

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

Name	SUBRAMANIAN SHARMA
Salary	Rs 10000/- Pay.
Conveyance	☒ Included in salary ☐ Extra Rs. _____ 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 -10
Employee company	MODI AND MODI CONSTRUCTION
Designation	Sr. Accountant
Site	MNN.
Date of joining	12.07.09
Report to	Mr. M.V. RAMANURTHY.
Commitment	Committed to work for atleast 2 yrs.
Documents required	☒ 4 photographs ☒ Copy of school certificated ☒ Copy of degree certificates ☒ Copy of drivers license ☒ Copy of passport ☒ Fathers employment details / Copy of ID card. ☐ Surety from _____ ☐ Surety from _____ ☒ Reference letter from _____ ☒ Reference letter from _____ ☐ Reference letter from _____ ☐ Other _____ ☐ Other _____
Remarks	He has come through AD.

Approved by Shankar Reddy		Approved By MD	
Date:	15/07/09	Date:	16 JUL 2009
Sign:	[Signature]	Sign:	[Signature]

APPROVED BY
SOHAM MODI
MANAGING DIRECTOR

Experience & Employment Details

Years of experience in relevant field 5 Year.

Name of Company	G.S.R. marketing Limited.		
Duration of employment	2 months	From date: Nov 07	To date: Till date
Location	Hyderabad		
Designation	Accounts executive		
Last drawn salary	10,000/-		
Brief Description of work	1. updating all types of vouchers in focus 2. Preparation of Payroll, maintenance of attendance 3. Preparation of VAT, TDS, S.T. Return 4. Handling of Travelling, Budget and official correspondences.		
Reason for leaving	Career growth.		

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

3 Accounts — 1 Sr. & 2 Jr.

Name of Company	G.S. marketing Associates		
Duration of employment		From date: Apr 07	To date: Oct 07
Location	Hyderabad		
Designation	Sr. Accountant		
Last drawn salary	8,000/-		
Brief Description of work	1. updating vouchers 2. Preparation of monthly invoices 3. Performed Admin & Secretarial functions		
Reason for leaving	better prospect.		

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

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Bio-Data

16/6/03.

Personal Details

Own House

good
can employ L
2
12/6/07

7687
Correspondence

581.

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CURRICULUM VITAE

V.Subramanyam Sharma

Plot no: 168, R.N.Reddy Colony,
Meerpet, Hyderabad -500079
Mobile: +91-9177993000
E-mail: vydyamsubbu@yahoo.co.in



Objective:

To excel in my area of activity by taking up challenging assignments at the workplace, maintain a learning attitude and contribute to the growth of the organization through my skills, experience and knowledge acquired over the time.

Educational Qualifications:

- ❖ B.Com from Vinayaka Mission Research Foundation.
- ❖ S.S.C from Hyderabad Sainik School.

Technical Skills:

Operating Systems : Ms-Dos.
Packages : Ms office , Focus RT.

Experience:

Working as Accounts Executive in G.S.R. Marketing Limited from Nov 07 to Till
Date

JOB PROFILE:

- Performed Administrative and Secretarial Functions.
- Updating Day to Day Vouchers like Cash, Bank, Journal, Sales, Purchase in the Focus Accounting Package.
- Handling of Travelling, Branches expenses and Official Correspondences.
- Preparation and Maintenance of Reports of Arrear statements.
- Preparation of Pay rolls and maintenance of attendance like daily attendance ,leave records ,etc,
- Assisting in preparation VAT,TDS, Service Tax, CST.
- Preparation of Monthly Invoices.

Working as Jr.Accountant in G.S.Marketing Associates from Apr 05 to Oct 07

JOB PROFILE:

- Performed Administrative and Secretarial Functions.
- Updating Day to Day Vouchers like Cash, Bank, Journal, Sales, Purchase in the Focus Accounting Package.
- Preparation and Maintenance of Reports of Arrear statements.
- Official Correspondences
- Preparation of Monthly Invoices.

Worked as Admin coordinator in Vijay Sai agencies from jan04 to mar05.

JOB PROFILE:

- Performed Administrative and Secretarial Functions.
- Performed financial functions including accounts payable and receivable.
- Provided Telephone support to the company clients.
- Managing internal and External Mails.
- Preparation of Monthly Invoices
- Official Correspondences.
- Maintaining filing systems to accommodate needs of various departments.
- Coordinating with staffs in carrying out the documentations.

Hobbies:

- Participating in social service activity
- Playing and Watching Cricket
- Listening to Music
- Internet surfing

Personal Information:

Date of Birth : 07-01-1981.
Father's name : Mr. V.Krishna Murthy
Sex : Male
Address : H NO: 14-14,
R.N.Reddy colony, Meerpet,
Hyderabad -500079.
Nationality : Indian
Marital Status : Single
Languages Known : Telugu, Hindi and English.
Current Salary : Rs.1,20,000/- per annum
Expected Salary : Negotiable
Reference : if necessary


(V.Subramanyam Sharma)