

RESUME

Your Name

Address-

Pin Code

Mob. No.:

E-Mail.



CAREER OBJECTIVE

Position to me where my skills creativity, strong sense of responsibility and positive attitude will be an asset. So that I can significantly contribute to your mission as well as enhance my personal skills.

ACADEMIC QUALIFICATION

High School passed in year 20XX from XYZ Board.

Intermediate passed in year 20XX from XYZ. Board

BBA from XYZ University

TECHNICAL QUALIFICATION

- Well versed MS Excel, MS Word, MS Access, MS PowerPoint
- Efficient in Internet and Basic Computer Applications
- Programming Languages: C, C++, HTML, Java
- Operating Systems: Windows 7/10/11
- Proficient in Photoshop, Corel Draw

EXPERIENCE

One year teaching experience.

HOBBIES

Reading Books

LANGUAGE KNOWN

Hindi

English

PERSONAL INFORMATION

Father's Name	Mr. Rajkumar Trivedi
Date of Birth	21/11/20XX
Marital Status	Single
Sex	Female
Nationality	Indian
Religion	Hindu

DECLARATION

I declare that to the information given in these curriculum vitae are true to
the best of my knowledge.

Date:

Place:

(NAME)