

Date. 14.5.08

TD.

The manager
M.P.I.P.L
Sec. bud.

File

Sub: Apology letter.

Respected Sir

I, K. Manoj Kumar working as a
Supervisor at P.M.R. site at Nagaravalli.
One complaint has come on me I am telling
Apology for that one I did not made
any mistake and Next time also it will
not happen Sir.

Thanking you.

K. Manoj Kumar,

K. Manoj Kumar.

Recd
14/5/08

NOTES

To

Mr. Ranjith Banu.

Dear Sir,

Here I am sending one candidate for supervisor job. Please interview him and send him back to us with your comments.

Regards

(Signature)
S. Arun

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

Name	K Mangi Kumar
Salary	3,500/-
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
Probation Period	☒ 3 months ☐ Nil
Salary revision	☐ After 3 months ☒ Next April
Employee company	Paramount Builders.
Designation	Site Supervisor
Site	PMR
Date of joining	1/10/07
Report to	Subha Reddy At Project at PMR.
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 _____ ☐ Reference letter from _____ ☐ Reference letter from _____ ☐ Other _____ ☐ Other _____
Remarks	Brother - in - law of A Ramesh. Employed on reference of A Ramesh.

Sign: _____

Date: _____

27/9/07

Ref - A. Ramech - CH's Brother (in line)

Bio-Data

Note: Attach copy of Resume / Bio-data

Saturday 11:30

AN
U

Application for post of	Supervisor.
Date of application	19.09.2007
Application through	☐ Advertisement ☐ Referred by:

Personal Details

Name	K. MANOJ KUMAR		
Age	18	Date of Birth	14-03-1989
Fathers Name	K. BALAJAH (late)		
Address for Correspondence			
Phone no. for correspondence			
Permanent Address	HND 3-5-1119/1B Kachiguda 'x' Roads Hyd - 27		

Renter

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

Education

Degree			
Name of college			
Location			
Year		Medium of Instruction	

Degree			
Name of college			
Location			
Year		Medium of Instruction	

Not this part

Name of Inter/ Jr. College	Kachiguda Gov't Jr. college		
Location	Hyd.		
Year	2005-2006	Medium of Instruction	T/M

Final

Name of school	Arya Kanya Vidyalaya H.S. School		
Location	Hyd Kachiguda		
Year	2004	Medium of Instruction	T/M

54%

* Recently he has ^{dis continued} completed his education, one subject is balance in Inter (Maths). Basic knowledge of civil works he has. Trained in working in civil line has Supervisor. Moreover has little knowledge in H.S. office & Excel. Hence we can take him as trainee Supervisor. or we can train him as data Base. out all o.k.

high bright

Experience & Employment Details

Years of experience in relevant field	
---------------------------------------	--

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

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

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

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

CURRICULUM VITAE

K. Manoj Kumar
H.No 3-5-1119/1B,
Kachiguda X Road,
Hyderabad-500 027.

OBJECTIVE:

To work in a challenging position where I can enrich my knowledge and skills while contributing my best for reaching professional goals of your esteemed organization.

EDUCATIONAL QUALIFICATIONS:

- **INTER** : Govt Junior College,
Kachiguda.
- **SSC** : Arya Kanya Vidyalaya High School.
Hanuman Tekedi, Sultan Bazaar.

TECHNICAL SKILLS:

- MS-Office,

Experience : Nil
(Recently Completed Education)

Post for Applying : Supervisor

PERSONAL DETAILS:

Name : K. Manoj Kumar

Father name : K. Balaiah (Late).

Date of Birth : 14th March 1989.

Age : 18 Years.

Marital status : Un married.

Languages Known : Telugu, Hindi & English.

Thanking you for your kind perusal,

Kind regards.

Date:

Place:

Your's truly

(K. Manoj Kumar)

BOARD OF SECONDARY EDUCATION ANDHRA PRADESH



SECONDARY SCHOOL CERTIFICATE

DD 111307

REGULAR

PC/02/01037/011307/4

CERTIFIED THAT **K MANOJ KUMAR**
S/O K BALAIAH

bearing Roll No **0129898**

belongs to

ARYA KANYA VID HS SULTANBAZAR, HYDERABAD

has appeared and PASSED at the SSC EXAMINATION held in MARCH 2005 in

SECOND

Division with

TELUGU

as the medium of instruction.

DATE OF BIRTH
OF THE
CANDIDATE

14/03/1989

DAY

MONTH

YEAR

ONE FOUR

MARCH

ONE NINE EIGHT NINE

THE CANDIDATE SECURED THE FOLLOWING PERCENTAGE OF MARKS

SUBJECT	Marks Secured (in figures)	Marks Secured (in words)
FIRST LANGUAGE : (TELUGU)	51	FIVE ONE
THIRD LANGUAGE : ENGLISH	39	THREE NINE
MATHEMATICS :	39	THREE NINE
GENERAL SCIENCE :	52	FIVE TWO
SOCIAL STUDIES :	79	SEVEN NINE
TOTAL :	260	TWO SIX ZERO
SECOND LANGUAGE : (HINDI)	44	FOUR FOUR
GRAND TOTAL :	304	THREE ZERO FOUR

Life Skills Education : GRADE SECURED :

Marks of Identification : 1. A mole on cheek
2. A mole on thigh

Head of Institution
with School Stamp

N. Babbarwal
Head Master,
Vidya Vidyalaya, Sultanbazar, Hyderabad - A.P.

SECRETARY

Date of issue : 30-04-2005

BOARD OF SECONDARY EDUCATION
A P, HYDERABAD

1. Life Skills Education : The Grade shall be incorporated by the respective Head of the Institution before delivery of the certificate to the candidates.
2. Any corrections in the certificate will not be entertained after one year from the date of issue.
3. Any unauthorised correction in the certificate will result in cancellation of certificate.
4. The Marks with asterisk indicate the old marks secured in previous appearances.

2005

