courses, is known as

☒ A. uncoursed rubble masonry

☐ B. coursed rubble masonry

☒ C. random rubble masonry

☐ D. dry rubble masonry

Name: \_\_\_\_\_ date: \_\_\_\_\_

7. The minimum thickness of a wall in stone masonry should not be less than

**A.** 100 mm

**B.** 200 mm

☒ **C.** 350 mm

**D.** 450 mm

8. A type of bond in a brick masonry consisting of alternate course of headers and stretchers, is called

☒ **A.** English bond

**B.** Flemish bond

**C.** stretching bond

**D.** heading bond

9. A type of bond in a brick masonry in which each course consists of alternate headers and stretchers, is called

**A.** English bond

**B.** Flemish bond

☒ **C.** stretching bond

**D.** heading bond

10. Which of the following statement is wrong?

**A.** In English bond, vertical joints in the header courses come over each other and vertical joints in the stretcher courses are also in the same line.

**B.** In English bond, the heading course should start with a queen closer.

☒ **C.** In Flemish bond, the alternate headers of each course are centrally supported over the stretchers in the course below.

**D.** In Flemish bond, every alternate course starts with a header at the corner.

# **Resume**

**E.SAILAJA**

**Contact no.: 8179851864**

**E-mail: erollusailaja@gmail.com**

## **Career Objective**

Seeking a career to utilize my knowledge, personal skills to gain comprehensive understanding of a reputed organization so as to take responsibility and contribute significantly

## **Skills Set**

- ☐ Willingness to learn
- ☐ Team player
- ☐ Good analytical and presentation skill
- ☐ Strong leadership and motivational skills.
- ☐ Ability to handle pressure.

## **Educational Qualification.**

- ☐ B.tech in Civil with 69% (up to 3rd year)
- ☐ Diploma in civil with 84%
- ☐ SSC with 79%

## **Computer Knowledge**

- ☐ Proficient in working on MS office
- ☐ Internet Savvy
- ☐ Autocad (basics)

### Academic Project Undertaken

**ProjectTitle:** TRACK DOUBLING

**Company:** RVNL

**Duration :** 6 MONTHS

### Personal Details

**Date of Birth:** 20/05/1998

**Languages:** English, Telugu,

**Hobbies:** Cooking,Im out spoking

**Address:** H.no:6-7-531,New Bhoiguda, Bansilalpet, Secunderabad  
Hyderabad, Telangana-500003

### Declaration:

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

**Date:** 19/07/19.

**Place:** Secunderabad

*Sailaja*  
(E.SAILAJA)

## DECLARATION

From:

Date: 19/07/19

E. Sailaja

8179851864

erollusailaja@gmail.com

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 Sailaja

Name: E. Sailaja

Place: Secunderabad

Date: 19/07/19