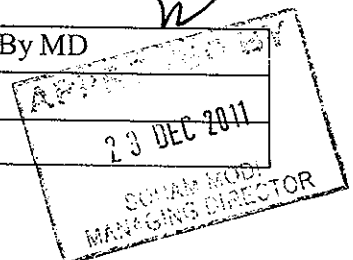


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Details of Appointment: (For office use only – Do not write on this page)

Name	P. RAGHU
Salary	6500/-
Conveyance	☒ Included in salary ☐ Extra Rs. <u>NA</u> 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 April
Employee company	SYED MEHDI & RAZIABAND A/c.
Designation	SITE SUPERVISOR.
Site	MUSheerabad / Bowampally Site
Date of joining	14-12-2011
Report to	KIZER MAHMOOD
Commitment	Committed to work for atleast <u>02</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 _____ ☐ Reference letter from _____ ☒ Other <u>ISI CERTIFICATE</u> ☐ Other _____
Remarks	→ Referred Mr. M. Malla Reddy.

Approved by Shankar Reddy	Approved By MD
Date: <u>15-12-2011</u>	Date: _____
Sign: <u>[Signature]</u>	Sign: _____



Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	Site Supervisor -	
Date of application	Assessment Post	
Application through	☒ Advertisement	☐ Referred by: Malla Reddy

Personal Details

Name	P. Raghu		
Age	45	Date of Birth	10-10-1964
Fathers Name	P. ANJaiiah		
Address for Correspondence			
Phone & Mobile	7842576955,		
Permanent Address	2-2-1163/A/1 Tidlak Nagar Nallakota Hyd. 44		

Jan
Hense

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			
Name of college			
Location			
Course type	☐ Regular course ☐ Correspondence Course		
Year of completion		Medium of Instruction	
Percentage marks			

Name of Inter/ Jr. College			
Location			
Year		Medium of Instruction	

Name of school	SSC Private		
Location	Private		
Year	1983.	Medium of Instruction	Telugu

3 Passed

Experience & Employment Details

Years of experience in relevant field 12

Name of Company	IDL Chemicals Ltd. Apprentice		
Duration of employment	1 yrs	From date: 1987	To date: 1988
Location	Kukat Pally		
Designation	Apprentice		
Last drawn salary	Rs. 1000/- 3000/-		
Number of employees in the company / branch?	2000	Number of employees in your dept. or division?	
Brief description of work handled by you.			
Reason for leaving			

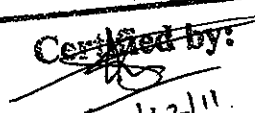
Remarks: (For office use only – Do not write in this box)

→ He has no experience of relevant but he has industrial experience

Name of Company	RMPHO Biscuits Ltd.		
Duration of employment	5 yrs	From date: 1989	To date: 1994
Location	DPPal		
Designation	Turner		
Last drawn salary	Rs. 1750/-		
Number of employees in the company / branch?	750	Number of employees in your dept. or division?	1
Brief description of work handled by you.			
Reason for leaving	CO. closed		

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

He has no experience in civil field but his background is technical. I hope he can very fast pickup & prove himself if given opportunity. I am positive to give him chance in field work.

Certified by:

 12/12/11
 Asst. Project Manager
 Kadakia & Modi Housing

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	☐ Employ ☐ Reject ☐ Short list & decide later
Recommended salary	

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		Date of joining	
Remarks:			

Resume

P Raghu

Hno 2-2-1163/A/1
Tilak Nagar
New Nallakunta
Hyderabad-500044

PH no- 9652811394 , 7842576955

Qualification

ITI- Turner
OWAISI INDUSTRIAL TRAINING INSTITUTE -1983-1985

Apprentices

IDL-CHEMICALS LTD FROM 1987 to 1988

Work experience

Ampro Biscuits- 1989 to 1994

Job profile-Operator

Operating lathe machine, grinding ,and all technical support machines
Supervision on completed work from Apprentices

Annapurna engineering works-1994 to 2000

Jobprofile-supervisor

Supervision of different types of technical works & and operating lathe work
Supervision on employee (turners, helpers and other technical staff)

Sanjana Engineering works- 2000 to till date
proprietor

Clients

- Private orders from Annapurna engineering works
- Flowseal controls
- Railways order

Lubrication works of all cement factory, pistons nozzles . pump elements of various cement factory
And all other fabrication works, lathe works

Personal profile

Name- : P Raghu
Father name : P Anjaiah
Address : Hno 2-2-1163/A/1
Tilak Nagar
New Nallakunta
Hyderabad-500044
Dob- : 10/10/1964
Languages : Telugu Hindi English
Strength. : Hardworking / quick learner

P.Raghu

Date
Hyerabad

**BOARD OF SECONDARY EDUCATION
ANDHRA PRADESH**



775696

SECONDARY SCHOOL CERTIFICATE

Certified that		P RAGHU		bearing	
R. No.		241903		Son/Daughter of	
		XXXX		P ANJATAH	
and belonging to		PRIVATE		acquired	
at the SSC EXAMINATION held in		OCT, 1983		and PASSED the Examination in	
COMPARTMENT		in connection with		TELUGU	
				as the medium of instruction	
The Date of Birth of the Candidate is					
DATE OF BIRTH	DAY	MONTH	YEAR		
10/10/1964	ONE	ZERO	OCT	ONE	SIX FOUR
The candidate Secured the following Percentage of marks					
FIRST LANG.	MARKS	THIRD LANG.	MARKS	MATHEMATICS	MARKS
TELUGU	47	ENGLISH	45*	GENERAL	60*
GENERAL SCIENCE	40*	SOCIAL STUDIES	63*	TOTAL (in Figs)	255
TOTAL (In Words)		TWO FIVE FIVE			
SECOND LANGUAGE (		HINDI		THREE 23*	
Marks of Identification					
1. A mole on the left side of the nose					
2. <i>[Signature]</i> 21/12/83 Head Master Z. P. High School Andole					
Head of Institution		<i>[Signature]</i>			
Date of issue		12TH DEC 1983			
HYDERABAD		Addl./Jt. Secretary			
		Board of Secondary Education			

The marks with the asterisk indicate the marks secured in the Previous Examinations.



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Sl. No.

**PROVISIONAL NATIONAL APPRENTICESHIP
CERTIFICATE
(FOR REGULAR CANDIDATE ONLY)**

Registration No. 1377..... Roll No. 501.....

Shri/Kum/Smt. P. RAGHU.....

Son/Daughter/Wife of Shri. Arjun.....

having successfully completed the course of Apprenticeship Training under
the Apprenticeship Act, 1961 at (Name of the Establishment and
Location) L.D.I. Chennarayana.....

From 8-10-87..... To 7-10-88..... and passed
the trade test as a regular candidate in the trade of TURNER.....

..... held in the month of October..... 1989

is awarded this Provisional Certificate. The final National Apprenticeship
Certificate will be issued by the National Council for Vocational Training

Total Marks Secured 408..... out of 650.....
(700-250-250)

[Signature]
PREPARED BY

[Signature]
CHECKED BY



(Signature and Stamp of the Training with Seal)

Apprenticeship Adviser
Related Instruction Classes Centre
Mallepally, Hyderabad

Signature of Certificate Holder
Date: P. Raghun

[Signature]
Inscribed Signature
State Apprenticeship Adviser
Regional Apprenticeship Adviser
DEPT. DIRECTOR (APP.)

HYDERABAD-A P

Owaisi Industrial Training Institute

DARUS-SALAM, HYDERABAD. (A. P.)



Affiliated to N. C. V. T. by Govt. of India.
Dept of Employment & Training A. P.
HYDERABAD.

Vide No. D. G. E. & T.

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PROVISIONAL NATIONAL TRADE CERTIFICATE

Govt. of A. P.

Shri/Smt./Kumari P. Raghu

Son/Wife/Daughter of Shri P. Anjaiah

having Completed the Course of Training at Owaisi Industrial Training Institute Darus Salam Hyd. and Passed the Prescribed trade test in the trade of Turner held on July 1985 One thousand nine hundred and Eighty Five is awarded this Trade Certificate Provisionally

The National Trade Certificate will be issued by the National Council for Vocational Training on Surrendering the provisional certificate.

Hall Ticket No. :

2462

Period of Training :

From 1983 To 1985

Character :

Satisfactory

TRADE TEST MARKS

Sl. No.	Subject	Maximum Marks	Marks Obtained
1.	Trade Practical	<u>400</u>	<u>336</u>
2.	Trade Theory	<u>120</u>	<u>75</u>
3.	Workshop Calculation and Science	<u>60</u>	<u>46</u>
4.	<u>Engg. Drawing</u>	<u>70</u>	<u>57</u>
TOTAL		<u>650</u>	<u>514</u>

He/She has also passed in the additional subject Social Studies. Date of Birth as recorded in the School Certificate is 10th October 1964

Signature of the Candidate :

COUNTER SIGNED

Address :

P. Raghav

Regional Deputy Director (NOC)

Regional Office

K. J. HYDERABAD

PRINCIPAL

Owaisi Industrial Training Institute
Darus-Salam, Hyd.

Owaisi Industrial Training Institute
Dar el- Salam Hyderabad, 500001

Note

Mr. Raghu,
Syed Mehdi Ali
(Summit Builders).

→ wife working as teacher

→ Gross: Salary → 7675

→ No deductions.

4 Years → 48 months

	Credit Limit	Outstanding	Used
2009 HDFC Bank Credit Card —	46,000		
ICICI Credit Card —	12K to 15K		
HSBC Credit Card —	46,000		
SBI Credit Card —	12K		

→ 4 Years Back — Closed. Years Earlier informed him.

→ Since no one has come to collect.

→ he is sincere and hard working, he can give guarantee and having own house. Mallareddy can stand guarantee

→ No Complaints →

→ As per WML Wise — PLS take Confirm from Kirger.

→ Children are studying

PLS look into it for Re-instating him at Mehdi Ali

Kindly advise

Car

~~Details~~

~~Send him~~

Requesting Letter

Dated: 27/7/13

To

HR & Admin Manager,

M.P.I.P.L.

Sec-bad.

Dear Sir,

Sub:- Salary in cash payment for two months
requesting -- negs.

I P. Raghu (Site Supervisor) working in Summit Builders.
Bowenpally. Sir, as you know due to loss in Business, I was in
financial crisis and I was default in "Credit Card payment"
Now, after two (2) years they are started deducting my whole
Salary from the HDFC Bank.

So, please issue my salary in cash for this month
& Next month. I can convenience that people in this two months
settlement of "Credit Card".

Thanking you,

Yours Sincerely,
P. Raghu

P. Raghu
(Site Supervisor)

Sir,

Pls. may be approve,
Problem is genuine
for your approval

Ashwin k
meet me.
27/7/13.

Ashwin k