|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| “Company Logo” | | | | |
| **Full Name in Block Letters : DR / MR / MRS / MISS :** | | | | |
| **Date of Birth** | **Blood Group** | **Nationality** | **Marital Status** | **Present Location** |
|  |  |  |  |  |
| **Father’s Name :** | | | **Occupation :** | |
| **Spouse’s Name :** | | | **Occupation :** | |
| **Address to which we should write**  **Telephone Number :**  **Mobile Number :**  **Mail id :** | | | **Permanent Address**  **Telephone Number :**  **Mobile Number :** | |
| **Name & Phone numbers of the person(s) To Contact In Case Of Emergency** | | |  | |

**POSITION:**

|  |  |
| --- | --- |
| **Position Applied For** |  |
| **Experience** | **Total : Relevant :** |
| **Have you attended any other interview here?** | **No Yes If Yes, Give details** |
| **Time or Number of days required to Join** |  |
| **Current CTC / Salary (Per Annum)** |  |
| **Expected CTC / Salary (Per Annum)** |  |

**SKILL SETS:**

|  |  |  |
| --- | --- | --- |
| **Sl.No.** | **Skill Set** | **Rating (Out of 10)** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |

**WORK EXPERIENCE**

**Present Employer:**

|  |  |  |
| --- | --- | --- |
| **Name of the Company :** | | **Date of Joining :** |
| **Designation : When Joined : Present:** | | |
| **Reason For Leaving :** | | |
| **Current area of responsibility** | **Reporting Structure (whom you report to and those who report to you)** | |
| **Significant Achievements on the job:** | | |

**Previous Experience (Excluding Present Job & in descending order):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl.No** | **Name of Organization** | **Designation** | **Duration of Service**  **Month & Year** | | **Reason for Leaving** |
| **From** | **To** |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |
| **4** |  |  |  |  |  |
| **5** |  |  |  |  |  |

**ACADEMIC PROFILE:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Examination**  **Passed** | **Name of Course with Specialization** | **Year of Study (Month & Year)** | | **Name of School / College / University** | **Percentage of Marks** |
| **From** | **To** |
| **1. S.S.L.C** |  |  |  |  |  |
| **2. PUC / HSC** |  |  |  |  |  |
| **3. Diploma (if Applicable)** |  |  |  |  |  |
| **4. Graduation** |  |  |  |  |  |
| **5. Post Graduation (if Applicable)** |  |  |  |  |  |
| **6. Others** |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **References:** | | |
| **1. From Present Organization**  **Name:**  **Address:**  **Telephone No:** | **2. From Previous Organization**  **Name:**  **Address:**  **Telephone No:** | **3. Others**  **Name:**  **Address:**  **Telephone No:** |

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**