

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

Application for post of	Engineer		
Date of application	14/05/2018		
Application through	☐ Advertisement	☐ Referred by:	Vijay Bhaskar

Personal Details:

Name	Mohammad Shekhar Ahmed		
Age	23	Date of Birth	25-11-1994
Fathers Name	Mohammad Manzoor Ahmed		
Address for Correspondence	23-148, Nehru Nagar Miryalaguda		
Phone & Mobile	7799002775		
Permanent Address	23-148, Nehru Nagar, Miryalaguda Nalgonda District		

Recd
2134116
3508

Education:

(P.G) Degree			
Name of college			
Location			
Course type	☐ Regular Course	☐ Correspondence Course	
Year of completion		Medium of Instruction	
Percentage marks		Category	SC / ST / BC / Open

Degree/ Diploma	B.E (Civil engineer)		
Name of college	S.R.T.I.S.T		
Location	Nalgonda		
Course type	☒ Regular course	☐ Correspondence Course	
Year of completion	2018	Medium of Instruction	English
Percentage marks	Result awaiting		

Exam Fee
1,60,000 Rupee

Name of Inter/ Jr. College	K.L.N Jr. college		
Location	Miryalaguda		
Year	2013	Medium of Instruction	English

Name of school	Krishnaveni Talent School		
Location	Miryalaguda		
Year	2011	Medium of Instruction	English

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. (Not learnt)
Email	☒ Good ☐ Average ☐ Poor
Other	

Two Wheeler / Car:

Make		Year	
------	--	------	--

Family Details:	Name	Age	Occupation	Company
Father	Md. Manzoor	58	Daily labour	Civil Court working as asst. (temp)
Mother	Mumtaz Begum	55	House wife	
Wife / Husband				
Brother / Sister	Md. Kamroz	29	private job	District Co-op Bank,
Brother / Sister	Munazza Taban	28	House wife	Brother in law (Shahabul Airport System operation Cargo Dept.)
Brother / Sister				
Son / daughter				
Son / daughter				
Son / daughter				

Salary Details:

(Copy of 1 yr bank statement form salary account will have produced at 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	AS per 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
--	---

Experience & Employment Details:**Fresher**

Years of experience in relevant field	
---------------------------------------	--

Name of Company	Mali properties (AVR) Gulmohar homes				
Duration of employment	__ yrs	From date:		To date:	
Location	Miyalaguda				
Designation	Trainee engineer				
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.	3 (weeks) attended under the guidance of Keerthi Kumar project Manager				
Reason for leaving					

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

Name of Company					
Duration of employment	__ yrs	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)

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		Year	
------	--	------	--

Family Details:	Name	Age	Occupation	Company
Father				
Mother				
Wife / Husband				
Brother / Sister				
Brother / Sister				
Brother / Sister				
Son / daughter				
Son / daughter				
Son / daughter				

Salary Details:

(Copy of 1 yr bank statement form salary account will have produced at time of employment)

(Copy of 13: bank statement from salary account will have produced at 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
--	--

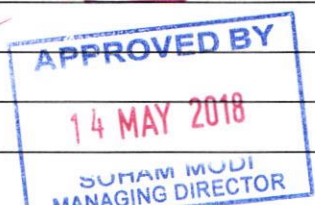
Remarks by Admin.: (For office use only – Do not write in this box)

Background – Personal	☐ Good ☐ Average ☐ Poor
Background – Work	☐ Good ☐ Average ☐ Poor
Personality	☐ Good ☐ Average ☐ Poor
Appearance	☐ Good ☐ Average ☐ Poor
Communication skills	☐ Good ☐ Average ☐ Poor
Recommendation	☐ Employ ☐ Reject ☐ Short list & decide later
Recommended salary	

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

Relevant experience	☐ Good ☐ Average ☐ Poor
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	12,000/- CTC.
For Rec. Disaster . Finish work.	
by 	
	

Offer Details

Salary offered		Date of joining	
Remarks:			

Details of Appointment: (For office use only – Do not write on this page)

Name	
CTC Salary	
Conveyance	☐ Included in salary ☐ Extra Rs. _____ per month ☐ As per actuals
Mobile Allowance	☐ Nil ☐ Rs. _____ per month.
PF & ESI	☐ No PF & ESI ☐ Only after 3 months ☐ Pay ESI & PF ☐ PF & ESI included in above salary
Probation Period	☐ 3 months ☐ Nil
Salary revision	☐ After 3 months ☐ Next April - _____
Employee company	
Designation	
Site	
Date of joining	
Report to	
Commitment	Committed to work for at least _____ yrs.
Documents required	☐ 4 photographs ☐ Copy of school certificates ☐ Copy of degree certificates ☐ Copy of drivers license ☐ Copy of passport ☐ Fathers employment details / Copy of ID card. ☐ Surety from _____ ☐ Surety from _____ ☐ 1 yr bank statement _____ ☐ Reference letter from _____ ☐ Service Certificate from _____ ☐ Other _____ ☐ Other _____
Remarks	

Approved by Manager - HR & Admin.		Approved by Managing Director	
Date:		Date:	
Sign:		Sign:	

Bio-data file

10:30 AM

DECLARATION

From:

Date: 14/05/2018

Mohammad Sheraz Ahmed
23-148, Nehru Nagar, Miryalaguda
7799002775

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 Md. Sheraz
Name: Md. Sheraz Ahmed
Place: Miryalaguda
Date: 14/05/2018



Dear Sir,

I have the honor to acknowledge
the receipt of your letter of the
21st inst.

80

81

I am, Sir, very respectfully,
Yours, &c.
J. H. [Signature]

RESUME

MOHAMMAD SHERAAZ AHMED

H.No: 23-148,
Nehru Nagar,
Miryalaguda,
Nalgonda (DT),
Telangana.

E-MAIL: mdsheraaz1994@gmail.com
PHONE: 7799002775

Objective

Seeking a position to utilize my skills and abilities that offer professional growth while being resourceful, innovative and Flexible. Intend to build a career with leading corporate of hi-tech environment with committed & dedicated people, which will help me to explore myself fully and realize my potential. Willing to work as a key player in challenging & creative environment.

Education Qualification

EDUCATION	SCHOOL/COLLEGE	UNIVERSITY	YEAR OF PASSING	%
B.Tech (Civil)	Swami Ramanandha Tirtha Institute of Science & Technology, Nalgonda	JNTU-H	2014-2018	Pursuing
Intermediate (M.P.C)	K L N Jr. College, MIRYALGUDA	Board of Intermediate	2011-2013	67.0
S.S.C	Krsihnaveni Talent School, MIRYALGUDA	Board of Secondary School Education	2011	79.0

Strengths

- Self-Motivating & Visualizing
- Friendly nature & Team spirit
- Positive thinking
- Hard working self confidence
- Good communication Skills

Personal Interests

- Playing Cricket
- Listening Music
- Making friends

Personal Profile

Name : **MOHAMMAD SHERAAZ AHMED**
Father's Name : **MD.MANZOOR AHMED**
Date of Birth : 25-11-1994
Nationality : Indian
Gender : Male
Marital Status : Single
Linguistic Capabilities : Telugu, English, Hindi
Mailing Address : H.No: 23-148,
Nehru Nagar,
Miryalaguda,
Nalgonda (DT)
Telangana.
508207

Declaration

I hope that the above resume of my candidature will meet your requirement and give me an opportunity to prove my capabilities and to serve your esteemed organization with my hard and sincere services.

Place:
Date:

(MOHAMMAD SHERAAZ AHMED)

Board of Secondary Education

ANDHRA PRADESH, INDIA

KK 0557762



SECONDARY SCHOOL CERTIFICATE

REGULAR

PC/27/26490/500666/8

CERTIFIED THAT **MOHAMMAD SHERAAZ AHMED**

FATHER NAME : **MD MANZOOR AHMED**

MOTHER NAME : **MD MUNTAZ BEGUM**

bearing Roll No **1127111791**

belonging to **KRISHNAVENI TALENT SCHOOL, MIRYALAGUDA**

has appeared and PASSED SSC EXAMINATION held in MARCH 2011 in

B1 GRADE

with **ENGLISH** as medium of instruction.

DATE OF BIRTH

25/11/1994

TWO FIVE

NOVEMBER

ONE NINE NINE FOUR

THE CANDIDATE SECURED THE FOLLOWING MARKS AND GRADES

SUBJECT	Marks Secured (in figures)	Marks Secured (in words)	Positional Grade
FIRST LANGUAGE : (TELUGU / SANSKRIT	85	EIGHT FIVE	A2
THIRD LANGUAGE : ENGLISH	71	SEVEN ONE	B2
MATHEMATICS :	77	SEVEN SEVEN	B1
GENERAL SCIENCE :	84	EIGHT FOUR	A2
SOCIAL STUDIES :	90	NINE ZERO	A2
TOTAL :	407	FOUR ZERO SEVEN	
SECOND LANGUAGE : (HINDI)	71	SEVEN ONE	B1
GRAND TOTAL :	478	FOUR SEVEN EIGHT	B1

Life Skills Education : **GRADE SECURED :**

Marks of Identification

1. A MOLE ON THE RIGHT HAND
- 2.

Head of Institution
with School Stamp

Date of issue : 21st May, 2011

HEAD MASTER

KRISHNAVENI TALENT SCHOOL

MIRYALAGUDA

SECRETARY

**BOARD OF SECONDARY EDUCATION
A.P. HYDERABAD**

1. Life skills Education : The Grade shall be incorporated in the certificate before delivery of the certificates to the candidates.
2. Any corrections in the certificate will not be entertained after one year from the date of issue.
3. Any unauthorised correction in the certificate will result in cancellation of certificate.
4. The Marks with asterisk indicate the old marks secured in previous appearances.

2011



Signature

Sl. No. **M405678**

Board of Intermediate Education, A. P.

Vidya Bhavan, Nampally, Hyderabad - 500 001



INTERMEDIATE PASS CERTIFICATE CUM MEMORANDUM OF MARKS

This is to certify that **MOHAMMAD SHERAAZ AHMED**Father Name : **MD MANZOOR AHMED**Mother Name : **MD MUNTAZ BEGUM**

bearing

Registered No. **1321233846**

has appeared at the Intermediate Public

Examination held in **MARCH-2013** and passed in **B GRADE**with **ENGLISH** as the medium of Instruction.

The subjects in which he was examined and the marks awarded are as follows :

Subject	I Year		II Year	
	Maximum Marks	Marks Secured	Maximum Marks	Marks Secured
Part - 1 : ENGLISH	100	077	100	075
Part - 2 : SANSKRIT	100	094	100	080
Part - 3 : Optional Subjects				
MATHEMATICS - A	075	058	075	038
MATHEMATICS - B	075	038	075	043
PHYSICS	060	025	060	025
CHEMISTRY	060	029	060	041
PHYSICS PRACTICAL			030	027
CHEMISTRY PRACTICAL			030	028
ENVIRONMENTAL EDUCATION	Q U A L I F I E D			
Total Marks In Figures	678 ➡ 678			
In words	*SIX**SEVEN***EIGHT*			
Date	26-04-2013			

Signature of the Principal and Collect Seal

Controller of Examinations

NOTE : ELIGIBILITY RULES ARE OVERLEAF * INDICATES MARKS OBTAINED AT AN EARLIER EXAMINATION

KLN JUNIOR COLLEGE

1321233846

MIRYALGUDA, Nalgonda Dist

Result of IV B.Tech. I Semester (R13) Regular 2017 Exams

HTNO: 14141A0162 NAME: MOHAMMAD SHERAAZ AHMED
 FATHER NAME: MD MANZOOR AHMED COLLEGE CODE: 14

SUBJECT CODE	SUBJECT NAME	INTERNAL MARKS	EXTERNAL MARKS	TOTAL	CREDITS	RESULT
11714	CONCRETE & HIGHWAY MATERIALS LAB	21	43	64	2	P
11724	ENVIRONMENTAL ENGINEERING LAB	20	40	60	2	P
117AB	ADVANCED FOUNDATION ENGINEERING	15	26	41	4	P
117DE	ESTIMATING & COSTING	13	31	44	4	P
117DW	INDUSTRIAL WASTE WATER TREATMENT	16	30	46	4	P
117GY	REMOTE SENSING & GIS	18	29	47	4	P
117JF	TRANSPORTATION ENGINEERING - II	16	32	48	4	P
117JN	WATER RESOURCES ENGINEERING - II	15	26	41	4	P
TOTAL				391		

Print

NOTE:P indicates PASS
 F indicates FAIL

-1 in EXT indicates ABSENT
 -2 in EXT indicates WITHHELD

This information is provided to the candidate on his/her online request and is only a prototype list


भारत सरकार
GOVERNMENT OF INDIA


महमद शेराज अहमद
Mohammed Sheraaz Ahmed
पुष्टि सं./YoB:1994
पुरुष/Male



3369 2828 2021

अधार - आधार - सामान्यमानवुडे हाकु


भारतीय विशिष्ट पहचान प्राधिकरण
UNIQUE IDENTIFICATION AUTHORITY OF INDIA

विवरण:
23-148, नेहरूनगर,
मिर्यालगुडा मिर्यालगुडा,
मिर्यालगुडा, नल्लोंड
आंध्र प्रदेश, 508207

Address:
23-148, NEHRU NAGAR,
MIRYALAGUDA Miryalaguda,
Miryalguda, Nalgonda
Andhra Pradesh, 508207

Aadhaar - Aam Aadmi ka Adhikar

87

INDIAN UNION DRIVING LICENCE
ANDHRA PRADESH

AP32420130002067

SHERAAZ AHMED MD
MD MANZOOR AHMED
23-146
ISLAMPURAM
MIRYALAGUDA
MIRYALAGUDA
NALGONDA - 508207

Signature
Issued On: 17/06/2013

Licencing Authority
UNIT OFFICE MIRYALAGUDA

Non Transport Light Motor Vehicle Non Transport, Motor Cycle With Gear

Date of Validity 16/06/2033

Transport

Date of Validity
Badge No.

Reference No. AP32420130002067

Original LA. UNIT OFFICE MIRYALAGUDA

Date of First Issue 17/06/2013

Date of Birth 25/11/1994

Blood Group

87

1

THESE ARE THE RESULTS OF THE
ANALYSIS OF THE SAMPLES
SUBMITTED TO THE
LABORATORY OF THE
FEDERAL BUREAU OF
INVESTIGATION
ON THE DATE OF
JULY 1, 1964
AT THE
FEDERAL BUREAU OF
INVESTIGATION
WASHINGTON, D. C.

8

8

Modi Properties Pvt. Ltd – New Employee Joining – Check list

Name:	MD. SHERAAZ	Joining Date:	15.05.2018
Designation:	Asst. Engineer.	Division:	Construction.
Company:	Modi Realty (Pvt.) Ltd.	Prepared by:	Praveen
Site/Project:	AGH	Sign:	

Sl. No.	Description	Status Yes / No/ NA/ Done
1.	SSC Marksheet collected?	Yes.
2.	HSC/Inter /Diploma Marksheet collected?	Yes.
3.	Graduation Mark sheet//certificate collected?	Yes.
4.	P.G. Marksheet/certificate collected?	—
5.	Experience Certificate collected?	—
6.	Proof of salary of previous companies collected? (Salary Slip/certificate/ Form 16A)	—
7.	Relieving Letter collected?	—
8.	4 Passport Size Photographs collected?	Yes.
9.	2 Postcard Size Family Photographs collected?	Yes.
10.	Residence Proof collected?	Yes.
11.	Photo ID Proof collected?	Yes.
12.	PAN Card collected?	—
13.	2 Reference Letters collected?	—
14.	Blood group certificate collected?	—
15.	Employee ID Card form filled?	Yes.
16.	Bank Account form filled?	Yes.
17.	P.F. Declaration form filled?	Yes.
18.	E.S.I. Declaration form filled?	Yes.
Task to be explained?		
1.	Send introduction email/inform through viber to staff	Done.
2.	Desk - Prepare employee work area or arrange Desk	11
3.	Laptop - Arrange computer access/laptop	11
4.	SIM - CUG Airtel new connection/portability	11
5.	Smart mobile phone – check / provide	11
6.	Viber - Add in Groups	11
7.	Create employee email ID	Done
8.	Visiting Cards	11
9.	Uniform, wherever required	NO
10.	Office Rules : Timings, leave policy, & uniform etc., as per circulars	—

Remarks:

