

# RESUME

## SINGAM NAVEEN KUMAR

Plot No 92,  
Vinayaka Nagar Colony,  
Hayath Nagar,  
Hyderabad.

Mobile: +91 91820 61431

E-mail: [nawin2442@gmail.com](mailto:nawin2442@gmail.com)

### Objective:

I want to secure a job in a reputed firm in any assignment where I can use my acquired experience and knowledge which will help the Organization and personal growth.

### Educational Qualification:

- ☐ I.T.I (Draughtsman Civil) from employment and training board with 80% in 2012.
- ☐ Intermediate (BPC) from the *Board of Intermediate with 52%*.
- ☐ SSC from the Board of Secondary *Education with 70%*.

### Technical & Certifications:

- ☐ MS-office, MS Word & AutoCAD(2D)

### Work Experience:

- ☐ ○ **December 2022 – Still working** as a Project coordinator at **Dpr infra projects Pvt.Ltd Hyderabad**
- ☐ ○ **August 2021 – March 2022** Worked as a Designer Cum Supervisor at **Sara InteriorsPvt.Ltd Mumbai**
- **September 2017 – July 2021** worked as a project engineer at **Ace Creations Interiors Hyderabad.**
- ☐ ○ **April 2013 – March 2017** worked as an executive project at **Dearch Architects Pvt Ltd Hyderabad**

## Professional Qualifications:

- Expert in Preparing 2D plans and drawings
- Preparing Perfect budget for approved plans
- Highly organized thought process and well-structured problem dealing attitude with an edge of innovativeness
- Profound managerial qualities and skills to handle multiple teams simultaneously
- Ability to handle both, the internal activities of an organization as well as the external dealings with customers, vendors, government bodies, etc.

## Personal Strengths:

- Punctuality.
- Positive Thinking.
- Quick Learning
- Positive Attitude to learn

## Personal profile:

Name : Singam Naveen Kumar  
Father Name : venkataiah  
Date of Birth : August 26<sup>th</sup>, 1986.  
Nationality : Indian  
Marital Status : Married.

**Date:**

**(S. Naveen Kumar )**

**Place: Hyderabad**



Sl. No.

71239397



**GOVERNMENT OF ANDHRA PRADESH  
DEPARTMENT OF EMPLOYMENT AND TRAINING  
PROVISIONAL NATIONAL TRADE CERTIFICATE**

Shri / Shrimati / Kumari..... S. NAVEEN KUMAR.....

Son / Wife / Daughter of Shri.. VENKATAIAH.....

Roll No..... 2502DC10014..... has completed the training

programme at..... GOVT. ITI.. (GIRLS).. NALGONDA..... in

..... DRAUGHTSMAN.. CIVIL..... trade.

She / He was admitted during August / February..... 2012..... session at Sl.No..... 2.. II<sup>nd</sup> phase

out of total..... 20..... admitted against..... 1..... units(s) affiliated to National Council

for Vocational Training vide order No. DGET- 6 (Aff.) 92 - T-C..... dated 16-07-92

She / He has passed the All India Trade Test for Craftsmen Training Scheme held in the

month of..... JULY-2012.....

Character during the period of training was found to be..... *Satisfactory*.....

**TRADE TEST MARKS**

SUBJECT	MAX. MARKS	MARKS OBTAINED
1. Trade Practical	400	342
2. Trade Theory	120	78
3. Workshop Calculation & Science	60	42
4. Social Studies	50	40
<b>Total</b>	<b>630</b>	<b>502</b>

Date of birth as recorded in School Certificate..... 26-08-1986.....

Prepared by K. Vema Reddy, Training Officer.. Checked by: Aijaz Masiuddin, TO

Signature of the Principal of ITI  
With Seal **Govt. ITI (Girls)**  
**NALGONDA**

Signature of Certificate holder :

Date : 14-11-2012

*Yase*  
Joint Director (Exams)  
Directorate of Employment & Training  
Secretary, C.E.T. & Training  
A.P., Hyderabad.



ISO - 9001 : 2008

# NATIONAL ACADEMY OF CONSTRUCTION

(Established by Government of Andhra Pradesh)  
HYDERABAD



## Certificate

Ref. No. .... 07/B-24/12-13 .....

This Certificate has been awarded to Mr. / Mrs. / Ms. *Naveen Kumar Singam* .....

S/o. D/o. W/o. .... *Venkataiah* .....

of ..... *Aulo CAD* ..... on successful completion

of ..... *Training Course conducted by the* .....

National Academy of Construction from ..... *14 November 2012* .....

to ..... *18 December 2012* ..... at ..... *Hyderabad* ..... Centre

in ..... *Hyderabad* ..... District

*[Signature]*  
Director

*[Signature]*  
Director General



## OFFER LETTER

Date: 01-09-2017

Place: Hyderabad.

SUBJECT: Offer Letter For project Engineer for interiors department at Ace Creations Hyd.

Dear Singam Naveen Kumar Congratulations and we heartily welcome to our organization. You are selected for the post of Project Engineer for Interiors. Your salary will be given as discussed and your joining date would be 20th September 2017.

We are looking forward to work with you.

ALL THE VERY BEST MR.SINGAM NAVEEN

for Ace Creations  
  
Authorized Signature



## TO WHOMSOEVER IT MAY CONCERN

Mr Singam Naveen Kumar worked as a project engineer for interiors department in our organization.

He has informed us as he want to leave our organisation from July 21 with a notice period of 2months.

He has completed notice period and has resigned for the Job from 1st July 2021.

He has cleared all the Accounts and Handed over all the jobs under him.

Hence we are relieving him from our organization from 1st July 2021.

for Ace Creations  
  
Authorized Signature



## WHOMSOEVER IT MAY CONCERN

We are certifying Mr.Singam Naveen Kumar has worked with our organization as a project engineer from 20th September2017 to 30th June 2021(3years 10months).

In his period of work we are satisfied with work and behaviour. He completed all the projects under him in time and good.

We wish him all the best for all his future endeavours.

for Ace Creations  
  
Authorized Signature



ACE CREATIONS					
Plot no:19, Saraswathi nagar, Uppal, Hyderabad, Pin 500039					
Phone no:040-27209866					
Payslip for the month of April 21					
Name:	SINGAM NAVEEN KUMAR	SON OF	VENKATAIAH		
Designation:	PROJECT ENGINEER	Dept:	INTERIORS		
Earning			Deductions		
Description	Amount	Description	Amount		
Basic Pay	22000	Professional Tax	200		
Allowance	3000	Advance	0		
Arrears	0	ESI	260		
Conveyance	2200				
<b>Gross Pay</b>	<b>27200</b>	Total Deduction	460		
<b>Net Payment</b>			<b>26740</b>		

Authorised Signatory



For ACE CREATIONS

Ace Creations : Plot No:19 , Saraswathi Nagar,Behind Honda Showroom,Near Uppal RTA Office ,Uppal-500 039.  
Ph No:9246164162,8790235008. E-mail Id: krishna.acecreations@gmail.com



ACE CREATIONS					
Plot no:19, Saraswathi nagar, Uppal, Hyderabad, Pin 500039					
Phone no:040-27209866					
Payslip for the month of May 21					
Name:	SINGAM NAVEEN KUMAR	SON OF	VENKATAIAH		
Designation:	PROJECT ENGINEER	Dept:	INTERIORS		
Earning			Deductions		
Description	Amount	Description	Amount		
Basic Pay	22000	Professional Tax	200		
Allowance	3000	Advance	1000		
Arrears	0	ESI	260		
Conveyance	1860				
<b>Gross Pay</b>	<b>26860</b>	Total Deduction	1460		
<b>Net Payment</b>			<b>25400</b>		

Authorised Signatory



For ACE CREATIONS

Ace Creations : Plot No:19 , Saraswathi Nagar,Behind Honda Showroom,Near Uppal RTA Office ,Uppal-500 039.  
Ph No:9246164162,8790235008. E-mail Id: krishna.acecreations@gmail.com

Date: 4<sup>th</sup> August 2021

To,  
**Mr. Naveen Kumar Singam,**

**Subject:** Offer Letter

Dear **Mr. Naveen,**

This is in reference to your application & subsequent interview you had with us; we are pleased to inform you that you have been selected for the post of **Designer Cum Site Supervisor**. You are requested to furnish the following documents:

1. Updated Resume
2. Two Passport Size Photograph
3. Pan Card & Recent Address Proof
4. Last Employer Appointment Letter & Relieving Letter
5. Last Three Months Pay Slip
6. Educational Qualification Certificates & Technical Certificates
7. Last Six Months Bank Statement

We look forward to an enduring relationship with you & hope you will find your employment with this organization a rewarding experience. Please return the signed copy of this letter as a token of offer acceptance.

**Sara Interiors Pvt. Ltd.**

**HR Department**

**SALARY STRUCTURE**

Name	Mr. Naveen Kumar Singam		
Department	Project	Designation	Designer Cum Supervisor
	%	Per Month	Per Annum
Basic	100%	15625	187500
HRA	48%	7500	90000
Educational Allowance	10%	1563	18756
Conveyance Allowance	15%	2344	28128
Medical Reimbursement	19%	2969	35628
Supplementary Allowance	0%	0	0
<b>Gross Salary</b>	<b>(A)</b>	<b>30001</b>	<b>360012</b>
<b>Employee Contribution</b>			
Provident Fund (Basic)	12%	1800	21600
E.S.I.C. (Gross)	0.75%	0	0
Profession Tax (Gross)	As applicable	200	2500
<b>Total Deduction</b>	<b>(B)</b>	<b>2000</b>	<b>24100</b>
<b>Net Salary</b>	<b>(A - B)</b>	<b>28001</b>	<b>335912</b>
<b>Employer Contribution</b>			
Provident Fund (Basic)	12%	1800	21600
E.S.I.C. (Gross)	3.25%	0	0
<b>Total Company's Contribution</b>	<b>(C)</b>	<b>1800</b>	<b>21600</b>
Diwali Bonus	One Basic	1302	15625
	<b>(D)</b>	<b>1302</b>	<b>15625</b>
<b>CTC</b>	<b>(A + C + D)</b>	<b>33103</b>	<b>397237</b>

Sara Interiors Pvt. Ltd.

AUTHORISED SIGNATORY

Received & Accepted

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Name	Mr. Naveen Kumar Singam		
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	<b>(D)</b>	<b>1302</b>	<b>15625</b>
<b>CTC</b>	<b>(A + C + D)</b>	<b>33103</b>	<b>397237</b>

Sara Interiors Pvt. Ltd.

AUTHORISED SIGNATORY

Received & Accepted

**SARA INTERIORS PVT LTD**34, KALIANDAS UDYOG BHAVAN, NR CENTURY BAZAR, PRABHADEVI, MUMBAI-400025,  
INDIA**Payslip for the Month of December 2021**

Emp Code : 0190	<b>Emp.Name : NAVEEN KUMAR SINGAM</b>	Leave : 0.00
Department : Project	Designation : Senior Supervisor	LWP : 0.00
Date of Joining : 10/08/2021	Basic Salary : 15625.00	Leave Balance : 0.00
UAN : 100252743563	Month Days : 31.00	Working Days : 31.00

<b>Earnings</b>	<b>Amount</b>	<b>Deductions</b>	<b>Amount</b>
Payable Basic Salary	15625.00	MLWF	12.00
House Rent Allowance	7500.00	Provident Fund	1800.00
Education Allowance	1563.00	Professional Tax Deduction	200.00
Conveyance Allowance	2344.00		
Medical Allowance	2969.00		
Bonus	0.00		
<b>Total Earnings</b>	<b>30001.00</b>	<b>Total Deductions</b>	<b>2012.00</b>
		<b>Net Pay :27989.00</b>	

RUPEES : TWENTY-SEVEN THOUSAND NINE HUNDRED EIGHTY-NINE ONLY.

**This is computer generated payslip, signature not required.**

**SARA INTERIORS PVT LTD**34, KALIANDAS UDYOG BHAVAN, NR CENTURY BAZAR, PRABHADEVI, MUMBAI-400025,  
INDIA**Payslip for the Month of February 2022**

Emp Code : 0190	<b>Emp.Name : NAVEEN KUMAR SINGAM</b>	Leave : 0.00	
Department : Project	Designation : Senior Supervisor	LWP : 0.00	
Date of Joining : 10/08/2021	Basic Salary : 15625.00	Leave Balance : 0.00	
UAN : 100252743563	Month Days : 28.00	Working Days : 28.00	
<b>Earnings</b>	<b>Amount</b>	<b>Deductions</b>	<b>Amount</b>
Payable Basic Salary	15625.00	Provident Fund	1800.00
House Rent Allowance	7500.00	Professional Tax Deduction	300.00
Education Allowance	1563.00		
Conveyance Allowance	2344.00		
Medical Allowance	2969.00		
Bonus	0.00		
<b>Total Earnings</b>	<b>30001.00</b>	<b>Total Deductions</b>	<b>2100.00</b>
			<b>Net Pay :27901.00</b>
<b>RUPEES : TWENTY-SEVEN THOUSAND NINE HUNDRED ONE ONLY.</b>			
<b>This is computer generated payslip, signature not required.</b>			

**SARA INTERIORS PVT LTD**34, KALIANDAS UDYOG BHAVAN, NR CENTURY BAZAR, PRABHADEVI, MUMBAI-400025,  
INDIA**Payslip for the Month of January 2022**

Emp Code : 0190	<b>Emp.Name : NAVEEN KUMAR SINGAM</b>	Leave : 1.00	
Department : Project	Designation : Senior Supervisor	LWP : 0.00	
Date of Joining : 10/08/2021	Basic Salary : 15625.00	Leave Balance : 0.00	
UAN : 100252743563	Month Days : 31.00	Working Days : 31.00	
<b>Earnings</b>	<b>Amount</b>	<b>Deductions</b>	<b>Amount</b>
Payable Basic Salary	15625.00	Provident Fund	1800.00
House Rent Allowance	7500.00	Professional Tax Deduction	200.00
Education Allowance	1563.00		
Conveyance Allowance	2344.00		
Medical Allowance	2969.00		
Bonus	0.00		
<b>Total Earnings</b>	<b>30001.00</b>	<b>Total Deductions</b>	<b>2000.00</b>
			<b>Net Pay :28001.00</b>
<b>RUPEES : TWENTY-EIGHT THOUSAND ONE ONLY.</b>			
<b>This is computer generated payslip, signature not required.</b>			

Date: 03.12.2022.

Dear Singam Naveen Kumar,

We're delighted to extend this offer of employment for the position of **Project Coordinator** at DPR Infra Projects Private Limited, Posting at Hyderabad. Please review this summary of terms and conditions for your anticipated employment with us.

If you accept this offer, your start date will be 3<sup>rd</sup> December, 2022, and you would report to Mr. N Dharmapal Reddy.

As discussed during the interview, you would be serving a probationary period of Three months from 3<sup>rd</sup> December, 2022. You will be paid a sum of Rs.30,000 per month, transport allowance and accommodation/food in case of working out of station. The complete details of your CTC will be provided in the Salary Slip after your probation.

You are advised to bring all your copies of academic & Professional experience certificates in support of your Qualification & experience, 4 recent passport size-colored photographs, copy of Aadhar Card, Copy of Pan Card, Copy of Driving License, relieving letter from the last employer at the time of your joining.

You shall follow all our company Rules & Regulations. You shall maintain our company matters with utmost confidentiality.

We are all looking forward to having you on our team.



For DPR INFRA PROJECTS PRIVATE LIMITED

**DPR Infra Projects Private Limited**

GSTIN: 36AAICD4960B1ZT

Plot No 49, H.No. 2-3-581, 3rd Floor, Shiv Residency, Road No. 1, Sai Nagar, Nagole, Hyderabad, Telangana - 500068.

T: 040-2956 6056 | E: info@dprinfraprojects.com | W: www.dprinfraprojects.com



# SARA

INTERIORS PVT. LTD

Name : Naveen Kumar Singam  
Emp. Code : 190  
Department : Project



**SARA INTERIORS PVT. LTD.**

Unit No. 34, Kaliandas Udyog Bhavan,  
Near Century Bazar, Prabhadevi,  
Mumbai - 400025

Tel No. : + 91 22 6141 8000