

Slam ID: 10037

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

Name	SUNEEL KUNAR . K.
Salary	Rs. 12000/-
Conveyance	☒ Included in salary ☐ Extra Rs. <u>NA</u> per month
Mobile Allowance	☐ Nil ☐ Rs. <u>950/-</u> per month. <u>ONE MONTH</u>
PF & ESI	☐ No PF & ESI ☐ Only after <u>3</u> months ☐ Pay ESI & PF
Probation Period	☐ 3 months ☐ Nil <u>ONE MONTH</u>
Salary revision	☐ After 3 months ☐ Next April -11
Employee company	MEHTA AND MODI HOMES
Designation	SYSTEM ADMINISTRATOR
Site	HO
Date of joining	11/11/2010
Report to	MD / ASHANKER REDDY.
Commitment	Committed to work for atleast <u>2</u> yrs.
Documents required	☒ 4 photographs ☒ Copy of school certificates ☒ Copy of degree certificates ☒ Copy of drivers license ☐ Copy of passport - NA ☐ Fathers employment details / Copy of ID card. ☒ Surety from <u>KRISHNA MOHAN</u> ☐ Surety from _____ ☒ 1 yr bank statement ☐ Reference letter from <u>RAY IT Solutions</u> ☐ Reference letter from <u>CAI - Well</u> ☐ Other _____ ☐ Other _____
Remarks	<u>He has come through</u> <u>MR. KRISHNA MOHAN Reference</u>

Approved by Shankar Reddy	Approved by <u>h</u>
Date: <u>28/11/10</u>	Date: <u>26 NOV 2010</u>
Sign: <u>[Signature]</u>	Sign: <u>[Signature]</u>

APPROVED BY
26 NOV 2010
SOHAM MODI
MANAGING DIRECTOR

Bio-Data
Note: Attach copy of Resume / Bio-data

APR 27 2010
Sr B 12000/-

Application for post of	System Admin		
Date of application	09/11/10		
Application through	☐ Advertisement	☐ Referred by:	<i>[Signature]</i>

Personal Details

Name	K. Suneel Kumar		
Age	35 yrs	Date of Birth	30.03.1975
Fathers Name	K. A. Joseph		
Address for Correspondence	10-94/1/A, Vinayaknagar Balanagar, Hyderabad-42		
Phone & Mobile	0-9951237030		
Permanent Address	10-94/1/A, Vinayaknagar Balanagar, Hyderabad-42		

Recd

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	Bachelor of Commerce (B. Com)		
Name of college	Dharmavaram College of Science & Commerce		
Location	Hyderabad		
Course type	☒ Regular course	☐ Correspondence Course	
Year of completion	1995	Medium of Instruction	English
Percentage marks	50%		

Name of Inter/ Jr. College	St. Mary's Convent Junior College		
Location	Sec'bad		
Year	1992	Medium of Instruction	English

Name of school	Don Bosco High School		
Location	Hyderabad		
Year	1990	Medium of Instruction	English

Experience & Employment Details

Years of experience in relevant field

3 years

Name of Company	Ray IT Solution				
Duration of employment	2 yrs 8 months	From date:	January 2008	To date:	August 2010
Location	Chennai				
Designation	Customer Support Engineer (CSE)				
Last drawn salary	Rs 14,000/-				
Number of employees in the company / branch?	10	Number of employees in your dept. or division?	4		
Brief description of work handled by you.	Attending Customer calls				
Reason for leaving	Due to Personal reasons.				

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

Name of Company	Honey Bee Interior Designers				
Duration of employment	6 1/2 yrs	From date:	January 2004	To date:	July 2007
Location	Hyderabad				
Designation	Field Executive				
Last drawn salary	Rs 8,000/-				
Number of employees in the company / branch?	5	Number of employees in your dept. or division?	2		
Brief description of work handled by you.	Markets & Interior				
Reason for leaving	Health.				

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

For once 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	☒ Good ☐ Average ☐ Poor
Recommended salary	☐ Employ ☐ Reject ☒ Short list & decide later

→ He was referred by Mr. K. R. Mani Mohan
 → Salary seems to be higher side
 → He doesn't have much knowledge
 Ans. System Admin.

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	

Candidate Details			
Salary offered		Date of joining	
Remarks:			

K. SUNEEL KUMAR JOSEPH

H.No. 10-94/1/A.

VinayakNagar, Balanagar-500 042.

Mobile: 0-9951237030

Email: ksuneel_kumar@rediffmail.com

Objective :

Seeking an opportunity to utilize skills, abilities and experience towards organizational and personal growth.

Professional Profile:

#1. **Employer:** M/s. Ray IT Solution.
Job Title: Customer Support Engineer
Period: January'2008 to August'2010

Responsibilities:

- To complete the given customer calls.
- Reporting to the Service Coordinator,

#2. **Employer:** M/s. Honey bee Interior Designers, Hyderabad.
Job Title: Field Executive
Period: January'2004 to July'2007

Responsibilities:

- Marketing the service that the Company provides.
- Supervising the execution of the site
- Coordination with suppliers & Customers.
- Coordinating with finance personnel for settlement of supplier's bills.

#3. **Employer:** M/s. Safecons Engineering, Hyderabad.
Job Title: Admin Assistant
Period: October'2000 to October'2003

Responsibilities:

- Preparing quotations.
- Payment follow-ups.
- Coordinating with Site In-charge for the raw material.

OS - XP; windows 7

Know: windows +P / windows 7
windows 2003; 2
Networking
MS-office.

#4. **Employer:** M/s. Cool-well Refrigeration, Hyderabad.
Job Title: Office Assistant
Period: June'1998 to July'2000

Responsibilities:

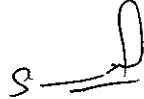
- Preparing quotations.
- Payment follow-ups.

Academic profile:

Bachelors in Commerce (B.Com) from Dharamavant Degree College for Science & Commerce (Osmania University) in the year March' 95.

PERSONAL DETAILS

Father Name : K A Joseph
Marital Status : married
Date of Birth : 30th March 1975
Language Known : English, Telugu, Hindi, & Malayalam


(K.SUNEEL KUMAR)

0997/14270



POL DERABAD 66 41 / 1

Verifies
with original
22
11/11/10

SERIAL NO: B 152938

Board of Intermediate Education

ANDHRA PRADESH, HYDERABAD



PASS CERTIFICATE-CUM-MEMORANDUM OF MARKS

THIS IS TO CERTIFY THAT K SUNEEL KUMAR

SON/DAUGHTER OF K A JOSEPH

WITH REGISTRATION NUMBER 795297

PASSED THE

INTERMEDIATE PUBLIC EXAMINATION HELD IN JUNE 1992 (INSTANT)

COMPARTMENTALLY

THE SUBJECTS IN WHICH THE CANDIDATE WAS EXAMINED AND THE MARKS SECURED WERE AS FOLLOWS:

MEDIUM:

ENGLISH

029271

SUBJECTS	PAPER-I		PAPER-II	
	MAXIMUM MARKS	MARKS OBTAINED	MAXIMUM MARKS	MARKS OBTAINED
PART-1: ENGLISH	100	052*	100	064*
PART-2: HINDI	100	071*	100	043*
PART-3: OPTIONAL SUBJECTS				
MATHEMATICS	150	053*	150	055
PHYSICS THEORY	60	022*	60	028*
PHYSICS PRACTICAL			30	021*
CHEMISTRY THEORY	60	027*	60	027*
CHEMISTRY PRACTICAL			30	029*
GRAND TOTAL				
IN FIGURES	IN WORDS			DATE
492	***FOUR***NINE***TWO*****			29-06-92

Verified by
Original
Signature
11/11/92

Mr Joseph
PRINCIPAL
St. Mary's Convent Junior College,
St. Francis Street, Sec'bad - 25

Sam L3
JOINT/DEPUTY SECRETARY
(EXAMINATIONS).

NOTE : ELIGIBILITY RULES ARE PRINTED OVERLEAF
* INDICATES MARKS OBTAINED AT EARLIER EXAMINATIONS



OSMANIA UNIVERSITY

PROVISIONAL CERTIFICATE AND CONSOLIDATED MARKS MEMORANDUM

NO.: 12136

This is to certify that K. SUNEEL KUMAR
son/daughter of K. A. JOSEPH was
declared to have passed the Bachelor of COMMERCE (3 year degree course)
examination after qualifying in the following subjects with Roll No: 066=93=422

PART I SUBJECTS	MAX. MARKS	PASS MARKS	MARKS SECURED	YEAR OF PASSING
FIRST YEAR:				
ENGLISH 1	100	36	58	A93
HINDI I (SEC. LANG)	100	36	46	A93
SECOND YEAR:				
ENGLISH 2	100	36	65	A94
HINDI II (SEC. LANG)	100	36	49	A94

TOTAL MARKS SECURED IN PART I
IN FIGURES: 218
IN WORDS:
*two*one*eight*
PART I DIV. second

PART II SUBJECTS	THEORY MARKS				PRACTICAL MARKS			
	MAX.	PASS	SECURED	YR. OF PASS	MAX.	PASS	SECURED	YR. OF PASS
FIRST YEAR:								
BUSINESS ECONOMICS	100	36	47	S93	==	==	==	==
ACCOUNTANCY I	100	36	47	A93	==	==	==	==
BUSINESS STATISTICS	100	36	60	S93	==	==	==	==
IND. H. CULTURE	50	18	21	A93	==	==	==	==
SECOND YEAR:								
ACCOUNTANCY II	100	36	36	S94	==	==	==	==
CURRENCY & BANKING	100	36	47	A94	==	==	==	==
BUSINESS ORG. MANAG.	100	36	48	A94	==	==	==	==
SCIENCE & CIVILIZATION	050	18	33	A94	==	==	==	==
THIRD YEAR:								
IND. INDL. ECONOMY	100	36	43	A95	==	==	==	==
ADV. ACCOUNTANCY	100	36	36	A95	==	==	==	==
COMMERCIAL & IND. LAW	100	36	53	A95	==	==	==	==
COMPANY LAW & AUDIT.	100	36	43	A95	==	==	==	==
COST ACCOUNTANCY	100	36	54	A95	==	==	==	==
INCOME TAX	100	36	46	A95	==	==	==	==
==	==	==	==	==	==	==	==	==

TOTAL MARKS SECURED IN PART II } IN FIGURES: 560
IN WORDS: *five*six*zero*

PART II DIV. pass

* INDIAN HERITAGE & CULTURE AND SCIENCE AND CIVILISATION MARKS ARE NOT INCLUDED IN THE PART II AGGREGATE OR DIVISION.

DATE: 30-06-95

HYDERABAD, A.P.

REGISTRAR

Verified
L. K. Arjuna
Bachy
14/6/10