

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

Name	M. LAVANYA
Salary	8,000/- ✓
Conveyance	☒ Included in salary ☐ Extra Rs. NA. 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 '13
Employee company	VISTA.
Designation	Asst. Pw. d. Officer.
Site	Head office.
Date of joining	01-10-2012
Report to	Gaurang Moddy / Raghunath.
Commitment	Committed to work for atleast 02 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 _____ ☐ Reference letter from _____ ☐ Other _____ ☐ Other _____
Remarks	Ex. Employee → Transferred to Accounts division as an accountant

Approved by Manager - HR & Admin.		Approved by Managing Director	
Date:	24-9-12	Date:	28 SEP 2012
Sign:	<i>[Signature]</i>	Sign:	<i>[Signature]</i>

APPROVED BY
SOHAM MODI
MANAGING DIRECTOR

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	Suitable Post	
Date of application		
Application through	☐ Advertisement	☐ Referred by:

Personal Details

Name	M. LAVANYA		
Age	25 Yrs.	Date of Birth	21.01.1988
Fathers Name	N/o. Bishnappa		
Address for Correspondence	45-189, Shirdi Nagar, Upparguda, Moulali, Hyd-47.		
Phone & Mobile	7416103165		
Permanent Address	DO -		

Education

Degree (PG)	—		
Name of college			
Location			
Course type	☐ Regular Course	☐ Correspondence Course	
Year of completion		Medium of Instruction	
Percentage marks		Category	SC / ST / BC / Open

Degree	B.Com (Computers)		
Name of college	Uasundara Degree Women's College		
Location	ECIL		
Course type	☒ Regular course	☐ Correspondence Course	
Year of completion	2008	Medium of Instruction	English
Percentage marks			

Name of Inter/ Jr. College	Kasturba Gandhi Jr. College		
Location	Maddurpally		
Year	2005	Medium of Instruction	Telugu

Name of school	Z.P.H.S		
Location	Malkajgiri		
Year	2003	Medium of Instruction	Telugu

Experience & Employment Details

Years of experience in relevant field

Name of Company	Mode Properties & Investments Pvt Ltd.		
Duration of employment	3 1/2 yrs	From date: 29.01.07	To date: 16.05.2010.
Location	Raniganj.		
Designation	Asst Accountant		
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.	Responsible for maintaining Cash & Bank books, Supplier, Customer, Bank & cash Reconciliation, Preparation of ETDs, Maintain of Database of Customers Details & Rent Accounts		
Reason for leaving	Lay off.		

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

Name of Company	Numeric Power Systems Ltd.		
Duration of employment	1 yr. yrs	From date: 22.05.10	To date: 10.05.12
Location	DTC X' Road.		
Designation	Change Coordinator		
Last drawn salary	8,300/-		
Number of employees in the company / branch?	120	Number of employees in your dept. or division?	3 Nos.
Brief description of work handled by you.	Coordinating with customers, Attending Sales Enquiries, Sending offer/quotes, Preparation of OA & updating in system, Daily Weekly, monthly, MIS Reports, other official reports		
Reason for leaving	Maternity Leave.		

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

CURRICULUM VITAE

M.LAVANYA

#45-189/1,
Upparguda,
Shirdinagar Colony,
Moula-Ali
HYDERABAD.

Mobile No: 74161 03165

E-Mail: vanyu786@gmail.com

OBJECTIVE:

To be part of Professionally Managed Organization with scope for a challenging carrier and with opportunity for learning, excellence and continuous improvement coupled with growth and individual development.

EDUCATION QUALIFICATION:

1. B.Com (Comp) from Vasundhara Degree College, A.P
2. Intermediate (CEC) from Kasturba Gandhi College, A.P
3. SSC from Board of Secondary Education, A.P

TECHNICAL PROFICIENCY:

- Packages : PGDCA, Tally, EX Generation.
- Type writing : Lower in English

WORK EXPERIENCE:

Worked as an Accountant in M/s.Modi Properties & Investments Pvt Ltd.
From Jan 20007 to May 2010.

- Responsible for Maintaining Cash and Bank book.
- Supplier, Customer, Bank and Cash Reconciliation's.
- Preparation of ETDS, Service Tax, Vat.
- Maintain Database of Customers Details.
- Maintain Customer and Project Document files.
- Maintain Rent Accounts.

From June 2010 to Till Date

Working as a Channel Coordinator at **NUMERIC POWER SYSTEMS LTD,**
HYDERABAD.

JOB RESPONSIBILITIES:

- Coordinating with Customers.
- Attending Sales Enquiries & Sending offer / Quotes.
- Preparation of OA & updating in Karomi.
- Interacting with concerned departments for delivery follow up.
- Daily Weekly Monthly Quarterly MIS reports.
- Other official reports.
- Updating Regional Head on day-to-day activities.
- Coordinating for daily / weekly meeting.
- Partners & local ND issues handling.
- Telecalling Partners in area.
- Co-ordinate with local commercial team to know the LI billing details on daily basis to organize POD for Multi point Orders.
- Analyzing Outstanding on regular interval and coordinating with customers & Credit Control Dept For Payment Collections

STRENGTHS:

- Hard working nature and eager learner.

PERSONAL PROFILE :

Name : M. LAVANYA
Husband Name : BIKSHAPATHI
Date of Birth : 21-01-1988
Sex : Fe-Male
Marital Status : Married
Nationality : Indian
Languages known : Telugu, English and Hindi

Date :

Place : HYDERABAD

(M.LAVANYA)

Received
forward to OOD
GP

Date: 05th Sept 2012

From,
M. Lavanya
Secuderabad

To
The Managing Director
Modi Properties & Investments P.Ltd
Secunderabad.

Dear Sir,

Sub: Request of Job

I Lavanya worked as an Asst.Accountant for 3 ½ years ie from 2007 to 2010, due to recession during my services, Management ask to leave the service. Now I am in need of Job due to Family problem.

So I kindly request your good selves to give me an opportunity to work in your organization in any department in head office.

Please do the needful.

Thanking you,

Yours truly,

M.LAVANYA

lawyer
05/9/12

Tai Kumar,

Recomend her salary
and she may join from

1/10/12

h
22/9/12

Recommended for Purchase Dept.
as per enquiry Sir. (Purchasing Asst.)
data entry work & Po's etc
can be employed
Subject to
she salary neg. Maths
to MD's
approval

lawyer
29/9/12

Date: 24/9/12

Subj: Lavanya - New joinee in Purchase - Salary - Reg.

→ Her Salary may be fix for 8250/- to 8500/-
 (Basing on → regular graduate
 → Experience in MS office and database
 → Previous Salary paid - Mar 10 - 6300 + 250)

→ Company → GWE or Vista

→ Designation → (D.E.O / Purchase Asst. / Asst. Purchase Officer)

Management Contribution Pf and ES to be added extra,
 applicable for - GWE
 Not applicable for - Vista (at present)

Kindly advise Sir

Dai

Spoken to Kanaka Rao Sir also)

P.T.O