From Visakhapatnam,

 21/11/2020.

**MRS.A.LOKESWARI**

W/O V.SURESH,

Flat No: FF-205, Door No: 1-4/12,

Appadu The Harmone Apartment, Near Narayana School,

Car Shed Junction, P.M PALEM,

VISAKHAPATNAM – 530 041, A.P.

To

Respected Sir /Madam,

 Sub: Appointment for the post of **SUPERVISOR / CLERK**  - Request – Reg.

 With reference to the above cited, here with I am enclosing my **BIO – DATA** for your kind perusal, to consider my candidature for a suitable position in your organization.

 Presently,I passed **M.A.** (Sociology) with FIRST CLASS from SDE, ANDHRA UNIVERSITY, VISAKHAPATNAM, A.P.and also completed **B.A.** THIRD CLASS from SDE, ANDHRA UNIVERSITY, VISAKHAPATNAM, A.P.

 I have **Three** years of EXPERIENCE in various organizations such as K Mohan Garments Company, Ranga Juice Factory, Dhanalaxmi juice factory.

 Taking my experience into consideration, I request you sir/madam, to consider my candidature for appointing me in the above said post and I assure you to give the best of myself to fulfill the assignments given to me from time to time.

Thanking you sir/madam,

 Yours Obediently,

 (**V.LOKESWARI)**.

# **BIO-DATA**

 Name : **V LOKESWARI**

PERSONAL DETAILS:

 Husband’s Name : V.Suresh

Date of Birth : 05-08-1988

Religion : Hindu

 Address : Flat No: FF-205, Door No: 1-4/12,

 Appadu The Harmone Apartment,

 Near Narayana School,Car Shed Junction,

 P.M PALEM,

 VISAKHAPATNAM – 530 041, A.P.

Contact Numbers : +91-6300246814 / 7995622731

 Email ID : vayyasilokeswari123@gmail.com

EDUCATIONAL QUALIFICATIONS:

* **M.A.** (Sociology) passed in **FIRST CLASS** in A.U Arts College,SDE,ANDHRA UNIVERSITY, VISAKHAPATNAM, A.P.
* **B.A.** (Sociology,Politics and Public Administration) passed in **THIRD CLASS** in the year 2017 from Sri Krishna College, SDE, ANDHRA UNIVERSITY, VISAKHAPATNAM, A.P. With **42.16%.**
* **SSC** (10th Class) passed in **SECOND CLASS** in the year 2006 from ZPHS Naraharipet, Chittoor Dt., A.P. with **56.73%.**
* Trained with Computer Data Processing such as MS-WORD,MS-EXCEL

EXPERIENCE:

* Dhanalakshmi Juice Factory, Chittoor, A.P.

 From March 2008 to September 2008 (6 Months)

 Designation : **Supervisor**

Nature of work : Executing the work with employees who prepare pulp

 from Mangos.

* Ranga Juice Factory, Chittoor, A.P.

 From April 2007 to September 2007 (6 Months)

 Designation : **Supervisor**

Nature of work : Executing the work with employees who prepare pulp

 from Mangos.

* K Mohan Garments Company,Bangalore,Karnataka.

 From November 2006 to April 2007 (6 Months)

 Designation : **Worker**

Nature of work : Prepare pulp from Mangos and assisting to supervisor.

I assure that the information given in this application is true and correct. I also fully understand that if at any stage, it is found that the information furnished by me is proved otherwise, my candidature may be summarily rejected or my employment may be terminated.

 Yours Sincerely,

 (**V.LOKESWARI**)