

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

Name	G. RAJESH
Salary	Rs 13,500/- PM
Conveyance	☒ Included in salary ☐ Extra Rs. _____ 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 <u>April</u> <u>OCTOBER-11</u>
Employee company	GWC
Designation	AUTO CAD - ENGINEER
Site	GWC
Date of joining	04/02/2011
Report to	N.D.
Commitment	Committed to work for atleast <u>2</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 _____ ☐ Surety from _____ ☒ 1 yr bank statement _____ ☒ Reference letter from <u>Confession letter</u> ☒ Reference letter from _____ ☐ Other _____ ☐ Other _____
Remarks	He responded through Paper Add.

Approved by Shankar Reddy		Approved By MD	
Date:		Date:	
Sign:	<i>[Signature]</i>	Sign:	

Note.

02/02/11

Ser,

Mr. G Rajesh, Came for AutoCAD/Diploma
Engineer Position, Short listed by you,
awaiting for your decision.

Doc
sent.
02/02/11.

this for your kind information

~~Q, 13, 500 Salary~~

asked him to
come on Friday
afternoon -
Dines

02/02/11
D. S. S. S.

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	Auto Cad Engineer		
Date of application			
Application through	☐ Advertisement	☒ Referred by:	Radhika

Personal Details

Name	C. RAJESH		
Age	31	Date of Birth	18-08-1978
Fathers Name	C. NARSINGH RAO		
Address for Correspondence	18/7/864 out Side Goudapeta / own home		
Phone & Mobile	9550410104		
Permanent Address	Same as		

Education

Degree (PG)	Diploma in Computer (Draughtman/Civil)		
Name of college	IGNO		
Location	HYD		
Course type	☐ Regular Course	☒ Correspondence Course	
Year of completion	2007	Medium of Instruction	
Percentage marks		Category	SC / ST / BC / Open

discarded
Father
Expend
recently

Degree	Draught Man Civil		
Name of college	Hyderabad Technical College		
Location			
Course type	☒ Regular course	☐ Correspondence Course	
Year of completion	2006	Medium of Instruction	
Percentage marks	65%		

65%

Name of Inter/ Jr. College	V. H. College		
Location	Tambay		
Year	2006	Medium of Instruction	English

discarded

Name of school	Nrupatunga High School		
Location	Narayan Guda		
Year	1997	Medium of Instruction	English

Experience & Employment Details

Years of experience in relevant field		5 years	
Name of Company	Syplan Associate (Syplan)		
Duration of employment	5 yrs	From date: 2007	To date: 2011
Location	Hyderabad, Hyderabad		
Designation	Structural / Drafting		
Last drawn salary	12000/-		
Number of employees in the company / branch?	25	Number of employees in your dept. or division?	8
Brief description of work handled by you.	Structural details for RCC Construction works & Site at visitary and Execution, Steel quantity, Estimation for ^{steel} Building Construction		
Reason for leaving	Expected More Salary		

Will
copy

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)

CURRILULUM VITAE

G. RAJESH

18-7-864/ 1

o/s Gowlipura

HYDERABAD

Cell no - 9247556423, 9550410104

E-mail : gogikar_rajesh@yahoo.co.in

CAREER OBJECTIVE:

Professionalism with strong analytical and conceptual skills with Industrious nature and Ability to deal in all aspects of Civil Engineering.

Having an Objective to make a successful career in Detailing of R.C.C Structures. Monitoring and updating the day-to-day Changes in Different Fields of Civil Engineering.

ACADEMIC QUALIFICATIONS:

- Perusing Diploma In Civil Engineering (D.C.E) in IGNOU HYD. ✓
- ITI Civil Draughtsman in govt ITI Mallapally , Hyderabad. ✓
- SSC from Nrupatunga High School, Hyderabad. ✓

WORK EXPERIENCE

- Godrej & Boyce Mfg Pvt as a Intero works in Hyderabad. (One year Experience).
- Presently working as a Structural Draftsman R. C. C.Detailer at SYSPLAN ASSOCIATES Pvt Ltd., Hyderguda, and Hyderabad. (Since 2007, June)

LIST OF MAJOR PROJECTS DONE

1. IIIT Faculty quarters at Gachibowli.
2. kalajyothi press Delhi
3. Keerthi Estates at Banglore.
4. Dr. Surender Reddy At Nallakunta.
5. Proposed Residential Apartment at Banglore.
6. R.G.Mallu Apartment at Gulbraga
7. Span center Proposed Residential Apartment at Banglore
8. Proposed Collage Building at Chevalla.
9. B.V Reddy at Jubilee hills, Hyderabad.
10. Dr. Ambedkar open university at Jubilee hills, Hyderabad.

SOFTWARE SKILLS

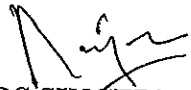
- AUTO CAD
- MS - OFFICE

EXTRA-CURRICULAR ACTIVITIES

NCC : A & B
SPORTS : Cricket,

PERSONAL DETAILS

Date of Birth : 18-08-1980
Gender : Male
Marital Status : Single
Nationality : Indian
Languages Known : Telugu, Hindi and English
Permanent Address : G.RAJESH
18-7-864/1 o/s
GOWLIPURA
HYDERABAD
Andhra Pradesh, (INDIA).


YOURS SINCERELY
(G.RAJESH)

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	☐ Good ☒ Average ☐ Poor
Recommended salary	☐ Employ ☐ Reject ☐ Short list & decide later

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	Q. 13,500/-	Date of joining	4/02/011
Remarks:			