

6800/- Scan ID: 99994

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

Name	N. MEGAMALA
Salary	6800/-
Conveyance	<input checked="" type="checkbox"/> Included in salary <input type="checkbox"/> Extra Rs. <u>NA</u> per month
Mobile Allowance	<input type="checkbox"/> Nil <input type="checkbox"/> Rs. <u>250/-</u> per month.
PF & ESI	<input type="checkbox"/> No PF & ESI <input type="checkbox"/> Only after 3 months <input type="checkbox"/> Pay ESI & PF
Probation Period	<input checked="" type="checkbox"/> 3 months <input type="checkbox"/> Nil
Salary revision	<input type="checkbox"/> After 3 months <input checked="" type="checkbox"/> Next April-2014.
Employee company	Greenwood Estates
Designation	Accounts Assistant
Site	Head office
Date of joining	01-03-2013.
Report to	A Sambasivarao / Jayaprakash
Commitment	Committed to work for atleast <u>02</u> yrs.
Documents required	<input checked="" type="checkbox"/> 4 photographs <input type="checkbox"/> Copy of school certificates <input checked="" type="checkbox"/> Copy of degree certificates <input type="checkbox"/> Copy of drivers license <input type="checkbox"/> Copy of passport <input type="checkbox"/> Fathers employment details / Copy of ID card. <input checked="" type="checkbox"/> Surety from <u>N. Renuka Devi</u> <input type="checkbox"/> Surety from _____ <input type="checkbox"/> 1 yr bank statement _____ <input checked="" type="checkbox"/> Reference letter from <u>Mr. Rajesh icici bank</u> <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	<p>→ Sister of Ms. Renuka, Sales GWT</p> <p>→ Assist to Nagamam and Rajyalaxmi</p> <p>→ Management Contribution Pf and Esy has to added.</p>

Approved by Manager - HR & Admin.
 Date: 28-02-2013
 Sign: [Signature]

Approved by Managing Director
 Date: - 1 MAR 2013
 Sign: [Signature]
APPROVED BY
SOHAM MODI
MANAGING DIRECTOR

Friday 29th

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	
Date of application	26/2/12
Application through	<input type="checkbox"/> Advertisement <input checked="" type="checkbox"/> Referred by: <u>M. Renukadevi</u>

Personal Details

Name	D. MEGAMAZA		
Age	25	Date of Birth	02/4 4-6-1987
Fathers Name	D. RAJCHANDER		
Address for Correspondence	201/A Sanjeeviah nagar, west married pally sec-bad,		
Phone & Mobile	8297430081		
Permanent Address	201A Sanjeeviah nagar colony west married pally sec-bad.		

Rented 3500/-
Stays with parents

Education

Degree (PG)	Degree (Bcom. Computers)		
Name of college	Ken Degree College		
Location	lal bazar		
Course type	<input checked="" type="checkbox"/> Regular Course <input type="checkbox"/> Correspondence Course		
Year of completion	2010	Medium of Instruction	English
Percentage marks	58%	Category	SC/ST/BC/Open

Degree			
Name of college			
Location			
Course type	<input type="checkbox"/> Regular course <input type="checkbox"/> Correspondence Course		
Year of completion		Medium of Instruction	
Percentage marks			

Name of Inter/ Jr. College	Ken Junior college		
Location	lal bazar		
Year	2008	Medium of Instruction	English

Name of school	Govt. Girls High school		
Location	west married pally		
Year	2006	Medium of Instruction	English

Experience & Employment Details

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

Name of Company	Bill Desk (India.idea.com Pvt Ltd)		
Duration of employment	2 1/2 yrs	From date:	sep 28-2010 To date: Till date
Location	Prakash nagar		
Designation	Mutual fund Process		
Last drawn salary	6000 /-		
Number of employees in the company / branch?	30	Number of employees in your dept. or division?	15
Brief description of work handled by you.	successfully handling ECS Process of		
	Multiple fund like UTI Mutual fund,		
	Reliance mf, Axis mf, Religare mf, Bob mf, HS mf etc.		
Reason for leaving	NO Growth		

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

→ Can get Experience Certificate ✓
→ Salary by Cash.

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)

Megamala Nalakatla

*Through
Renuka Joshi
FD - GWE*

Address: H.No.201/A,
Sanjeevaiah Nagar Colony,
West Marredpally,
Secunderabad – 500 027.

Phone: +91 8297430081
Email: megamala.n@gmail.com

CAREER OBJECTIVE

To be a part of professionally managed organization where there is individual growth and personal development.

EDUCATIONAL QUALIFICATION

- Bachelor of Commerce (Computers) from Ken Degree College, Lalbazar, Secunderbad.
- Intermediate from Ken Junior College, Lalbazar, Secunderabad.
- S.S.C from Govt Girl's High School, West Marredpally, Secunderabad.

COMPUTER AWARENESS

- Accounting Packages: Tally 9.
- MS Office : Word, Excel

STRENGTHS

- Ability to work with a team or individually.
- To understand the responsibility for doing work with at most sincerity.
- Inquisitive with time management skills and leadership charisma.
- Self belief and optimistic attitude.

WORK EXPERIENCE

- Working in Indiaideas.com PVT LTD (BILLDESK)

(Experience in Mutual fund Services Back End Operation on – SIP,(Online Billpayment & Transaction Process) since from period of September 2010 to Till Date).

Company profile:

BillDesk, a property of India Ideas.com Ltd. was conceived in early 2000 to solve the frustrations of most of us when it comes to paying bills. We have created BillDesk to help consumers like us leverage on the potential of electronic medium to better organize and manage our payments, while escaping some of the pitfalls of traditional bill payment services.

Job profile:

Successfully handling Ecs Process of Multiple fund like UTI Mf, Reliance Mf, Axis mf, Religare Mf, BoB Mf, Msmf Mf, Sahara Mf, Lic Mf, Quantum mf, Mirae mf.

- Handling Registrations, validations processing and preparing Reverse Registration feeds accordingly
- Maintaining Transaction feeds and sending the Reverse Transaction feeds to the Biller and the registrar
- Organizing Cycle wise Transaction Reports to Head office and Biller / Clients and processing the bill cycles report Biller / Clients
- Handling Investor and Biller related queries by interacting through mails and calls
- Handling Technical Errors/Technical Rejections from the banker

Maintaining all the feeds and updating the Master Data with in the TAT specified.

90% - three days

PERSONAL PROFILE

Name	Megamala Nalakatla
Father Name	N.Ramchander
Nationality	Indian
Marital Status	Single
Date of Birth	04-06-1987
Linguistic proficiency	English, Hindi & Telugu
Address	H.No.201/A, Sanjeevaiah Nagar Colony, West Marredpally, Secunderabad - 500 027.

Declaration:

I here by affirm that the information in this document is accurate and true to the best of my Knowledge

Date:
Place:

(Megamala.N)