

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

Name	G. VIJAY RAJ
Salary	12,000/-
Conveyance	☒ Included in salary ☐ Extra Rs. _____ per month
Mobile Allowance	☐ Nil ☒ Rs. 250/- 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
Employee company	MPIPL
Designation	Asst. Engg.
Site	Ho. for QC Team
Date of joining	21/5/08
Report to	Ho. of MD
Documents required	☒ 2 photographs ☒ Copy of school certificate ☒ Copy of degree certificate ☒ Copy of drivers license ☒ Copy of passport ☒ Fathers employment details / Copy of ID card - pension details ☒ Reference letter from Fiat India Corporation ☒ Reference letter from Pavani Estate. ☐ Reference letter from _____ ☐ Other _____ ☐ Other _____
Remarks	Employed for QC Team. Needs 3 to 6 months to learn.

Sign: _____

Date: 19/5/08

Ref: *Paula - (chom) male 12/11/2008*
05/05/08

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	<i>Sr. Engineer</i>
Date of application	<i>05/05/2008</i>
Application through	☐ Advertisement ☐ Referred by: <i>G. Jata Kumar</i>

Personal Details

Name	<i>G. VIJAY RAJ</i>		
Age	<i>29 years</i>	Date of Birth	<i>04/07/1978</i>
Fathers Name	<i>G. ANAND RAJ</i>		
Address for Correspondence	<i>H.NO- 12-10-362, SEETHAPHALMANDI, SEC-BAD-61.</i>		
Phone no. for correspondence	<i>9849497484</i>		
Permanent Address	<i>H.NO- 12-10-362, SEETHAPHALMANDI, SEC-BAD-61.</i>		

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

<i>Good communication. Can be good for QC team.</i>
<i>Lower back on Monday to appointment.</i>
<i>12/5/08</i>

Education

Degree	<i>BACHELOR OF ENGG. (CIVIL)</i>		
Name of college	<i>VASANT COLLEGE OF ENGG.</i>		
Location	<i>IBRAHIM BAGH</i>		
Year	<i>2003</i>	Medium of Instruction	<i>ENGLISH</i>

Degree			
Name of college			
Location			
Year		Medium of Instruction	

Name of Inter/ Jr. College	<i>ST. PETER'S JR. COLLEGE</i>		
Location	<i>BARKATPORA</i>		
Year	<i>1995</i>	Medium of Instruction	<i>ENGLISH</i>

Name of school	<i>SREE BALAJI HIGH SCHOOL</i>		
Location	<i>WARSIQUDA</i>		
Year	<i>1993</i>	Medium of Instruction	<i>ENGLISH</i>

Other courses or training	C, Language, AUTO CAD, Learning 'STAAD'
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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	PASSION PLUS	Year	2007
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Family Details	Name	Age	Occupation	Company
Father	G. ANANDHARAJU	65	Doctor	
Mother	G. SAMANTH	58	Housewife	Red Deputy Director, JPN
Wife / Husband	G. SURESH	27	Housewife	
Brother / Sister	G. RAJESH	32	Tech. Support	IOBI BANK
Brother / Sister				
Brother / Sister				
Son / Daughter	G. DILIP	6 months		
Son / Daughter				
Son / Daughter				

Salary Details

Last Drawn Salary	12,000/- (After Deductions)	
Above salary Included	ESI: ☐ Yes ☒ No	PF: ☐ Yes ☒ No
Expected Salary	Conveyance: ☐ Yes ☒ No	Mobile Allowance: ☐ Yes ☒ No
	12,000/- to 15,000/-	

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

→ Agreed to the same salary

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Experience & Employment Details

Years of experience in relevant field		(SITE ENGINEER) & 6 months	
Name of Company	PAVAN? Estates Pvt. Ltd.		
Duration of employment	6 Months	From date:	5 th Oct 2007 To date: Till date
Location	Ameer Pk		
Designation	SITE ENGINEER		
Last drawn salary	12,000/-		
Brief Description of work	As a Site Engineer, I was to execute the flooring and painting work in the Apartments and corporate offices. This company mainly deals with interior design- ing.		
Reason for leaving	want to shift to construction field.		

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Name of Company	FIRST INDIAN CORPORATION PVT. LTD.		
Duration of employment	4 years 2 months	From date:	28/08/2003 To date: 08/10/2007
Location	Ameer Pk		
Designation	Team Coordinator		
Last drawn salary	16,000/-		
Brief Description of work	My responsibility in the company to send the Production & other M.I.S. Reports to the Management. Basically I joined in this company as Research Executive, moved to Quality, then moved to Team Coordinator.		
Reason for leaving	NO projects.		

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

→ No projects left to work on. 08/10/07

CURRICULAM VITAE

Vijay Raj.G

Email: rajvijay03@gmail.com
①: +91-9849497484

Career Objective

Seeking a challenging position as a professional, wherein given a chance of proving my mettle to the best. To accomplish my responsibilities to best of my efficiency in the field of Civil Engineering & Interiors execution and to work hard in achieving the assigned task towards the organizational and personal growth.

Employment History

M/s Pavani Estates Pvt Ltd
Site Engineer

October 2007 – Till date

As a Site Engineer, I carried out the Quantity Estimation of the different materials used in various Corporate Interiors & domestic Interiors. I have been excuting the complete interiors as per the plans given form our design studio. I am managing teams of different contractors and supervisors to excute the projects perfectly and in the stipulated time.

First Indian Corporation Pvt Ltd
Team Coordinator

August 2003 – October 2007

The key function of this Captive BPO is to constantly maintain and update the Data Base of the Real Estate information server. This BPO provides all the necessary details of the entire American Real Estate to its clients, who are mostly the American Insurance Companies. This is the end process where the data will be uploaded to the database after quality check. Here we check the quality of work done at various levels by using different types of tools and to confirm the exact real estate property.

As a Team coordinator, Reporting daily activities such as Team Production and other MIS reports on daily/weekly/monthly basis. Analyzing the Projects/Volumes and accordingly preparing the targets and ETC's of the team. Preparation of year end appraisals of the team members and providing the constructive feedback regarding their quality and productivity.

CORE COMPETENCY

- ✓ Execution of Construction Activities and Interiors perfectly.
- ✓ Proficiency in Civil Software Packages & Software Applications.
- ✓ Good interpersonal skills, committed, result oriented, team leading, hard working with a quest and zeal to learn new things at a faster pace and to undertake challenging tasks.

Educational Qualifications

- 1 B.E. (Civil) from Vasavi College of Engg, Hyderabad.
- 2 Intermediate from St.Peter's Junior College, Hyderabad.
- 3 S.S.C from Sree Balaji High School, Hyderabad.

Civil Engineering Project

Project Title: "Feasibility studies for the construction of flyover along a corridor".

Brief overview of Project:

The corridor is from S.R. Nagar to Khairatabad. This is the biggest corridor in Hyderabad City. There are main five intersections in this corridor are S. R. Nagar, Maitrivanam, Ameerpet, Punjagutta and Khairatabad. Though all the roads are wide enough, they are over loaded with heavy traffic. Hence, we concluded that a flyover is required along the above corridor by doing the following surveys – Traffic volume study, Delay study and Public opinion study.

Extracurricular Activities

- 1 Was member of the organizing committee of "ACUMEN 99", a National level Technical Symposium conducted by Vasavi College of Engineering.
- 2 Participated in the Traffic Surveys as well as geometric surveys related to MCH Project on Junction Improvement.
- 3 Participated in school and college cricket team

Software Skills

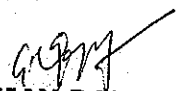
Operating Systems	:	DOS, UNIX, WINDOWS.
Languages	:	C
Office Packages	:	MS- Word, Excel, PowerPoint.
Civil Engineering Packages	:	AutoCAD

Personal Profile

Father's Name : G.ANAND RAJ
Date Of Birth : 04th July, 1978.
Marital Status : Male - Married.
Nationality : Indian
Religion : Hindu
Languages Known : Telugu, Hind & English
Hobbies : Playing cricket, Swimming, Surfing Net and Driving.
Permanent Address : H.No: 12-10-362,
Ramalayam St No.4, Seethaphalmandi,
Secunderabad,
A.P.

Date:

Place:


(VIJAY RAJ. G)