

To

The Manager
Admin Dept.

MPIL

Sewer Line 2.

forwarded to
DMD
Cp

Date: 14/8/12

Sub: Loan for purchase of Vehicle.

Ref: A. Sambasivadas - S & B - Accounts Manager.

x x x

with reference to the above I would like to purchase
new vehicle (my ~~current~~ vehicle is damaged) please
provide the loan of Rs 15000/- please do the needful.

Thanking you

Yours Sincerely

A. Sambasivadas

(A. SAMBASIVADAS)

Outstanding loan - 36000/-



Chai

SA - PM

Mehta & Modi Homes
 # 5-4-187/3 & 4, II Floor,
 Soham Mansion, M.G. Road,
 Secunderabad - 500 003.

A.Samba Siva Rao Salary A/c
 Monthly Summary

1-Apr-2011 to 14-Mar-2012

Particulars	Transactions		Closing Balance
	Debit	Credit	
Opening Balance			52,078.00
April			39,578.00
May			48,313.00
June	1,000.00	13,500.00	41,813.00
July	41,602.00	32,867.00	44,813.00
August	25,381.00	31,881.00	39,813.00
September	35,911.00	32,911.00	39,813.00
October	27,869.00	32,869.00	42,558.00
November	31,865.00	31,865.00	32,568.00
December	37,089.00	34,344.00	52,568.00
January	37,346.00	47,336.00	47,568.00
February	51,454.00	31,454.00	42,498.00
March	26,306.00	31,306.00	36,018.00
	27,308.00	32,378.00	
	24,962.00	31,442.00	
Grand Total	3,68,093.00	3,84,153.00	36,018.00

akiram

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PHOENIX
PHOENIX HERO

Hero

**Finance &
Exchange Mela**
Additional Exchange Bonus



• Spot Exchange • Faster Approval

• Documentation

Venue:
NACHARAM X ROAD
Date:
8th and 9th February 2012

At:
924000505 - Jani
9246214409 - Srinivas

JAI SAI MOTORS
NEAR NFC BRIDGE, MALLAPUR
Tel: 64534222

TWO WHEELER
LOANS

HDFC BANK
We understand your world

*Conditions apply. Finance at the sole discretion of HDFC Bank Ltd.

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

Salary	9,000/-
Conveyance	☒ Included in salary ☐ Extra Rs. _____ per month
Mobile Allowance	☒ Nil ☐ Rs. _____ per month.
PF & ESI	☐ No PF & ESI ☐ Only after 3 months ☒ Pay ESI & PF (deduct from salary)
Probation Period	☐ 3 months ☒ Nil
Salary revision	☐ After 3 months ☒ Next April
Employee company	Modi Properties & Inv. Pvt Ltd.
Site	H. O.
Date of joining	5/10/05
Report to	H. O.
Documents required	☒ 2 photographs ☒ Copy of school certificated ☒ Copy of degree certificates ☒ Copy of drivers license ☐ Copy of passport ☐ Fathers employment details / Copy of ID card. ☒ Reference letter from Bansal & Co. ☐ Reference letter from _____ ☐ Reference letter from _____ ☐ Other _____ ☐ Other _____
Remarks	Replacement for Lakshmi Accountant.

Sign: John Moh.

Date: 27/10/05.

~~10~~
Found on 10/05
Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	Accountant-cum-Cashier
Date of application	27-09-2005

Personal Details

Name	A. Sambasiva Rao ✓		
Age	35	Date of Birth	08-06-1970
Fathers Name	A. Nancharaiah		
Address for Correspondence	H.No. 1-8-488, Chikkarepally Hyderabad - 500 020.		
Phone no. for correspondence	9866671123		
Permanent Address	Uppudi (Post) Repalle (M) Guntur District.		

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

Brother in law of Kanka Rao. Stays at Kanka Rao's House at Chilchuknagar.
Children 2 Nos - Age 6 yrs & 4 yrs.

Education

Degree	B.Com.		
Name of college	Sardar Patel College,		
Location	Padmarao Nagar, Secunderabad.		
Year	1991	Medium of Instruction	Telugu

Degree			
Name of college			
Location			
Year		Medium of Instruction	

Name of Inter/ Jr. College.	Government Junior College		
Location	Repalle		
Year	1988	Medium of Instruction	Telugu

Name of school	Nityasajayamata High School		
Location	Repalle		
Year	1986	Medium of Instruction	Telugu

Other courses or training	✓	Data Entry operator course in Datamatics Corporation, Liberty
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Remarks: (For office use only – Do not write in this box)

Computer Skills

MS Office: ☐ Excellent ☐ Good ☐ Avg. ☐ Learnt but never worked on it ☐ Nil

MS Word: ☒ Excellent ☐ Good ☒ Avg. ☐ Learnt but never worked on it ☐ Nil

MS Excel: ☒ Excellent ☐ Good ☒ Avg. ☐ Learnt but never worked on it ☐ Nil

Auto CAD: ☐ Excellent ☐ Good ☐ Avg. ☐ Learnt but never worked on it ☐ Nil

Other: ☐

Two Wheeler

Make	HERO HONDA	Year	1990
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Family Details	Name	Age	Occupation	Company
Father	A. Nancharamiah	58	Agriculturist	
Mother	A. Nagamalleswaramma	50	House Wife	
Wife / Husband	A. Laxmi Sogatha	28	House Wife	
Brother / Sister	G. Dhanalanmi	39	House Wife	
Brother / Sister	A. Satyanarayana	37	Hero Honda Mechanic	
Brother / Sister				
Brother / Sister				

Salary Details

Last Drawn Salary	8000/- P.M.	
Above salary Included	ESI: ☐ Yes ☒ No	PF: ☐ Yes ☒ No
Expected Salary	Conveyance: ☒ Yes ☐ No	Mobile Allowance: ☐ Yes ☒ No
	9000/- P.M.	

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

Experience & Employment Details

Years of experience in relevant field		12 years	
Name of Company	M.S. Bainsel & Co., Chartered Accountants		
Duration of employment	12 years	From date:	Feb 93
Location	Gowliguda Chaman	To date:	Till date
Designation	Accountant - cum - Computer operator		
Last drawn salary	8000/- P.M		
Brief Description of work	Maintain Manual Accounts & Computer Accounts Statutory Audit & Internal Auditing Prepare Trial Balance, P & L Account & Balance Sheet Prepare TDS Returns, ROC Returns Prepare & file to Sales Tax Returns Best Growth		
Reason for leaving	Best Growth		

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

Name of Company			
Duration of employment		From date:	
Location		To date:	
Designation			
Last drawn salary			
Brief Description of work			
Reason for leaving			

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

CURRICULUM VITAE

Sambasiva Rao Allamsetty
H.No.1-8-488,
Chikkadpally,
Hyderabad – 500 020.
Phone. No: 98666-71123

OBJECTIVE:

To work in a professional and competent atmosphere that enables me to hope with the emerging trends and technologies and to widen the spectrum of my knowledge and to earn fame and name for the organization I work.

EDUCATIONAL QUALIFICATIONS:

- B.com from Osmania University, Hyderabad, March 1991.
- Intermediate from Board of Intermediate, Hyderabad, March 1988.
- SSC from Board of Secondary Education, A.P., April 1986.

TECHNICAL QUALIFICATIONS:

- Typewriting English Lower Grade
- Typewriting English Higher Grade
- Diploma in Computer Application

TECHNICAL PROFICIENCY:

Operating System	:	MS-DOS, Windows95
Packages	:	Word Star, Lotus 123, Ms-Office, Tally 5.4

EXPERIENCE

: Working as Accounts-cum-computer Operator in M/s M.S. Bansal & Co. Chartered Accountants, since Feb. 93.

NATURE OF WORK

- :
1. Auditing
 2. Maintain Manual Accounts & Computer Accounts
 3. Preparation of Trail Balance, P & L Account & Balance Sheet
 3. Finalization of Accounts as per Income-tax Act.
 4. Preparation of Sales-tax A2 Returns
 5. Preparation of TDS Returns
 6. E-mail sending & receiving
 7. Filing of ROC Returns

Strengths:

- Hardworking
- Sincere

Personal Details:

Address for communication : A. Sambasiva Rao
C/o. G. Kanaka Rao
H.No.1-8-488, Chikkadpally,
Hyderabad: -500 020.

Date of Birth : 08-06-1970

Father's Name : A. Nancharaiah

Nationality : Indian

Languages Known : English, Hindi, Telugu

Salary Drawn : Rs.8000/- P.M.

Salary Expected : Negotiable.

Reference Addresses : Shyam Vyas Srimali
Chartered Accountant
Feelkhana,
Hyderabad - 500 012.

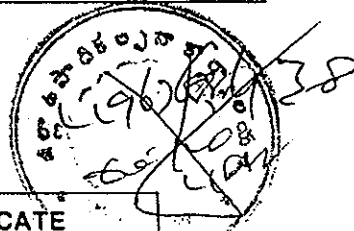
G. Kanaka Rao (General Manager),
C/o. Mody Builders,
M.G. Road,
Secunderabad.

Date : 27-9-2005

Place: Hyderabad

A. Sambasiva Rao
(A. SAMBASIVA RAO)

**BOARD OF SECONDARY EDUCATION
ANDHRA PRADESH**



C 0085355

SECONDARY SCHOOL CERTIFICATE

PC/11/0014731/8

Certified that **A SAMBA SIVA RAO** bearing

R.No. **0572210** Son of **DAUGA KOT** A NANCHARAI AH

and belonging to **PRIVATE** appeared

at the SSC EXAMINATION held in **APRIL, 1986** and PASSED the Examination In

COMPARTMENTAL with **TE LUGU** as the medium of instruction.

The Date of Birth of the Candidate is:

DATE OF BIRTH	DAY	MONTH	YEAR
08/06/1970	ZERO EIGHT	JUN	ONE NINE SEVEN ZERO

The candidate Secured the following Percentage of marks

FIRST LANG	MARKS	THIRD LANG	MARKS	MATHEMATICS	MARKS
TE LUGU	55*	ENGLISH	36*	MATHEMATICS	65*
GENERAL SCIENCE	52*	SOCIAL STUDIES	71*	TOTAL (in Figs.)	279

TOTAL (In Words) * TWO HUNDRED AND SEVENTY NINE *

SECOND LANGUAGE (HINDI * THIRTY EIGHT *) 38

Marks of Identification

1. A Mole on the Fore head.

2. A Mole on the Right Palm.

Sils Hany Rites

HEAD MISTRESS

NITHYA AHA MATHA

Head of Institution

HIGH SCHOOL

REALLE, GUNTUR D.I. (A.P.)

Date of Issue **06/06/1986**

Addl./Jt. Secretary

HYDERABAD Board of Secondary Education

The marks with the asterisk indicate the marks secured in the Previous Examinations.



OSMANIA UNIVERSITY

PROVISIONAL CERTIFICATE AND CONSOLIDATED MARKS MEMORANDUM

NO.: 03484

This is to certify that SAMBASIVA RAO A.
son/daughter of NANCHARAI AH. was
declared to have passed the Bachelor of COMMERCE (3 year degree course)
examination after qualifying in the following subjects with Roll No: 091-89-508

	MAX. MARKS	PASS MARKS	MARKS SECURED	YEAR OF PASSING
FIRST YEAR				
ENGLISH 1	100	36	55	A89
TELUGU 1 (SEC. LANG.)	100	36	62	A89
SECOND YEAR				
ENGLISH 2	100	36	36	A90
TELUGU 2 (SEC. LANG.)	100	36	64	A90

TOTAL MARKS SECURED IN PART I
IN FIGURES: 217
IN WORDS: *TWO*ONE*SEVEN*
PART I DIV.: SECOND

	MAX. MARKS	PASS MARKS	MARKS SECURED	YR. OF PASS	MAX.	PASS	SECURED	YR. OF PASS
FIRST YEAR								
BUSINESS ECONOMICS	100	36	47	A89	==	==	==	==
ACCOUNTANCY	100	36	56	A89	==	==	==	==
BUSINESS STATISTICS	100	36	36	A89	==	==	==	==
IND. H. CULTURE	50	18	26	A89	==	==	==	==
SECOND YEAR								
ACCOUNTANCY	100	36	47	A90	==	==	==	==
CURRENCY & BANKING	100	36	51	A90	==	==	==	==
BUSINESS ORGANIZATION	100	36	51	A90	==	==	==	==
SCIENCE & CIVILIZATION	050	18	32	A90	==	==	==	==
THIRD YEAR								
IND. & IND. ECONOMY	100	36	54	A91	==	==	==	==
ADV. ACCOUNTANCY	100	36	54	A91	==	==	==	==
COMMERCIAL & INDUS. LAW	100	36	41	A91	==	==	==	==
COMPANY LAW & AUDIT	100	36	44	A91	==	==	==	==
COST ACCOUNTANCY	100	36	51	A91	==	==	==	==
INCOME TAX	100	36	56	A91	==	==	==	==

TOTAL MARKS SECURED IN FIGURES: 588
SECURED IN PART II IN WORDS: *FIVE*EIGHT*EIGHT*

PART II DIV.: SECOND

DATE: 07-06-1991

HYDERABAD, A.P.

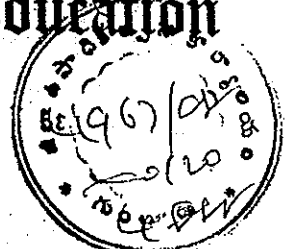


REGISTRAR

73705

Board of Intermediate Education

HYDERABAD (A.P.)



PASS CERTIFICATE-CUM-MEMORANDUM OF MARKS

THIS IS TO CERTIFY THAT
SAMBASIVA RAO A
 SON/DAUGHTER OF **NANCHARATAH**
 WITH REGISTRATION NUMBER **04769** PASSED THE
INTERMEDIATE EXAMINATION HELD IN MARCH 1988
 AND WAS PLACED IN **SECOND** DIVISION

THE SUBJECTS IN WHICH THE CANDIDATE WAS EXAMINED AND THE MARKS
 SECURED WERE

MEDIUM: TELUGU		045243	
SUBJECTS		PAPER-I	
		MAXIMUM MARKS	MARKS OBTAINED
PART-1: ENGLISH		100	050
PART-2: TELUGU		100	058
PART-3: OPTIONAL SUBJECTS			
ECONOMICS		100	040
COMMERCE		100	041
CIVICS		100	068
GRAND TOTAL			
IN FIGURES			
IN WORDS			
*****FIVE IS AT TWO*****FOUR*****			

Principal
 Board of Intermediate Education
 Hyderabad (A.P.)

Dr. S. S. S. S.
 Joint/ Deputy Secretary
 (Examinations)

16-05-88

P.T.O.

STATE BOARD OF TECHNICAL EDUCATION AND TRAINING

ANDHRA PRADESH



TECHNICAL EXAMINATION

HIGHER GRADE

This is to certify that **A SAMBA SIVA RAO**
 Son / ~~Daughter~~ of Shri. **A NANCHARAIH**
 With Reg. No. **368175**
 has passed the **TYPE-WRITING ENGLISH (HIGHER) 45 W.P.M.**
EXAMINATION held in **JANUARY - 1992 AT HYDERABAD**
 and has been placed in **SECOND DIVISION**

The candidate has secured the following percentage of marks:

PAPER I	PAPER II
60	58

FIRST CLASS : 75% and above in each paper

SECOND CLASS : 45% and above in each paper

SPONSORED BY

LAST DATE OF EXAMINATION: 11/01/92

WARRANTED CONFIDENTIAL INSTITUTION
 Government of A.P.
 Hyderabad
 11-01-1992

Given under the seal of the Board

Dated: 20-03-92
 Hyderabad A.P.

Deputy Secretary
 Examinations

SECRETARY
 STATE BOARD OF TECHNICAL EDUCATION
 AND TRAINING ANDHRA PRADESH

STATE BOARD OF TECHNICAL EDUCATION AND TRAINING
ANDHRA PRADESH



TECHNICAL EXAMINATION

LOWER GRADE

[illegible]

The candidate has secured the following percentage of marks :

[illegible]

FIRST CLASS : 75% and above in each paper.

SECOND CLASS : 45% and above in each paper

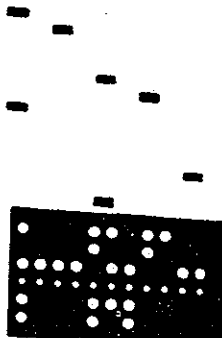


Given under the seal of the Board

Dated: 18-03-88
Hyderabad A.P.

Kantabhai
ASSISTANT SECRETARY
EXAMINATIONS

SECRETARY
STATE BOARD OF TECHNICAL EDUCATION
AND TRAINING, ANDHRA PRADESH



Datamatics corporation

Certificate

THIS IS TO CERTIFY THAT **A. SAMBASIVA RAO**

HAVING

SATISFACTORILY COMPLETED IN ACCORDANCE WITH THE REQUIREMENTS OF DATAMATICS CORPORATION THE

DATA ENTRY OPERATOR

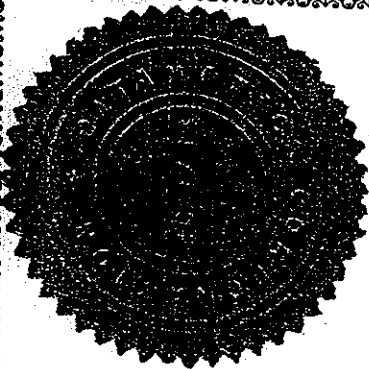
COURSE AND THEREFORE IS ENTITLED TO THIS GRADUATION CERTIFICATE, WHICH

IS HEREBY AWARDED AS EVIDENCE OF PROFICIENCY IN THIS COURSE OF STUDY.

WITNESSED : In testimony whereof as, officials of DATAMATICS CORPORATION, we

here unto set our hand and seal in the City of **Hyderabad** this **3rd** day

of **March** , Year 19 **92**



Registrar

Director

INDIAN UNION DRIVING LICENCE
ANDHRA PRADESH

DRIVING LICENCE
DLDA009202832004



SAMBASTURU HANU A
A NANCHANDRAN
1-8-48
CHIKKODU
HYDERABAD



[Signature]

29/07/2004

DUPLICATE

[Signature]
Licensing Authority
RTA-HYDERABAD-C.

**M. S. BANSAL & CO.,
CHARTERED ACCOUNTANTS**

15-9-264, 1st Floor, Gowliguda Chaman, HYDERABAD-500 012. Phone : (O) 544857

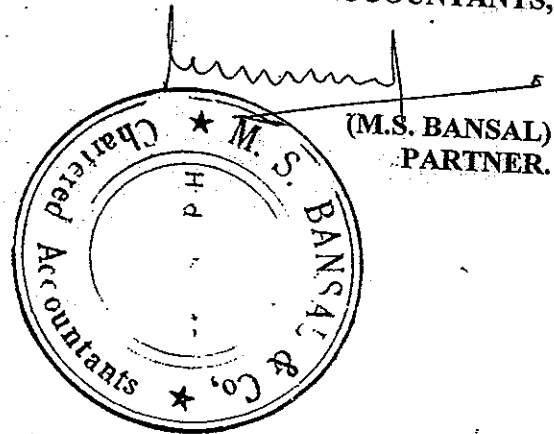
24611352

Date.....

TO WHOM SO EVER IT MAY CONCERN

This is to certify that A. Sambasiva Rao S/o. Sri A. Nancharaiah, R/o. H.No.1-8-488, Chikkadpally, Hyderabad - 500 020, has resigned from service w.e.f. 4-10-2005 voluntarily and we have accepted his resignation & relieved him from service with immediate effect.

**For M.S. BANSAL & CO.,
CHARTERED ACCOUNTANTS,**



Place : Hyderabad.
Date : 04-10-2005.

15-9-264, 1st Floor, Gowliguda Chaman, HYDERABAD-500 012. Phone : (0) 644357

24611257

Date.....

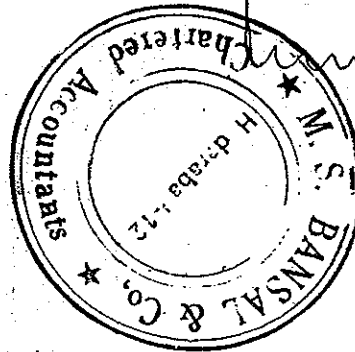
TO WHOM SO EVER IT MAY CONCERN

This is to certify that A. Sambasiva Rao S/o. Sri A. Nancharaiah, R/o. H.No.1-8-488, Chikkadpally, Hyderabad - 500 020, has been working with us from 1-2-1993 to 4-10-2005 as an Accountant-cum-Computer Operator and during the period of service his conduct was very good and was very dedicated and hardworking.

He was look after the work of Audit, accounts, taxation and computer operations.

This certificate is issued at the request of Sri A. Sambasiva Rao.

For M.S. BANSAL & CO.,
CHARTERED ACCOUNTANTS,



(M.S. BANSAL)
PARTNER.

Place : Hyderabad.
Date : 04-10-2005.