

## **BIO-DATA SAMPLE**

### **PERSONAL DETAIL :**

Name  
Father  
Mother  
Gender  
Date of birth  
Religion  
Nationality

### **CAREER OBJECTIVE:**

Recent post graduate in MANAGEMENT with a first class, would like a challenging and fulfilling post regarding to education.

### **Personal Competencies:**

1. Enthusiastic, energetic, adaptable, patient, and friendly.
2. Willingness to learn.
3. Effective communicational skills.
4. Good time management.

### **EDUCATION:**

1. Matric First Class "B.S.E Orissa"
2. +2 Commerce Second Class "C.H.S.E. Orissa"

### **OTHER SKILLS:**

Proficient in Tally 9.0 , Word processing and accounting

### **EXPERIENCE**

One year experience in accounting.

### **ADDRESS :**

At/Post :

Dist:

Pin-

Mobile:

Email

### **DECLARATION:**

I hereby declare that, all the above information are true and genuine in my belief.