Prepare your own Resume -

RESUME

Your Name **: ……**
Address **:……**
……
Mobile: +91- **……..**
email **:**youremail@gmail.com

Photo

OBJECTIVE-

To obtain a challenging and responsible position in a professionally managed organization where I can utilize my skills in contributing effectively for the success of the organization and to further improve my personal & professional skills.

EDUCATIONAL QUALIFICTION:

Degree / Certificate	Board / University	Year of Passing	Percentage	Div
Post Graduate				
Under Graduate				
Intermediate				
High School				

TECHNICAL PROFICIENCY-

MS-Office, Tally, DCA Plus, CCC & O Level (from- NIELIT, IT Ministry – Govt. of India)

PROFESSIONAL ENHANCEMENT AND EXTRA-CURRICULAR ACTIVITIES-

- ✓ Science Olympiad
- ✓ Debate.
- ✓ Racing, Indoor Games

SKILLS:

- ❖ Hard working & Honest
- ❖ Good Communication Skill
- ❖ Affinity to learn & Improve
- ❖ Ability To Work Under Pressure

LINGUISTIC ABILITIES-

- ➢ English
- ➢ Hindi

PERSONAL DETAILS-

Father's Name :
Mother's Name :
Permanent Address :
Date of Birth :
Gender :
Marital Status :
Nationality :

DECLARATION-

I hereby declare that all the above information is true for the best of my knowledge and belief. I will input my best efforts and service to your organization with a great sense of Honesty. Give me a Chance to work with you.

Date:

Place: ***Signature***

Note : Also use page background, your name in water mark and count Total words & lines.