Name (Mr./Ms.)	
Job Applied For	
Educational Qualification	

Experience

Start with the most recent experience and work backwards

Sr. No.	From _ To (Month/Year)	Name of the Organisation & Designation	Job Profile/Experience

General Skills

Description	Details	
Languages Known		
Accounting Packages Known		
EXCEL	Expert / Working / Poor Knowledge	
	Actually Used for years;	
WORD		
Powerpoint		
ERP Systems Exposure (State details)		
Viz. which system, where used, how		
long etc.		
PC at home	Yes / No	

	E	ducation				
C: 14 '1 1 1 1						
Give details backwards College/Institute	University	State State	Medium of Instruction	Class & Percentage Obtained		
	Pers	onal Details				
Address:						
Telephone Nos. (R)		Telephor	ne Nos.(O):			
E-Mail ID: Mobile No.:						
Age: Date of Birth:						
Sex: Marital Status:						
Passport No.:						
	Rer	nuneration				
Currently Employed? If yes, Notice Period Required: If yes, current all-inclusive salary?			Yes / No			
Expected all-inclusive						