

## **Curriculum Vitae**

**Position Sought:** \_\_\_\_\_

**I. PERSONAL:**

i	Name	
ii	Date of Birth	
iii	Fathers Name	
iv	Complete Postal Address	
	a. Permanent	
	b. Present	
v	Contact Details	
	a. Mobile Phone	
	b. Landline	
	c. Email-ID	
vi	Linked In Id(if available)	

II. **Language Proficiency** :

Read							
Write							
Speak							

III. **IT Proficiency such as MS Office, Power Point, Excel, Advance Excel, Graphics, Coral Draw, CAD etc.:**

IV. **Educational Qualifications**

Academic& Professional :

***Please furnish details of all Examinations (school final exams onwards):***

S. No.	Qualification	Academic Session	Subjects offered (including Major Subject if any)	Year of Passing	Percentage of Marks Obtained	School / College/ Academic Institution	University	Distinction / Honour if any	Any Other Relevant Information

**Please attach separate sheet / expand Columns if required**

**V. Work Experience**

*(To start with most recent/current one)*

*Details to be furnished for each position / designation*

<u>S. No.</u>	<u>Name &amp; Address of the Organization</u>	<u>Position (Designation) Held</u>	<u>Period</u>		<u>Name &amp; Designation of Officials</u>		<u>Scale of Pay &amp; Gross Emoluments</u>	<u>Details of responsibilities handled</u>	<u>Reasons of Separation if Any)</u>	<u>Awards /Recognition/ Achievement If Any</u>
			<u>From</u>	<u>To</u>	<u>Reported To</u>	<u>Reported By</u>				

**Attach separate sheet/expand columns if required.**

**VI. Additional information, if any,**

## **DECLARATION**

I do hereby declare that the above information is true to the best of my knowledge. In case any error is found at a later date, I shall be liable for the consequences arising from these.

***Encl: Copy of Educational Qualification and experience certificates (Original copy to be shown during Personal Interview)***

Date:

Place:

(Signature of Applicant)