**Employee Information Form**

**(Note: Kindly write all in CAPITAL letters except for email id)**

**A picture containing person, clothing, military uniform, standing

Description automatically generated**

|  |  |
| --- | --- |
| Employee Name (First, Middle, Last) | PAVAN KUMAR BOJANAPU |
| Emp. Id | 5932 |
| Designation | ASSOCIATE SOFTWARE ENGINEER-TRAINEE |
| Personal E-mail Address | Pavankumarboj225@gmail.com |
| Dept. / Division | SES - ASSOCIATE SOFTWARE ENGINEER-TRAINEE |
| Date of joining (DD/MM/YYYY) | 23/08/2021 |

## Personal Information:

|  |  |
| --- | --- |
| Father’s Name: | B.CHANDRA SEKHAR |
| Gender (M or F) | M |
| Date of birth (DD/MM/YYYY) | 15/11/1998 |
| Marital status    Spouse Name:  Spouse’ Date of birth  (DD/MM/YYYY | Married Single X |
| Blood group | \_ |
| Current Address (with PIN code)  Contact No | 3-81-3-5-A-55, TARAK LAYOUT, NG PALLI, MADANAPALLE, CHITTOOR DIST, ANDHRA PRADESH-517325  (Country code) (City Code) (Phone No)  +91 9948812032 |
| Permanent Address  (with PIN code)  Contact No | 3-81-3-5-A-55, TARAK LAYOUT, NG PALLI, MADANAPALLE, CHITTOOR DIST, ANDHRA PRADESH-517325  (Country code) (City Code) (Phone No)  +91 9948812032 |
| Mobile Number | 9948812032 |

|  |  |
| --- | --- |
| Passport details | No:U3295591  Place of issue: VIJAYAWADA  Date of Issue: 28/09/2020  Expiry Date: 28/09/2030 |

|  |  |
| --- | --- |
| Driving licence details | No:  Place of issue:  Date of Issue: Expiry Date: |
| Do you have any relatives in THBS | Yes No ✓ If yes, mention the name: |
| Languages Known | Languages Read Write Speak  1.ENGLISH YES YES YES  2.TELUGU YES YES YES  3.HINDI YES YES YES  4.  5. |

**Emergency Contact Details** (for emergency notification purposes only)

|  |  |
| --- | --- |
| Name | B.MAHESH KUMAR |
| Relation | BROTHER |
| Address | 3-81-3-5-A-55, TARAK LAYOUT, NG PALLI, MADANAPALLE, |
|  | CHITTOOR DIST, ANDHRA PRADESH-517325 |
|  |
| Contact Number | Work: Home / Mobile: 8971376886 |

**Parents/Spouse Contact Details**

|  |  |
| --- | --- |
| Name | B. CHANDRA SEKHAR |
| Relation | FATHER |
| Address | 3-81-3-5-A-55, TARAK LAYOUT, NG PALLI, MADANAPALLE, |
|  | CHITTOOR DIST, ANDHRA PRADESH-517325 |
|  |
| Contact Number | Work: Home / Mobile: 9440255059 |

**Local Friends/Relatives/Guardian Contact Details**

|  |  |
| --- | --- |
| Name | B. PUSHPA LATHA |
| Relation | SISTER |
| Address | 3-81-3-5-A-55, TARAK LAYOUT, NG PALLI, MADANAPALLE, |
|  | CHITTOOR DIST, ANDHRA PRADESH-517325 |
|  |
| Contact Number | Work: Home / Mobile: 9154425917 |

## Qualification details:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Qualification | College / Institute Name | Year of Passing | Subject of Specialization | % and Grade Secured | Remarks  (University) |
| X | VIJAYA BHARATHI ENGLISH MEDIUM SCHOOL | 2015 | SSE | 9.2 GPA | SSE |
| XII | SRI SIDDARTHA JR COLLEGE | 2017 | MPC | 95.7 % | BIEAP |
| Diploma |  |  |  |  |  |
| Graduation | SAVEETHA SCHOOL OF ENGINEERING | 2021 | CSE | 7.2 CGPA | SAVEETHA |
| Post  Graduation |  |  |  |  |  |

**Professional Experience:**

Total Relevant Experience (Months): 0

# To,

The HR Department

## Torry Harris Business Solutions

Bangalore

This is state that I will be submitting the following documents by the below mentioned dates:

|  |  |  |
| --- | --- | --- |
| **Documents for submitting** | **Submission dates** | **Reason for delay** |
| Relieving letter from previous employer |  |  |
| Experience letter from the previous employer |  |  |
| Copies of Educational Certificates   1. X 2. XII 3. Diploma 4. Graduation 5. Semester wise marks cards | 1. 22/08/2021 2. 22/08/2021 3. NA 4. – 5. – | 4) YET TO BE RECEIVED FROM COLLEGE  5) YET TO BE RECEIVED FROM COLLEGE |
| Last Salary Slip / Proof of Last Salary Drawn |  |  |
| Copy of passport |  |  |

Text, letter

Description automatically generated

Signature of the employee Date: 23/08/2021

**E-MAIL ACCOUNT CREATION FORM**

|  |  |  |
| --- | --- | --- |
| **Employee Name** | PAVAN KUMAR BOJANAPU |  |
| **E-mail account ID** | PAVAN\_BOJANAPU@THBS.COM | **Example:**  ***First name Last name***  [*First name\_last name@thbs.com*](mailto:Firstname_lastname@thbs.com) |
| **Date submitted (DD/MM/YYYY)** | 23/08/2021 |  |
| **Employee ID** | 5932 |  |
| This is to state that I will utilize the e-mail id only for official purpose and will not misuse it.  Text, letter  Description automatically generated  **Signature of employee:** | | |

|  |  |  |
| --- | --- | --- |
| **Approval (HR Manager)** | | |
| **Date** |  |  |
| **Name** | Shivdayal Charan |  |
| **Remarks** |  |  |
|  |  | **Signature:** |

|  |  |  |
| --- | --- | --- |
| **Approval (IT)** | | |
| **Date** |  |  |
| **Name** |  |  |
| **Remarks** |  |  |
|  |  | **Signature:** |

|  |  |  |
| --- | --- | --- |
| **System Administrator** | | |
| **Created** |  |  |
| **Date Created** |  |  |
| **Informed to the requester** |  |  |
|  |  | **Signature:** |