

CURRICULUM VITAE

Position Applied for (mention preferred location):

1. TITLE (MR., MRS., MISS, MS., DR.)

2. FAMILY NAME / SURNAME:

3. FIRST NAME:

4. EDUCATIONAL QUALIFICATIONS:

Institution	Degree(s) or Diploma(s) obtained	Year	Division

5. PROFESSIONAL QUALIFICATIONS:

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6. TRAININGS / WORKSHOP:

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7. OTHER SKILLS

-
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8. EMPLOYMENT RECORD (Start with the current/last employer) TOTAL EXPERIENCE: _____

Duration (Start date- End Date)	Organization	Designation	RESPONSIBILITIES HANDLED

Duration (Start date- End Date)	Organization	Designation	RESPONSIBILITIES HANDLED

9. ACCOMPLISHMENTS/ ACHIEVEMENTS IN PREVIOUS JOBS:

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-
-
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10. LANGUAGE PROFICIENCY: (1 - EXCELLENT; 5 - BASIC)

Language	Reading	Speaking	Writing
English			
Hindi			
Any Other (Specify)			

11. SALARY / PROFESSIONAL FEE

Current Salary/ professional fee:

Expected Salary/ professional fee:

12. PERSONAL DETAILS

Present Address:

Permanent Address:

Email Id:

Phone (with area code):

Mobile:

Date of birth:

Nationality:

Marital Status:

13. ANY OTHER RELEVANT INFORMATION

14. REFERENCES (PROVIDE MINIMUM THREE REFERENCES)

15. CERTIFICATION:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience.

Signature

Day/Month/Year

FULL NAME