

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

Name	E. NAVANEETHA
Salary	8500/-
Conveyance	☒ Included in salary ☐ Extra Rs. <u>NA</u> per month
Mobile Allowance	☐ Nil ☐ Rs. <u>250/-</u> per month.
PF & ESI	☒ No PF & ESI ☐ Only after 3 months ☐ Pay ESI & PF
Probation Period	☒ 3 months ☐ Nil
Salary revision	☐ After 3 months ☒ Next April - 12
Employee company	KADAKIA & MODI HOUSING
Designation	ACCOUNTANT
Site	HEAD OFFICE
Date of joining	31.03.2011
Report to	A. SAMBASIVA RAO, Accounts Manager.
Commitment	Committed to work for atleast <u>02</u> 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 <u>P. R. RAO</u> ☐ Surety from <u>R. RAO</u> ☐ 1 yr bank statement ☒ Reference letter from _____ ☒ Reference letter from _____ ☐ Other _____ ☐ Other _____
Remarks	Taken medical leave from 13/Jul/12 to 15/01/13 (Due to pregnancy). <i>[Signature]</i>

Approved by Shankar Reddy		Approved by <i>[Signature]</i>	
Date:	8/03/11	Date:	
Sign:	<i>[Signature]</i>	Sign:	

APPROVED BY

-1 APR 2011

SOHAM MODI
MANAGING DIRECTOR

29/03/11

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	Accountant		
Date of application	29/03/2011		
Application through	☒ Advertisement	☐ Referred by:	

Personal Details

Name	E. Navaneetha		
Age	25	Date of Birth	29/06/1985
Fathers Name	E. Yada gini		
Address for Correspondence	HNO: 12-14-240/1, Vinobhanagar, Lalapet. Secunderabad.		
Phone & Mobile	8978745668 ✓		
Permanent Address	Same as above		

None

Education

Degree (PG)	MBA Finance		
Name of college	Malla Malla Reddy Engineering College		
Location	Narapally R.R. dist		
Course type	☒ Regular Course ☐ Correspondence Course		
Year of completion	2009	Medium of Instruction	English
Percentage marks	81%	Category	SE / ST / BC / Open

Degree	B.com		
Name of college	AMS Arts & Science College		
Location	D.V. Campus, Hyd.		
Course type	☒ Regular course ☐ Correspondence Course		
Year of completion	2006	Medium of Instruction	English
Percentage marks	65%		

Name of Inter/ Jr. College	Guru Swamy Christian Junior College		
Location	Tarnaka, Hyd		
Year	2003	Medium of Instruction	English

Name of school	Sri durga High School		
Location	Lalapet, Hyd		
Year	2001	Medium of Instruction	English

Experience & Employment Details

Years of experience in relevant field ~~10~~ 11 years

Name of Company	Cherakuri Groups		
Duration of employment	1.5 yrs	From date: 17/9/06	To date: 29/04/07
Location	Hyderabad		
Designation	Accountant		
Last drawn salary	6500		
Number of employees in the company / branch?	100	Number of employees in your dept. or division?	7
Brief description of work handled by you.	Petty cash Maintenance Dealing with Receipts & Payments Bank Cash Sales Reconciliation		
Reason for leaving	Got a MBA for Higher Education		

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

1) good at subject
2) good at English.
3) salary ? recommended. 22/3/11

Name of Company	Grafts (Life Style) Marketing India Pvt Ltd		
Duration of employment	1 yrs	From date: 20/03/10	To date: 1/2/11
Location	Hyderabad		
Designation	Accountant		
Last drawn salary	9000		
Number of employees in the company / branch?	200	Number of employees in your dept. or division?	3
Brief description of work handled by you.	Handling official & confidential doc. Reconciliation Maintain Books & Accounts		
Reason for leaving	inconvenient of timings.		

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

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	
→ She can join immediately.	
→ Salary – previous salary preferred.	

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	

Offer Details

Salary offered	8,500/- p.m	Date of joining	31st Mar-11
Remarks:			

CURRICULUM VITAE

E.NAVANEETHA

H.No:- 12-14-240/1

**Vinobhanagar, Lalapet,
Secunderabad - 500017.**

Contact No: +918978748666, +919391120424

E mail: erra.navaneetha@gmail.com

CAREER OBJECTIVE

To secure a position in a corporate sector where I can contribute my creativity, technical skills and experience, and be a part of a team where I can improve my skills to achieve the organization's success as I am highly resourceful, energetic and a positive of can-do attitude and self-motivated.

EDUCATIONAL QUALIFICATION

Examination	Board/institution	Percentage	Year of completion
MBA Finance	JNTU Hyderabad	81%	2009
B.COM.,	Osmania University, Hyderabad	65%	2006
Intermediate	Board of Intermediate Education.	62%	2003
SSC	Board of Secondary Education, A.P.	60%	2001

COMPUTER SKILLS

- ✓ Accounting package (Tally 7.2, Focus, Wings) and prowess.
- ✓ SAP - Finance & Controlling
- ✓ Operating Systems: - WINDOWS XP, Professional, Win98 & MS-office.
- ✓ WEB TECHNOLOGY - HTML, INTERNET

WORK EXPERIENCE

- 1) Working as an **Accounts Assistant** in M/s. **GRAFS MARKETING INDIA PVT LTD.,** at Head office in Dilsukhnagar, Hyderabad since one year.

JOB PROFILE

- ✓ Bank, Cash, Sales reconciliation and branch reconciliation
 - ✓ Liaison with User & Sales/Purchase departments for clarifications of expenses
 - ✓ Maintain records such as cash book, bank books, receipts and payment vouchers, unpaid salaries etc.
 - ✓ Dealings with receipts and payments of the customers.
 - ✓ Petty cash maintenance
 - ✓ Handling official & confidential documents
- 2) Worked as an **Accountant Assistant cum Cashier** in "**CHERUKURI GROUPS**" at Branch Office - ECIL for nearly two years.

JOB PROFILE

- ✓ Dealings with receipts and payments of the customers.
- ✓ Updating deposits applications and maintaining books of accounts.
- ✓ Preparing accounts in focus software and manually.
- ✓ Preparing letters & maintaining other administrative records
- ✓ Handling official & confidential documents

MBA PROJECTS

- ✓ Company Analysis Report
- ✓ Industry Analysis Report

Main Project:

TITLE :- A study on role of "**Online Trading**" with special reference to M/s. Sharekhan Ltd. Hyderabad.

OBJECTIVES:-

- To analyze the changes in trading after the exchange shifted from outcry to online trading system.
- To find out account opening charges, maintenance charges, initial margin and brokerage charges charged by Share khan and compare those charges with its competitors.
- To find out the opinion of investors on attractiveness of home page, Website lay out, quickness in downloading pages, clarity of font size in reading Share khan's Website.
- To find out the opinion of investors on understandability with the content on the website, promptness in replying to general e-mail's, on-line enquiry form and on-line payments using credit and debit cards.
- To find out the investors rating of animation, sound clips and pop-up's, additional information on Website for investment decisions.

PERSONAL DETAILS

Name : **E.NAVANEETHA**

Father's Name : E.Yadagiri

Date of Birth : 29-06-1984

Marital status : Single

Nationality : Indian

Languages Known : English, Hindi, and Telugu.

DECLARATION

I, hereby declare that the above mentioned information is true up to my knowledge and bear complete responsibility for the correctness of above-mentioned particulars.


(E.NAVANEETHA)

JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY

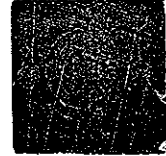
HYDERABAD - 500 072, ANDHRA PRADESH, INDIA
College: N M R E C, DIVYANAGAR

HT No: 07B61E0006

2783139360



Sl. No. B 167505



PROVISIONAL CERTIFICATE

This is to certify that Ms. E NAVANEETHA

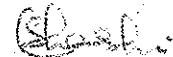
daughter of Shri E YADAGIRI

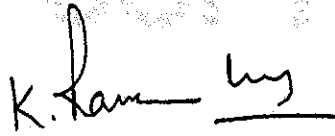
passed M.B.A. degree

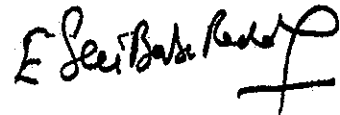
examination of this University held in OCTOBER - 2009 and that she was placed in

**** First Class with Distinction ****

She has satisfied all the requirements for the award of the degree.


Verified by


Controller of Examinations



REGISTRAR

Hyderabad - A.P.

Date: 10-3-2010

BOARD OF SECONDARY EDUCATION ANDHRA PRADESH



SECONDARY SCHOOL CERTIFICATE

NM 677326

PRIVATE

PC/03/0004274/2

E.M. Govt. Recognised
Lalapet, Sec'bad-17.

CERTIFIED THAT E NAVANEETHA

D/O E YADAGIRI

Bearing Roll No 0049746

belongs to SRI DURGA H S LALAPET SECUNDERABAD

has appeared and PASSED at the SSC EXAMINATION held in MAY/JUN-2001

in COMPARTMENTAL Division with ENGLISH as the medium of instruction.

DATE OF BIRTH OF THE CANDIDATE	DAY	MONTH	YEAR
29/06/1984	TWO	NINE	JUN ONE NINE EIGHT FOUR

THE CANDIDATE SECURED THE FOLLOWING PERCENTAGE OF MARKS

SUBJECT	Marks Secured (in figures)	Marks Secured (in words)
FIRST LANGUAGE : (HINDI)	67 *	SIX SEVEN
THIRD LANGUAGE : ENGLISH	55 *	FIVE FIVE
MATHEMATICS	64 *	SIX FOUR
GENERAL SCIENCE	50 *	FIVE ZERO
SOCIAL STUDIES	40	FOUR ZERO
TOTAL	276	(TWO SEVEN SIX)
SECOND LANGUAGE : (TELUGU)	53 *	FIVE THREE
GRAND TOTAL	329	(THREE TWO NINE)

Marks of Identification : 1

1. A mole on the neck.
2. A mole on the left hand -

Head of Institution
with School Stamp

Date of issue :

HEAD MASTER
SRI DURGA HIGH SCHOOL
E.M. Govt. Recognised
Lalapet, Sec'bad-17.
05/07/2001

SECRETARY
BOARD OF SECONDARY EDUCATION
A P, HYDERABAD

Any corrections in the certificate will not be entertained after one year from the date of issue.
Any unauthorised correction in the certificate will result in cancellation of certificate.
The marks with an asterisk indicates the old marks secured in previous appearances.



677326



Osmania University

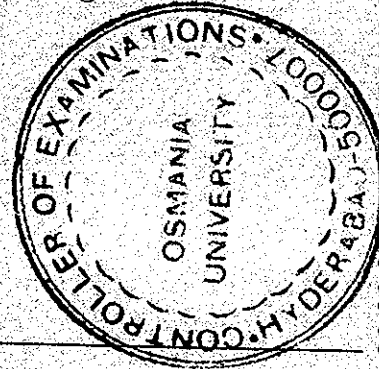
FACULTY OF COMMERCE

UJ 226736

Ref. No. 01120

Provisional Certificate

Roll No. 051-04-00962



This is to certify that E NAVANEETHA
 son/daughter of E YADAGIRI
 passed the BACHELOR OF COMMERCE

Examination of this University, held
 in MARCH/APRIL 2006 and that he/she was placed in

Part I : SECOND DIVISION

Second Language : TELUGU

Part II : FIRST DIVISION

Hyderabad A.P.

Dated 14/06/2006

[Signature]
 for Registrar

[Signature]
 Section Incharge

Osmania University

OU181241



Faculty of Commerce

Roll No . 5104-962



This is to certify that E Navaneetha

son / daughter of E Yadagiri

has been admitted to the degree of

Bachelor of Commerce

(Medium English)

of this University , having been declared to have passed in,

Part - I

Year

Division

English

Second Language (Telugu)

April 2005

Second

Part - II Optionals

Electives

Advanced Mgmt. Accl.

April 2006

First

Corporate Accounting

Given under the seal of the University

BC0909180044



Hyderabad

Dated 23 Sep, 2009



T. Torupab
Vice-Chancellor



JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY

HYDERABAD - 500 072, ANDHRA PRADESH, INDIA

MEMO NO.: B 1904154

MEMORANDUM OF MARKS

S.No. 2201418

EXAMINATION: MBA I Sem. (R07) Regular

HALL TICKET NO:

07B61E0006

BRANCH:

MONTH & YEAR OF EXAM: January, 2008

NAME: E NAVANEETHA

INSTITUTION: N M R E C, GHATKESAR

S.No.	SUBJECT CODE	SUBJECT TITLE	Internal Marks	End Exam	Total Marks	Result	Credits	
1	MA111	MANAGEMENT THEORY & PRACTICE	35	46	81	P		
2	MA112	MANAGERIAL ECONOMICS	33	51	84	P		
3	MA113	RESEARCH METHODOLOGY&STATISTICAL TOOLS	31	38	69	P		
4	MA114	FINANCIAL ACCOUNTING & ANALYSIS	34	54	88	P		
5	MA115	BUSINESS LAW & REGULATION	38	26	64	P		
6	MA116	BUSINESS COMMUNICATION&SOFT SKILLS	18	23	41	P		
7	MA117	BUSINESS ENVIRONMENT	36	49	85	P		
8	MA118	INFORMATION TECHNOLOGY LAB	40	55	95	P		
9	MA119	BUSINESS COMM.&SOFT SKILLS LAB	16	25	41	P		
SUBJECTS REGISTERED: 9			APPEARED: 9		PASSED: 9		TOTAL	
			281		367		648	

AGGREGATE (IN WORDS)

*** Six Four Eight ***



B. Day Kumar

DATE: 01-03-2008

VERIFIED BY

CONTROLLER OF EXAMINATIONS

INSTRUCTIONS:

MAXIMUM MARKS

Internal	End Exam	Total of Int. & End
40	60	100
20	30	50

MINIMUM FOR PASS

End Exam	Total of Int. & End
24	50
12	25

THEORY/DRAWING/DESIGN SUBJECTS

PRACTICAL SUBJECTS

P: PASS

F: FAIL

AB: ABSENT



JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY

HYDERABAD - 500 072, ANDHRA PRADESH, INDIA

MEMO NO.: B 1867628

MEMORANDUM OF MARKS

S.No. 2601433

EXAMINATION: MBA II Sem. (R07) Regular

HALL TICKET NO:

07B61E0006

BRANCH:

MONTH & YEAR OF EXAM: July, 2008

NAME: E NAVANEETHA

INSTITUTION: N M R E C, GHATKESAR

S.No.	SUBJECT CODE	SUBJECT TITLE	Internal Marks	End Exam	Total Marks	Result	Credi
1	MA201	HUMAN RESOURCE MANAGEMENT	36	47	83	P	
2	MA202	FINANCIAL MANAGEMENT	39	37	76	P	
3	MA203	QUANTITATIVE ANA.FOR BUSINESS DECISIONS	39	38	77	P	
4	MA204	PRODUCTION&OPERATIONS MAGT.	35	37	72	P	
5	MA205	MARKETING MANAGEMENT	36	40	76	P	
6	MA211	ERP AND MIS	38	41	79	P	
7	MA212	COMPANY ANALYSIS - SEMINAR	48	---	48	P	
SUBJECTS REGISTERED: 7			APPEARED: 7		PASSED: 7		
			TOTAL		271	240	511

AGGREGATE (IN WORDS)

*** Five One One ***

DATE: 20-09-2008

VERIFIED BY

K. Ram Reddy
CONTROLLER OF EXAMINATIONS

INSTRUCTIONS:

	MAXIMUM MARKS			MINIMUM FOR PASS	
	Internal	End Exam	Total of Int. & End	End Exam	Total of Int. & End
THEORY/DRAWING/DESIGN SUBJECTS	40	60	100	24	50
PRACTICAL SUBJECTS	40	60	100	24	50

P: PASS

F: FAIL

AB: ABSENT



JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY

HYDERABAD - 500 072, ANDHRA PRADESH, INDIA

MEMO NO.: B 2167885

MEMORANDUM OF MARKS

S.No. 3100601

EXAMINATION: MBA III Semester (R07) Reg.

HALL TICKET NO:

07B61E0006

BRANCH:

MONTH & YEAR OF EXAM: December, 2008

NAME: E NAVANEETHA

INSTITUTION: N M R E C, GHATKESAR

S.No.	SUBJECT CODE	SUBJECT TITLE	Internal Marks	End Exam	Total Marks	Result	Credits		
1	MA301	LOGISTICS & SUPPLY CHAIN MANAGEMENT	32	37	69	P			
2	MA302	COSTS & MANAGEMENT ACCOUNTING	39	37	76	P			
3	MA306	SECURITY ANALYSIS & PORT FOLIO MNGT.	35	36	71	P			
4	MA310	FINANCIAL INSTI., MARKETS & SERVICES	37	32	69	P			
5	MA314	I A REPORT FOLLOWED BY SEMINAR VIVA	40	---	40	P			
6	MA315	ORGANIZATIONAL BEHAVIOUR	37	37	74	P			
7	MA319	ENTREPRENEURSHIP	35	40	75	P			
SUBJECTS REGISTERED: 7			APPEARED: 7	PASSED: 7	TOTAL	255	219	474	

AGGREGATE (IN WORDS)

*** Four Seven Four ***



DATE: 25-02-2009

VERIFIED BY

K. Ram Reddy
CONTROLLER OF EXAMINATIONS

INSTRUCTIONS:

MAXIMUM MARKS

Internal	End Exam	Total of Int. & End
40	60	100

MINIMUM FOR PASS

End Exam	Total of Int. & End
24	50

THEORY/DRAWING/DESIGN SUBJECTS

PRACTICAL SUBJECTS

P: PASS

F: FAIL

AB: ABSENT



JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD
HYDERABAD - 500 085, ANDHRA PRADESH, INDIA

MEMORANDUM OF MARKS

MEMO NO. : IM 00284269

S.No.: 3700415

EXAMINATION: MBA IV Sem. (R07) Regular

HALL TICKET NO.:

07B51E0006

BRANCH:

MONTH & YEAR OF EXAM: May, 2009

NAME: E NAVANEETHA

INSTITUTION: N M R E D, CHATKESAR

S. No.	SUBJECT CODE	SUBJECT TITLE	INTERNAL MARKS	END EXAM	TOTAL MARKS	RESULT	CREDITS
1	MB401	STRATEGIC MANAGEMENT	36	34	70	P	
2	MB402	MANAGEMENT OF TECHNOLOGY	30	40	70	P	
3	MB403	INTERNATIONAL MARKETING	37	38	75	P	
4	MB408	STRATEGIC INVESTMENT & FINANCING DECISIONS	36	36	72	P	
SUBJECTS REGISTERED: 4			APPEARED: 4		PASSED: 4		
			TOTAL: 139		148	287	

AGGREGATE (IN WORDS)

*** Two Eight Seven ***



DATE: 13-08-2009

VERIFIED BY

K. Ram Ling
CONTROLLER OF EXAMINATIONS

INSTRUCTIONS:

MAXIMUM MARKS
Internal End Exam Total of Int. & End

MINIMUM FOR PASS
End Exam Total of Int. & End

THEORY/DRAWING/DESIGN SUBJECTS

40 60 100

24 50

PRACTICAL SUBJECTS

P: PASS

F: FAIL

AB: ABSENT

HONDA

ENQUIRY / QUOTATION

Serial No. : E-3

Enquiry / Quotation No. :

Date: 17-1-14 Dealership Name: Fortune Motors Pvt. Ltd.

30698

Name	MR. MADHU	Model	Type	Option	Colour
Phone (Resi)		Off.	Aerwa	110cc - DLX	
Mobile	9618853584	Purchase : (Cash/Finance/Amount)			
Particulars		Unit Price (Rs.)	Qty.	Amount (Rs.)	
Ex-Showroom Price :		Ex-showroom		50343	
Insurance		Ins		4620	
Registration Amount		Reg		1402	
Octroi					
Hypothecation		T/R		475	
Others					
On Road Price (Rs.)				56841	
Accessories	Qty.	Amount (Rs.)	Accessories	Qty.	Amount (Rs.)
1.			5. Ex. warranty	2+3=5yr	6902
2.			6. perm. reg.		930
3.			7.		
4.			Accessories Amount (Rs.)		3543
Grand Total (Rs.)				61944	
Remarks : 2nd veh. chang. 5% extra Ins, Lax				Follow up date :	
Age		Per day K M. Travel	I.D proof & Address proof (person)		
Profession		Finance / cash			
Company Name		Bank Finance Name			
Income		Exchange - Yes / No			
Current Vehicle	Splendor plus	Marital Status - Yes / No	Status : Hot/Warm/Cold		
Address	Lalpet		Expected Date :		
Locality			Gender : Male / Female		
Tehsil			Price type : (Retail / CSD / Institutional / Govt. / DGS & D)		
City	Pin :		Query type : (Telephone / Walkin / Road-show / Quotation)		

Terms and Conditions :

- Above rates are inclusive of Local Sales Tax. Prices prevailing at the time of delivery will be applicable.
- DD/Cheque/Pay Order should be drawn in favour of Fortune Motors Pvt. Ltd. payable at Delivery after realisation of cheque.
- Kindly bring a proof of residence for registration.

Salesman Name :

7799185800

Salesman Signature

Dealer address and telephone number

FORTUNE MOTORS PVT. LTD.

12-5-149/19/2&3, South Lalaguda,

Tarnaka, Hyderabad.

Tel: 040-65280044

Note : Please bring this copy next time you visit our Dealership.

Customer Copy

To,
The Manager HR & Admin
Modi properties & Investments Pvt Ltd
Ranigunj
Secunderabad.

Sir,

This is to inform you that Mr.Upender has been appointed from 12.11.13 as an Account assistant. I Know him very well as he is my Cousin Brother. If any problem arises with him I will be held responsible for him in all aspects.

Thanking You

Your's faithfully

~~P. Madhu~~
P.Madhu



B Bion
Therapeutics (I) Pvt. Ltd.



Name : P. Madhu
Designation : ORM
H.Q. : Hyd Reg 3
Mobile : 9618853584


Authorised Signature

PH No. 510-104, X 505, Chakrapani, Estate,
above Kalanagar, New Fort Road, Hyderabad - 500 004.
Tel. : +91-40-23 23 55 88 Fax : +91-40-23 23 55 33

Identi. : 11/1/1984

Date of Birth : AB+ve
Blood Group : 20-10-1989
Address :

E-mail : pmadhu@bionindia.co.in

B Bion
Therapeutics (I) Pvt. Ltd.

Affiliated with :
Nulink Corp., Japan
Hyderabad - 500 004.
Tel. : +91-40-23 23 55 88
Fax : +91-40-23 23 55 33

INSTRUCTIONS :

1. This card is not transferable
2. If found please drop in the nearest post box.

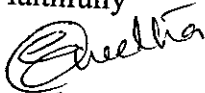
To,
The Manager HR & Admin
Modi properties & Investments Pvt Ltd
Ranigunj
Secunderabad.

Sir,

This is to inform you that Mr.Upender has been appointed from 12.11.13 as an Account assistant. I Know him very well as he is my Cousin Brother. If any problem arises with him I will be held responsible for him in all aspects.

Thanking You

Your's faithfully



E.Navaneetha.

~~E.Navaneetha~~

Accounts Division

 **MODI**
PROPERTIES &
INVESTMENTS PVT. LTD.

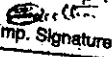
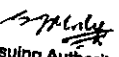


E. Navaneetha

Designation : Accountant

Valid Upto : 30-04-2015

Blood Group : O +ve

Emp. Signature  Issuing Authority 

5-4-187/3&4, 1st Floor, M.G. Road, Secbad-500003.
Ph : 040-66335551, Fax : 040-27544058
www.modiproperties.com

I.D No: 123

Res. Address:
H.No: 12-14-240/1,
Vinobhanagar, Lalapet,
Secunderabad.

In case of Emergency Call :
9618865390

1. Employee must display this card While on duty
2. This card has to be surrendered while leaving the organization
3. The loss of the card must be reported to the Admin. Div. Immediately

