

Short Listed

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	- Assistant to Anand Mite
Date of application	15/7/2019.
Application through	☐ Advertisement ☐ Referred by:

Personal Details:

Full Name	DANDOTHIKAR, RAMESH.		
Age	36..years	Date of Birth	21./10./1982
Fathers Name	LATE, D.ESHWAR.		
Address for Correspondence	1-2-607/E/198. MARUTHI NAGAR. D.B.R MILLS BACK SIDE, HYDERABAD		
Phone & Mobile	9666 139 133.		
Permanent Address	1-2-607/E/198 MARUTHI NAGAR D.B.R MILLS BACK SIDE HYDERABAD.		
Aadhar number	580365432687	Category	SC / ST / BC / Open

Own house

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			
Location		Percentage marks	
Course type	☐ Regular course ☐ Correspondence Course		
Year of completion		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	SECONDERABAD VIDYA HIGH SCHOOL		
Location	Ranigunt	Percentage marks	
Year of completion	NOT COMPLETE	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	DREM YUGA	Year	2013
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Family Details:	Name	Age	Occupation/ Study	Company/ Education institution
Father	LATE D. ESHWAR	64	NO	
Mother	D. ESHWARBAI	58	NO	HOUSEWIFE
Wife / Husband	D. PRABHAVATHI	33	10TH CLASS	HOUSEWIFE
Brother / Sister	D. MAHESH	32	12TH CLASS	PVT JOB.
Brother / Sister	D. ABHILASH	22		PVT JOB.
Brother / Sister				
Son / daughter	D. RAHUL	10	11TH CLASS	
Son / daughter	D. RITHIKA	10	11TH CLASS	
Son / daughter	D. VIRITHA	05	11TH CLASS	

Salary Details:

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

Last Drawn Salary	13,500/-
Does the above salary include:	ESI: ☒ Yes ☐ No
	PF: ☐ Yes ☒ No
	Conveyance: ☒ Yes ☐ No
	Mobile Allowance: ☒ Yes ☐ No
Expected Salary	14,000/-

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	SCHALTECH AUTOMATION (P) LTD.		
Duration of employment	13 years	From date: 21.0.06	To date: 30/01/2019
Location	5-4-187 384 SONAM MANSION,		
Designation	OFFICE ASST,		
Last drawn salary	13,500/-		
Number of employees in the company / branch?	60.	Number of employees in your dept. or division?	3 NO.
Brief description of work handled by you.	ALL BANK WORK, CASH WITH DRAWAL, OFFICE WORKING, FICE WORK AND TRANSPORT. SALES TAX, MARKETING, AND MATERIAL,		
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)

Can join immediately

Name of Company	28A 74 31				
Duration of employment	years	From date:	.../.../.....	To date:	.../.../.....
Location	1010 4010 4010 4010 4010 4010				
Designation	3000 8				
Last drawn salary	P 8E 581 - 452				
Number of employees in the company / branch?	1722A	Number of employees in your dept. or division?			
Brief description of work handled by you.	H210 429 5 4509 448 41A				
	891100 30155 4010 4010				
Reason for leaving	4010 4010 4010 4010 4010 4010				

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	14000 to 15000/-
→ Knows 2 wheels → Can do office work and out side / Bank works	

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	Tai know to decide.
100% APPROVED BY 15 JUL 2019 SOHAM MODI MANAGING DIRECTOR	

Offer Details

Salary offered		Date of joining	
Remarks:			

DECLARATION

From:

Date: 15/7/2019.

D. RAMESH.

NO 1-2-607/E/198

MARUTHI NAGAR

D.B.R. MILLS BACKSIDE.

To, HYDERABAD - 500080,
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

D. Ramesh

Name:

D. RAMESH

Place:

HYDERABAD

Date:

15/7/2019.

RESUME

D. Ramesh

Plot No.198

Maruthi Nargar,

D.B.R. Mills Back Side

Hyderabad – 500 080

Mobile No.9347048527

OBJECTIVE

To associate with an organization, which provides me this scope, utilize and enhance my skills and thus pursue a challenging and growth oriented career.

EDUCATION

S.S.C

WORKIN EXPERIENCE

1. Worked as a Office Assistant for 4 years in M/s. Maruthi Tubes Pvt. Ltd., at Ranigung , Secunderabad from 2001 to 2005.
2. Working as a Office Assistant Since last 3 years in M/s. Schaltech Automation (P) Ltd., from 2006 to Till Date .

NATURE OF WORK

1. Cash Collections
2. Material Booking to Transportation
3. Cash Deposit in Bank & Cash withdrawn in Bank & other transactions
4. Submission of Sales Tax Returns , ESI Returns, PF Returns & P.T. Returns
5. Maintain of office Inward & Outward Register
6. Maintain of office records.

PERSONAL INFORMATION

Name : D. Ramesh

Father's Name : D. Eswar

Address : Plot No.198,
Maruthi Nagar,
D.B.R Mill Back Side, Hyderabad-500 080.

Date of Birth : 21.10.1982

Martial Status : Married

Gender : Male

Nationality : Indian

Religion : Hindu

Hobbies : Reading Books

Languages Known : Telugu & Hindi

Place:

Date:

(D. RAMESH)

Scanned

Admin

Note for approval

Sir,

Sub: Recommendation of Salary – Mr. D Ramesh

Last drawn salary	-	15,000/- Net salary per month
Expected Salary	-	15,000/- Net salary per month
Recommended Salary	-	14,000/- CTC Salary per month 15,000/-
Approved CTC salary by MD	-	12,500/- per month
HRA	-	NA
Mobile allowance	-	399/- per month
Probation period	-	one month
Company	-	Villa Orchids.



Regards,

Jai Kumar

On week observation we found him hard.
Working good, interested, Responsible; Site works, Documentation

least salary in Assistant
(Copy enclosed.)

Modi Properties Pvt. Ltd. - CT		Effective from:		
Prepared by: Soham / Jai Kum		Date:		
S No.	Name of Employee	Present Designation	No.of.y ears	Revised CTC - salary
1	Swetha madhani	Sales Executive	4.0	12,119
2	Tulja Bhavani	Asst. Accountant	0.8	12,250
3	Vinaya Raja	Asst. Accountant	1.1	12,250
4	Shivanand B.	Asst. Accountant	1.7	12,250
5	B. Pavani Bai	Asst. Accountant	2.2	12,250
6	V. Sai Kumar	Asst. Accountant	1.0	12,250
7	V. Swathi	Asst. Accountant	0.8	12,250
8	R. Lavanya	Asst. Accountant	1.0	12,250
9	L Vinay Chary	Accounts Assistant	3.2	12,250
10	M. Mounika (Engg)	Asst. Engineer	2.1	13,000
11	G Vijay Kumar	Site Supervisor	2.0	13,500
12	P Deen dayal	Electrician	3.3	13,500
13	K Gopi Krishna	Assistant	7.2	13,570
14	Sandeesh Goud. I.S	Store Keeper	0.5	13,825
15	Srinivas Narayan	Site Supervisor	6.1	13,825
16	B Triveni	Asst. Engineer	1.1	13,825
17	S Sujatha	Accounts coordinator	0.9	13,825
18	Salman Khan	Driver cum purchase asst.	0.7	14,000
19	J. Srinivas Rao	Asst. Engineer	0.7	14,000
20	Chand Mohammed	Asst. Engineer	0.5	14,000
21	G Suman Naik	Asst. Engineer	0.5	14,000
22	R. Ashok Kumar	Asst. Engineer	0.9	14,000
23	D Shiv Shanker	Liaison Asst.	11.2	14,057
24	M Mounika	D. E. O	11.3	14,083
25	M Sanjeev Kumar	Site Supervisor	1.8	14,243

Dr. Jai

least salaries enclosed