

Joined
02/26/19

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	Front Office Executive Post		
Date of application			
Application through	☐ Advertisement	☐ Referred by:	Nageshwan Rao (Mahendra Tractors)

Personal Details:

Full Name	Bikumalla Hanika		
Age	35...years	Date of Birth	07/08/1984
Fathers Name	Bikumalla Dhanaiah		
Address for Correspondence	H.No. 18-1539, Shivaji Nagar Miryalaguda		
Phone & Mobile	✓ 70135 78 378, 97053 76557		
Permanent Address	H.No. 18-1539, Shivaji Nagar Miryalaguda		
Aadhar number	6525 1385 1477	Category	SC / ST / BC / Open ✓

don
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	B.Tech (Mechanical Engineering)		
Name of college	NITS, Miryalaguda		
Location	Miryalaguda	Percentage marks	62.1
Course type	☒ Regular course ☐ Correspondence Course		
Year of completion	2006	Medium of Instruction	English /Telugu/ Hindi

Name of Inter/ Jr. College	Varitha Girls Jr. college		
Location	Miryalaguda	Percentage marks	64.1
Year of completion		Medium of Instruction	English /Telugu/ Hindi

Name of school	Miryalaguda High School		
Location	Miryalaguda	Percentage marks	65
Year of completion		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	yes	Year	2017
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Family Details:	Name	Age	Occupation/ Study	Company/ Education institution
Father	Phanaiah	62	Retired Teacher	Govt.
Mother	Rama Devi	50	House Wife	
Wife/ Husband				→ Divorced. Software Engg. in USA.
Brother / Sister	Keerthi	32	Employee	} married and in Hyd.
Brother / Sister	Deepthi	29	Employee	
Brother / Sister				
2014 - Son / daughter	Lalitha Adithya	5	B.K.G.	Lotus physchw 2000-2014
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	15,000
Does the above salary include:	ESI: ☒ Yes ☐ No PF: ☒ Yes ☐ No
	Conveyance: ☐ Yes ☐ No Mobile Allowance: ☐ Yes ☐ No
Expected Salary	15,000

Surety:

Can you provide 2 sureties from Govt. employees or employees of reputed companies?				☐ Yes ☐ No
Surety 1:	Name	Nageshwar Rao	Company	Mahendra Tractors
	Designation		Your Relation	Uncle
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	Sunbeam Machines (P). Ltd.		
Duration of employment	3-1/2 years	From date: 15/07/2007	To date: 20/01/2011
Location	Miyapur, Hyderabad		
Designation	Trainee Design Engg.		
Last drawn salary	15,000		
Number of employees in the company / branch?	400	Number of employees in your dept. or division?	25
Brief description of work handled by you.	Worked on Autocad Machine parts		
Reason for leaving	Personal		

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

Name of Company	New Vidya Vikas		
Duration of employment	1 years	From date: .../.../2013	To date: .../.../2014
Location	Miyapur		
Designation	School teacher.		
Last drawn salary	5000/-		
Number of employees in the company / branch?	15	Number of employees in your dept. or division?	15
Brief description of work handled by you.	Teaching		
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.

DECLARATION

From:

Date: 25-07-2019

Hosika

H.No. 18-1539,

Shivaji Nagar, Miryalaguda

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 Hosika

Name: Bikumalla Hosika

Place: Miryalaguda

Date: 25-07-2019

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	

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 kuan to decide.
Divorcee. Court case done.	
Raj kuan to speak to Srivastava - Ask kuan to speak to	
Aleguher Rao	

25/7/19

Offer Details

Salary offered		Date of joining	
Remarks:			

Harika Bikumalla

E-Mail: bikumallaharika@gmail.com

Mobile: 7013578378

Objective

An enthusiastic, hard working and self-motivated Design Engineer, looking for a challenging position to utilize skills and abilities in an organization that offers good opportunities to learn and grow while being resourceful, innovative and flexible.

Education

B.Tech in Mechanical Engineering from NITS, Miryalguda (Affiliated to JNTU).

Professional Summary

- Associated with Industry for 3 1/2 years with experience in designing of various components for a manufacturer and exporter of food processing machines (Biscuit Manufacturing Machines).
- Worked extensively on AutoCAD and IRONCAD
- Experience in responding to the clients queries through email by contacting the corresponding department.
- Expertise in understanding the emails and redirecting them to the concerned department.
- Experience in working with various clients.
- Involved in various components requirement understanding and design.
- Experience in project coordination, status reporting and tracking and involving in other project management related activities.
- Excellent communication skills, documentation skills, team problem solving ability, analytical and programming skills in high speed, quality conscious, multi-tasked environment.

Employment History

- Worked as a Trainee Design Engineer with M/s. Sunbeam Machines India Pvt. Ltd., Hyderabad from July 2007 to Jan 2011.

Technical Skills

CAD Packages	:	AutoCAD (2D), IRONCAD (3D), Ansys.
Operating Systems	:	Windows 98/NT/XP/2000/2003/2007
Other Packages	:	MS Word, Excel, PowerPoint

Work Experience

Company : M/s. Sunbeam Machines India Pvt. Ltd., Hyderabad
Designation : Trainee Design Engineer
Duration : July 2007 to Jan 2011

Company Profile:

M/s. Sunbeam Machines India Pvt. Ltd. is a manufacturer and exporter of food processing machines (Biscuit Manufacturing Machines), supplying to customers like Britannia Industries Ltd., ITC, Parle, and for many other domestic biscuit manufactures all over India. The company also exports these machines to countries like Malaysia, South Africa, Nepal, Bangladesh, Sudan, Tanzania, Malawi, Srilanka and Ghana.

Roles & Responsibilities:

- Preparing various component drawings on **AutoCAD & IRONCAD**.
- Preparing Sub Assly. Drawings as well as Assly. Drawings in 2D & 3D
- Project coordination with marketing.
- Project coordination with PPC regarding status and progress.
- Preparing Management Information System (MIS) reports regarding project status, assembly reports, and spares status.

Academic Project

Title : Finite element analysis of single point cutting tool using Ansys.
Environment : Central Institute of Tool Design (Ministry of Defence Govt. of India), Balanagar, Hyderabad.
Team Size : 5
Role : Project Leader.

Strengths

- Proactive attitude, Hard working, Sincere.
- Human Relations, Skills to develop a team spirit to bring out the best in people and to maintain sustained cordial relationships.
- Decision making skills supported by data based analysis, interpretation and evaluation of multiple choices.
- Excellent art of active listening and empathy in dealing with people of diverse psychological strengths.

Personal Details

- **Name** : Bikumalla Harika
- **Father's Name** : Bikumalla Dhanaiah
- **Date of Birth** : 07-08-1984
- **Gender** : Female
- **Languages Known** : English, Hindi, Telugu
- **Permanent Address** : 18-1539,
Shivaji Nagar,
Miryalguda,
Nalgonda District.
- **Nationality** : Indian



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GOVERNMENT OF INDIA
UNIQUE IDENTIFICATION AUTHORITY OF INDIA

చిరునామా: D/O: ధనయ్య, 18-1539
శివాజినగర్, గౌతమ్ మోడల్ పాఠశాల దగ్గర
మిర్యాలగూడ, మిర్యాలగూడ, మిర్యాలగూడ
నల్గొండ, ఆంధ్ర ప్రదేశ్, 508207

Address: D/O: Dhanaiah,
18-1539, Shivajinagar, Near
Goutham Model School,
Miryalaguda, Miryalaguda,
Miryalaguda, Nalgonda,
Miryalaguda, Andhra
Pradesh, 508207

1947
1800 100 1947

help@uidai.gov.in

www.uidai.gov.in

సెల్ నెంబర్: 1947,
పిన్ కోడ్-540001



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బికుమల్ల హరిక
Bikumalla Harika

పుట్టిన సంవత్సరం/Year of Birth: 1984
స్త్రీ / Female

6525 1385 1477



అధార్ - సామాన్యని హక్కు

