### **Name : \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_**

### **(First) (Middle) (Last)**

Latest PP Photo

### **Date of Birth** :

### **Mobile No**. :

### **Email ID** :

### **Nationality** : Indian

### **Membership of Professional**

### **Associations (if any)** :

### **Current Address** :

### **Permanent Address** :

### **Native Place** :

1. **Marital Status** :

### **Educational Qualifications** :From 10th Class onwards (inchronological Order)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualification** | **Board/University** | **Year of Passing** | **%age/**  **CGPA** | **Remarks, if any** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Publications, if any** :
2. **Languages Known** : (Yes / No)

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Speak** | **Read** | **Write** |
| English |  |  |  |
| Hindi |  |  |  |
| Telugu |  |  |  |
| Any other Language (Pls Specify) |  |  |  |

1. **Employment Records:** (in chronological order)

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization** | **Position Held** | **Period of Employment** | **Summary of Assignment handled** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Skill Sets :…………………………………………………………………………….**

1. **Work undertaken that best illustrates related work (clearly showing role played, duration of input, complexity of work undertaken, and core competencies) (Pls add on more boxes if there is more assignment/project)**

|  |  |
| --- | --- |
| **Name of assignment or project:**  **Year:**  **Location:**  **Client:**  **Main Project Features:**  **Positions held:**  **Activities performed:** |  |
| **Name of assignment or project:**  **Year:**  **Location:**  **Client:**  **Main Project Features:**  **Positions held:**  **Activities performed:** |  |
| **Name of assignment or project:**  **Year:**  **Location:**  **Client:**  **Main Project Features:**  **Positions held:**  **Activities performed:** |  |

1. **Professional Experience (Post : …………….. Years ………… Months**

**qualification to Applied Position)**

1. **Total Professional Experience : …………….. Years ………… Months**
2. **Notice period for Joining :**

**(If selected)**

1. **Willing to Relocate :**
2. **Existing CTC with Breakup :**

**(Attach proof of the same)**

1. **Expected Remuneration :**

**(Pls mention Minimum expected CTC)**

**Certification:**

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

**(…….…………………………)**

**Date:…………………. (Put Name and Full Signature)**

**Place:…………………**

**Summary of the CV (to be filled in by candidate)**:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Contact No.** | **Email ID** | **Current Location** | **Date of Birth** | **Age** |
|  |  |  |  |  |  |
| **UG Course from University in the year** | **PG Course from University in the year** | **Current Employer** | **Current Designation** | **Total Experience (Yrs)** | **Post Qualification Exp (Yrs)** |
|  |  |  |  |  |  |
| **Current Annual CTC** | **Salary Expectation** | **Notice Period** | **Willing to relocate** | **Family Details** | **Skill Set** |
|  |  |  |  |  |  |