

*A Project Report on*  
***Comparative study on Resume, CV and Bio-data***  
*In the partial fulfilment of the Diploma in Computer Engineering for the academic*  
*Year 2021-22*

*Submitted to*

**S.M.D.R. GOVERNMENT POLYTECHNIC, DHULE**

*Submitted by*

Roll No.	Name of the Student	Class
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146	Patil Kalyani Pramod	CO 1I
147	Patil Pooja Vikas	CO 1I
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149	Patil Vaishnavi Pramod	CO 1I
150	Pawar Vishal Sunil	CO 1I
151	Rajput Hemangi Jitendrasing	CO 1I
152	Rajput Pratiksha Devendrasing	CO 1I
153	Salunke Yash Vijay	CO 1I
154	Shendre Samarth Manish	CO 1I
155	Shewale Devika Uttam	CO 1I

*Under the Guidance of*  
**Dr. Amruta Kotkar,**  
**Lecturer in English,**  
**Department of Science and Humanities,**  
**S.M.D.R. Government Polytechnic, Dhule**



**MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION**  
**CERTIFICATE**

This is to certify that **Group Copy** Roll No. **145-155** of **Second Semester** of Diploma in **Computer Engineering** of Institute **S.M.D.R. Government Polytechnic, Dhule (0017)** has completed the Micro Project satisfactorily in the Subject **BCC(22009)** for the Academic Year 2021-22 as prescribed in the curriculum.

Place: Dhule

Enrolment No:

Date:

Exam Seat No:

Subject Teacher

Head of the Department

Principal



## WEEKLY WORK REPORT

<b>SR. NO.</b>	<b>WEEK</b>	<b>ACTIVITY PERFORMED</b>	<b>SIGN OF GUIDE</b>	<b>DATE</b>
1	1 <sup>st</sup>	Discussion and finalization of Topic		
2	2 <sup>nd</sup>	Preparation and Submission of Abstract		
3	3 <sup>rd</sup>	Literature Review		
4	4 <sup>th</sup>	Collection of Data		
5	5 <sup>th</sup>	Collection of Data		
6	6 <sup>th</sup>	Discussion and Outline of Content		
7	7 <sup>th</sup>	Formulation of Content		
8	8 <sup>th</sup>	Editing and Proof Reading of Content		
9	9 <sup>th</sup>	Compilation of Report and Presentation		
10	10 <sup>th</sup>	Seminar		
11	11 <sup>th</sup>	Viva Voce		
12	12 <sup>th</sup>	Final Submission of Micro Project		

## **EVALUATION SHEET FOR MICRO PROJECT**

**(Academic Year: 2021-22)**

**Name of the Student: (Group Copy)**

**Roll No: 145-155**

**Course: BCC (22009)**

**Course Code: CO- 1- I**

**Title of the Project: Technical Writing**

**Cos addressed by Micro Project:**

- a) Learn to write applications for job and various other uses
- b) Summarize comprehension messages
- c) Use relevant words as per content
- d) Deliver prepared Resume Bio-data and CV in clear way

**Major learning outcomes achieved by students by doing the project:**

**a) Practical outcome:**

- 1) Can learn to write Application writing.

**b) Unit outcomes in Cognitive Domain:**

- 1) Rewrite sentences using relevant forms of verbs

**c) Out comes in affective domain:**

- 1) Function as a team member

- 2) Follow ethics

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**Comments/Suggestions about teamwork/leadership/Interpersonal**

**Communication if any**

<b>Roll No.</b>	<b>Student Name</b>	<b>Marks out of 06 for performance in group activity (D5 Column 08)</b>	<b>Marks out of 04 for performance in oral or presentation (D5 Column 09)</b>	<b>Total out of 10</b>
145	Patil Hitesh Vijay			
146	Patil Kalyani Pramod			
147	Patil Pooja Vikas			
148	Patil Saurabh Chandrakant			
149	Patil Vaishnavi Pramod			
150	Pawar Vishal Sunil			
151	Rajput Hemangi Jitendrasing			
152	Rajput Pratiksha Devendrasing			
153	Salunke Yash Vijay			
154	Shendre Samarth Manish			
155	Shewale Devika Uttam			

**Name & Signature of Faculty:**

## **ACKNOWLEDGE**

*The success and final outcome of this project required a lot of guidance and assistance from many people and we are extremely privileged to have got this all along the completion of our project. All that we have done is only due to such supervision and assistance and we would not forget to thank them.*

*We respect and thank Dr. R. G. Wadekar, Principal, Government Polytechnic, Dhule for providing us an opportunity to do the project work in the institute and giving us all support and guidance which made us complete the project duly. We are extremely thankful to Dr. Wadekar Sir for providing such a nice support and guidance.*

*We heartily thank Mr. P.M. Desale Head, Department of Science and Humanities, for his guidance, suggestions and encouragement during this project work.*

*We owe our deep gratitude to our project guide, Dr. Amruta. Kotkar, who took keen interest on our project work and guided us all along, till the completion of our project work by providing all the necessary information for developing a good system.*

*We are thankful to and fortunate enough to get constant encouragement, support and guidance from all the Teaching staffs of Department of Science and Humanities which helped us in successfully completing our project work.*

## **Index**

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## **Application writing**

An admissions or application essay, sometimes also called a personal statement or a statement of purpose, is an essay or other written statement written by an applicant, often a prospective student applying to some college, university, or graduate school. The application essay is a common part of the university and college admissions process.

Some applications may require one or more essays to be completed, while others make essays optional or supplementary. Essay topics range from very specific to open-ended.

### **Types of Application writing**

- 1) Classical Application
- 2) Online Application
- 3) Brief Application
- 4) Unsolicited Application

### **Job Application Writing**

A job application letter (also known as a cover letter) is a letter you send with your resume to provide information on your skills and experience. This letter is your chance to "sell" yourself to an employer, explaining why you are an ideal candidate for a position. When you write your job application letter, it's essential to pay close attention to formatting. There's a right way to format a cover letter; deviate from the standard guidelines and hiring managers may drop you from consideration.

In fact, anything that makes your job application letter appear less than professional can prevent hiring managers from taking you seriously as a candidate. Make sure your cover letter is formatted properly and is free from errors before you send.

### **Importance of Job Application writing**

One of the key issues in job application writing is the cover letter or letter of introduction. The question of a cover letter came up recently with one client who wanted to know if they should write a cover letter (or more to the point have us write them a cover letter) when applying for a vacant position. A well crafted cover letter is generally vital in applying for any job UNLESS the application requirements specifically state they do not want a cover letter and just the Resume, or CV

### **Uses of Job Application writing**

Your cover letter matters, and yes, you need to include one in your job application. So we've revamped our cover letter and resume writing tips for 2021 to help you get a job in today's

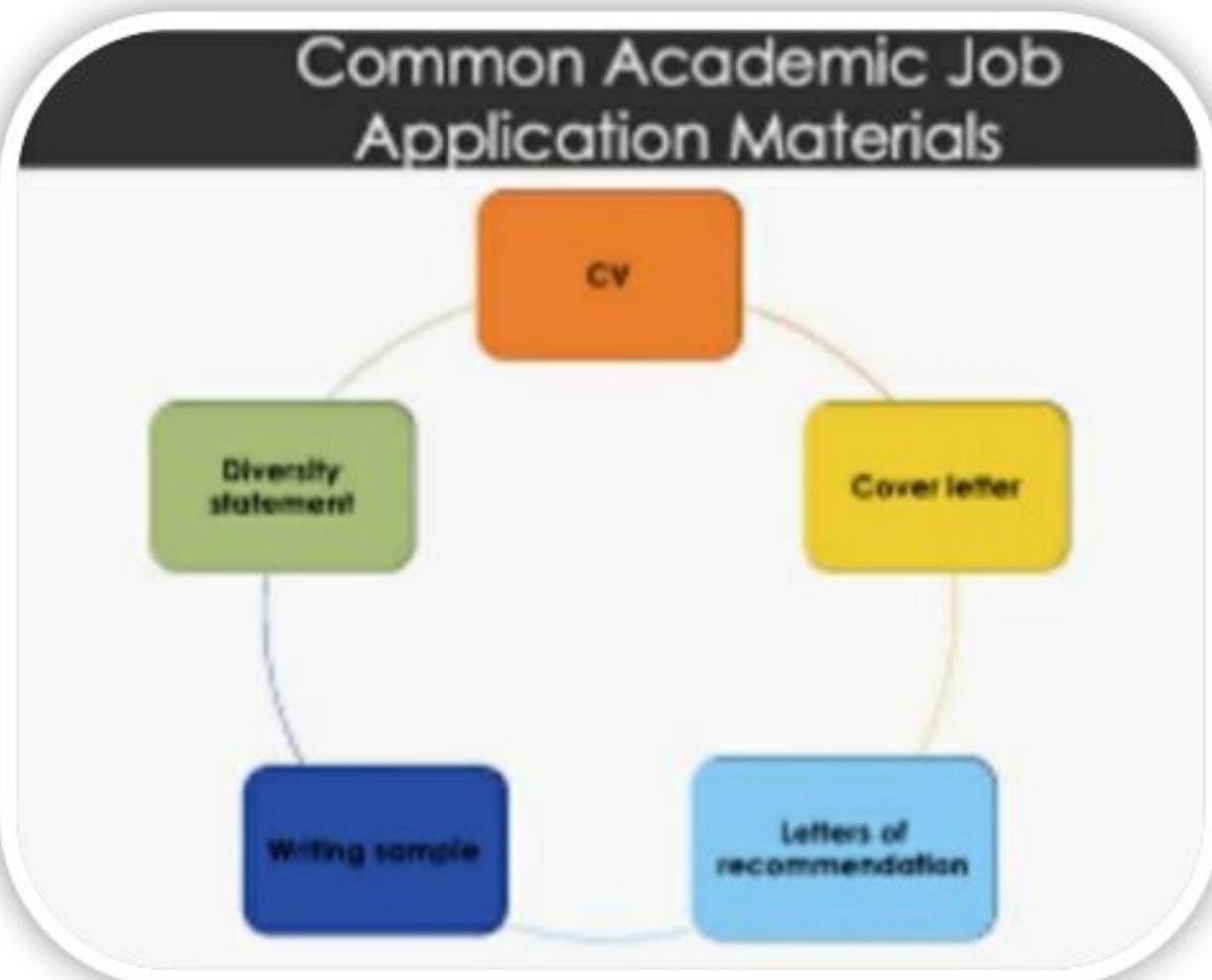
challenging job market. Our must-follow advice will help you learn how to write a cover letter that earns you more interviews

### **Guidelines for writing Job Application writing**

1. Make it easy to read (and match it with your resume)
2. Keep it to a single page
3. Write unique cover letters for each company

### **Types of Job Application writing**

- ❖ Resume
- ❖ Curriculum Vitae (CV)
- ❖ Bio-data



## **Objective of Project**

The main object of this project is of expressing us to any of the higher department in a correct and also in the way which we are expressed very much nice and easy way. Bio-data, Resume and Curriculum Vitae (CV) is written for expressing our all achievements and goals in our life. By understanding how to write Application writing we can express ourself to the the recruiter. Career objective or resume objective acts as the pitch of your resume. It mentions the goal and objective of your career. Even though it is not a strict requirement to include a resume objective in your resume, a well-written objective can help you catch the attention of the recruiter. But, before you build that powerful resume and start applying, make sure you know ways to find a great place to work.

### **Main objectives of Application writing**

The objective of an application letter is to attract the attention of an employer. It acts as a cover letter for your resume and should provide enough personal information to convince the reader to grant you an interview.

The Curriculum Vitae, CV, or resume is one of the most important documents for a professional. Whereas the resume is so important because it tends to be a single document that informs everyone interested about all the facts related to the professional life of the individual. Some companies prefer hard copy or soft copy but most of the well – reputed MNC's prefer your resume inform of both hard copy as well as soft copy.

The most effective objective is one that is tailored to the job you are applying for. It states what kind of career you are seeking, and what skills and experiences you have that make you ideal for that career. A resume objective might also include where you have been and where you want to go in your career. The main objective of this project is of getting intouch with the various job Application forms like Resume Bio-data and Curriculum Vitae (CV)

## **Theme of Resume CV Bio-Data**

- **A Resume**

A Resume is used by the people applying for jobs with specific skills essential to that particular job with specific skills essential to that particular job

- **A Curriculum Vitae (CV)**

A Curriculum Vitae (CV) is used by people seeking the career change. A CV will be in generalized format; hence it is mostly used for general purposes

- **A Bio-data**

A Bio-data is typical form that can be used for particular perspectives. People applying for Government jobs or research grants usually prepares the bio-data to give the brief information of themselves

## **Purpose of Project**

- Purpose of writing Curriculum Vitae, Bio-data and Resume.

### Purpose of writing Curriculum Vitae (CV)

Purpose of writing CV is not to always get a job but It is to arrange an interview. The main objective of CV is to communicate to the recruiter that this job is the logical result of your career path. Purpose of CV is to evoke the desire to meet you and your all skills. It means Your CV is Not the place to demonstrate what you are looking for .It shows that why are you perfect candidate to give job to you and choose you for that post.

### Purpose of writing a Bio-data

Bio-data is an abbreviation for the term biographical data. The Purpose of writing a Bio-data is to express ourself in a clear way and in very small format and also in very less time . It is used for employment purpose also for marriage purpose they are very much useful for explaining our date of birth, gender, marital status, religion, height, complexion, father's name, etc

### Purpose of writing a Resume

Following are the purposes of writing an Resume

- ❖ To Introduce one to prospective employers
- ❖ To Provide a snapshot of one's career in a clear way
- ❖ To Impress ourself to the prospective employers
- ❖ To Demonstrate your communication skills

# Resume

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A resume (or résumé, from French “to sum up”) is a short, concise document used for job applications in the **US** and **Canada**. The purpose of a resume is to provide recruiters with a brief overview of the candidate’s work history. A good resume should be targeted at a specific job and one to two pages long.

## Types of resume

1. Chronological Resume
2. Functional or Skills-based Resume
3. Combination Resume

### **1. Chronological resume**

This type of resume affords you the opportunity to give pride of place to your most recent and outstanding talents, skills, and expertise, ensuring that a hiring manager will be interested enough to read through your entire resume.

#### When to Use a Chronological Resume

Chronological resume are the most commonly used format, and for good reason. Most employers prefer candidates who have current or very recent experience in their career fields.

The more experienced a potential new employee is, the less likely it will be that the employer will have to spend time and money to train them after they’re hired.

### **2. Functional or Skills-based Resume**

A functional resume is a type of resume format which showcases skills over experience. The purpose of a functional resume is to draw attention to transferable abilities rather than focusing on a chronological overview of your work history.

The biggest difference between a functional resume and a standard **chronological resume** is that a functional resume groups your experience under skill categories instead of job titles. Under each skill category, bullet points are used to highlight examples of your skills, and those examples can come from both work and life experiences.

Emphasizing your skills rather than your career progression, the functional resume format is great for career changers, job seekers with employment gaps, and people with highly developed skill sets.

### **3. Combination resume**

A combination resume is a format that marries the best aspects of a chronological resume format and a functional resume format. A chronological resume focuses on the candidate's work experience; a functional resume on skills. A combination resume uses both work history and skills to capture the employer's attention.

This hybrid resume allows you to highlight both your work experience AND skills in a single resume, making your professional background shine!

## Chronological Resume

James Applicant

17017 Home Blvd. • Edmond, OR 00222 • (555) 555-1212 • james.applicant@email.com

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### OVERVIEW

Energetic and motivating leader with a proven ability to effectively manage both staff and long and short-term projects. A self-starter and strong independent worker who excels at analyzing products and procedures in order to generate new ideas that improve efficiency and production quality.

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### PROFESSIONAL EXPERIENCE

COMFORT, INC., *Edmond, OR*

**MANAGER (2014-Present)**

Manage daily operations of a \$1 million foam insulation company.

- Train and supervise work crews in more efficient product installation techniques resulting in reduced material waste by 20 percent and labor hours by 43 percent.
- Instrumental in developing sales team's knowledge in the areas of building science and energy conservation in order to provide customers with the information to successfully plan for, and utilize, spray foam insulation.

MILITARY BASE. *Edmond, OR*

**DATA NETWORK MANAGER (2012-2014)**

Managed command and control data network used to generate video representation of geographic area surrounding the ship. The team consisted of 38 individuals from four departments.

- Production Control Officer - Coordinated the efforts of 135 personnel utilizing 37,000 man hours. Completed 520 jobs totaling over \$4 million during a 13-month refurbishment period.
- Assistant Command Duty Officer - Directed daily routine utilizing a duty section of 600 personnel from 12 different departments.

MILITARY BASE. *Edmond, OR*

**INSTRUCTOR PILOT (2008-2012)**

Administered, coordinated, and supervised flight and academic training for the United States flight training program that encompassed over 200 instructors and 600 students in five units.

- Coordinated and supervised four Flight Commanders to ensure that pilot completion rates met quarterly and annual goals.
  - Managed and scheduled 11 instructor pilots and 38 flight students to complete primary and intermediate level flight training.
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#### EDUCATION

**AUBURN UNIVERSITY**, MBA in Finance, 2018

**UNIVERSITY OF COSTA RICA**, Bachelor of Arts in Business Economics, 2004

Aviator - Advanced Flight Training, United States Flight Patrol

## Functional Resume

John A. Doe  
999 Main Street, Ann Arbor, MI 99999  
(123) 555-1234  
johndoe@email.com

### CAREER OBJECTIVE

Experienced and versatile professional with strong urban planning as well as people, management, and research skills seeks a position in urban planning and environmental impact analysis with a major city or Fortune 500 company.

### CORE QUALIFICATIONS

- Background managing direct transportation planning and programs
- Adept at managing programs and people
- Able to anticipate and project organizational change
- Background as administrator of office operations

### EXPERIENCE AND SKILLS

**Skilled in** Government Guidelines • Quality Control • Urban Planning • Environmental Impact Mitigation and Research • Urban Planning • Geology/Hydrology • Site Evaluations • Computer Software Tools • Scientific and Business Grant Writing

**Administrative:** Lead coordinator for the daily processing of thousands of checks for payment and the mailing of confidential reports, meeting strict deadlines, and avoiding late fees.

**Problem Solving:** Designed a waste-management program involving Recycle Ann Arbor and a major book company, intended for the efficient handling of tons of paper, cardboard, plastic, metal, and glass, achieving net savings of \$20,000 per building annually and reducing company disposal obligations.

**Management:** Oversaw operations of an expanding research lab, providing expertise, commitment, and quality control during a time of significant transition.

### EMPLOYMENT HISTORY

*Senior Process Engineer, September 2016-Present, Zezee Corp., Ann Arbor, Mich.*

*Process Engineer: Technical Support, September 2012-September 2016, Zezee Corp., Ann Arbor, Mich.*

*Technical Professional, September 2010-September 2012, City of the Stars, Mich.*

### EDUCATION

**Master of Business Administration (2015); GPA 3.9**

Southern Nazarene University, Bethany, Okla. (Online Program)

**Bachelor of Science (Emphasis: Ecosystem/Environmental Business) May 2012**

Eastern Michigan University, Ypsilanti, Michigan

## Combination Resume-Education

MARY ANN JONES

2069 Cherry Lane Plateau, AL 12345 Phone: (256) 555-1212

majones@calhoun.edu

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**Professional** Educated and skilled in classroom management, instruction and training.

**Profile** Excellent problem-solver. Team-player able to establish positive rapport  
With others. Creative, energetic self-starter motivated to succeed.

**Education** University of Alabama  
B.A., Elementary Education, May 2006 anticipated  
GPA: 3.95

Calhoun Community College  
A.S., Elementary Teacher Education, May 2004  
Graduated: Phi Theta Kappa

### Achievements

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- ◆ **Brochure Design.** Designed brochure for Sandman Daycare Rising Toddler Program.
- ◆ **Classroom Practicum.** Received "Assistant of the Year" Award for Sasquatch District.
- ◆ **Presentation.** Co-presented "Phonics I-O-U" at NACCE Regional Teacher's Conference.

### Work Experience

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**Teacher's Aid, SEESAW ELEMENTARY, Seesaw, AL 2003-2005**

- Assisted teacher with reading and basic math instruction
- Supervised playground activities and Story Days
- Tutored students in after school program

**Day Care Assistant, HAMNER DAYCARE, Relevance, AL 2001-2003**

- Organized recreational activities for toddler group
- Coordinated after school arts program for pre-teens
- Maintained bulletin boards and updated newsletter

**Activities**

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- President, Gamma Beta Phi Education Service Fraternity 2005-2006
- Member, Student Government Association, Philanthropy Chair 2004
- Summer Softball Coach for Sasquatch Little League, 1999-2002

**Computer and Technical Skills**

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- Can operate Windows XP, 2000, and 98 operating systems
- Proficient with Quark Express and Adobe Photoshop
- Utilize email, Explorer, and Netscape efficiently

# Curriculum Vitae

Curriculum Vitae or Commonly known as CV or Vita is a short written summary of a person's career, qualifications and education . This use of the term for such a short summary is most common everywhere. The term curriculum vitae (and its short form CV) is also used especially in academia to refer to very extensive or even complete summaries of person's career, qualifications and education including publications and other information. This has caused widespread misconception that is incorrect to refer to short CVs .Short CVs are also called as Resume .In many Countries a short CV is typically the first Information that a potential employer receives from a job seeker and is typically used to screen applicants, often followed by an Interview.

CVs may also be requested for applicants to postsecondary programs, Scholarships, grants, and bursaries . In the 2010s it became popular for applicants to provide an electronic version of their CV to employers using email, an online employment website or a job-oriented social- networking service website for example Linked in

## **General usage of CV**

In general usage in all English-speaking countries, a CV is short (usually of two or more papers) and therefore contains only a summary of job seeker's employment history, qualifications, education and some personal information. Some types of CVs also require applicants photos, date of birth, and most recent salary information .CVs are often tailored to change the emphasis of the information according to the particular position for which the job seeker is applying. A CV can also be extended to include an extra page for the jobseeker's publications if these are important for the job

## **In academia**

In academic and medical careers a CV is usually a comprehensive document that provides extensive information on education , publications and other achievements Such a CV is generally used when applying for a position in academia while shorter CVs are generally used when applying for a position in industry, non-profit organizations and the public sector

## **A standard format of a CV for job should include the following points:**

- ✓ Contact information
- ✓ Personal Statement
- ✓ Academic history
- ✓ Key skills and Qualifications
- ✓ Industry Awards
- ✓ Professional Certification's
- ✓ Publications
- ✓ Professional Affiliations

- ✓ Conferences Attended
- ✓ Additional Training

### **Types of Curriculum Vitae**

**There are three types of Curriculum Vitae (CV)**

- 1)The Chronological CV
- 2)The Functional CV
- 3)The Combined CV

#### **1)The Chronological CV**

Sometimes referred to as traditional CV, a chronological CV is one of the most common types of CV used by recent graduates. Presented in reverse chronological order it displays your most recent experience and achievements first. Your employment and work experience is usually on the front page, listed in reverse Chronological order.

#### **Templates used in Chronological CV**

- 1)Your Name
- 2)Your Address
- 3)Your Email id, phone number and Linked in profile(optional)

#### **2)The Functional CV**

A Functional CV is skills based and is written, focused and places more emphasis on showing your work experience, Knowledge and expertise. It is developed and organized by your individual skills rather than your previous job titles or chronology

#### **Templates used in Functional CV**

- 1)Name and all personal details
- 2)Education
- 3)Work experience
- 4)Activities and Interests

#### **3)The Combination CV**

A Combination CV is a mixture of a Chronological and a skills- based/functional CV .Essentially, it's chronological CV with a key skills or core competencies section at top .This is ideal if you want to emphasise your key skills and particularly good if you're changing fields entirely

- 1)Professional profile
- 2)Skills
- 3)Working Experience

4)Education

5)Other Information

### **Advantages And Disadvantages of Curriculum Vitae (CV)**

#### **Advantages**

- ✓ Particularly useful for creating a right mindset .
- ✓ If the CV is great then it reduces the legwork in our job search
- ✓ An great CV puffs up your chest with Pride
- ✓ CV which is nicely presented flexes your employability muscle
- ✓ It creates a buzz of excitement
- ✓ It offers a firm footing for the future
- ✓ If the CV is great it increases confidence helping us stand tall

#### **Disadvantages**

- ✓ CVs are lot of time-consuming and can be challenging to design
- ✓ There may be some costs involved in producing and sending them out to applicants  
However most employers will put their application forms online making them available for candidates to download and fill in
- ✓ CVs are Lengthy application forms can be off-putting for potential candidates

### **Some Important Things about the Curriculum Vitae (CV)**

- 1)An Curriculum Vitae (CV) can be of three or more pages long
- 2)It does not have specific layout
- 3)It is used by applicants in academic roles
- 4)It focuses on career progression in detail

### **Functions of Curriculum Vitae (CV)**

- ✓ Emphasizes academic accomplishments
- ✓ Used when applying for positions in academia, fellowships, and grants
- ✓ Length depends upon experience and includes a complete list of publications, posters and presentations
- ✓ Always begins with education and can include name of advisor and dissertation title or summary . Also used for merit/tenure review and sabbatical leave

*Examples of CV:  
Chronological-cv*

## MICHAEL THOMPSON

1 Career Road, Career Town, Career County XX1 4BE

Tel: 01234 555 666 (Home) / 07951 123 456 (Mobile)

Email: [michaelthomson@career.co.uk](mailto:michaelthomson@career.co.uk)

### ACCOUNTS MANAGER

Skilled Account Manager with an excellent record of achievement spanning 15 years. Broad accounting knowledge base including responsibility for departmental procedures and operational. Proven expertise in driving efficiency and productivity through evaluation of financial management systems and implementation of process improvements. Supervision of highly skilled financial management teams to support achievement of overall goals and objectives.

### CORE STRENGTHS

- Quickly able to get up and running on new projects and systems
- Michael Thompson
- analytical accounting and finance knowledge base
- Attention to detail, quickly able to synthesise data to solve complex issues
- Natural talent for numeracy, process and deadline-driven
- Streamlines processes and creates efficiencies, significantly impacting P&L across divisions

Page 1 of 2

### AREAS OF EXPERTISE

Accounting Management.	Forecasts Financial	Analysis
Cash Management	Budgeting	Cost Reductions
Regulatory Compliance	Efficiency Improvements	SAP/SAGE
Project Management reconciliation	Working capital management	Inter-unit

### PROFESSIONAL EXPERIENCE

#### ABC DEVELOPMENTS

Date

2002 - present

**Accounts Payable Manager**

May

2008 - present

Group own 26 property development sites across the UK and France

Responsibilities include management of Group Accounts Payable division and all associated personnel management duties; authorisation and payment run for between 700 – 900 vendors per month, in excess of £2M, liaison with Group Accountants to ensure smooth running of office and payment of vendors across all sites; monitors cheque payments, consolidates, submits and pays VAT returns for group (turnover in excess of £300M); runs UK pension scheme ensuring payments are made on time, monthly reporting to Head Office; maintains SAP system for Accounts Payable; provides SAP support to all sites; team management and training

- Built and trained a productive and successful team, led team to consistently hit targets
- Reduced monthly closing cycle by three days with recommendation of enhanced closing procedures
- Created central processing office improving efficiency and effectiveness across the group, including setting up systems, developing departmental procedures and policies
- Tailored SAP system to meet needs of evolving organisation; forged strong relationships with IT
- Implemented realistic KPIs across AP department – reduced cheques raised from 600 to 250
- Completes regular and complex VAT returns for 26 sites to deadline and 100% accuracy
- Transformed 'business rate payments' from late fines to absolute compliance
- Developed 6-month cheque register designed to eliminate duplicate payments
- Re-wrote comprehensive accounting procedures in group manual to tight deadline

**SAP Project Accountant**

Jan 2020

- May 2021

Project managed the Accounts Payable and Accounts Receivable elements of SAP accounting package implementation across all sites in the group from conception to post go-live; wrote technical training manuals; tailored SAP operational procedures; tested all finance areas of system before 'go live'; provided ongoing operational support post 'go live'.

- Uploaded all general ledger and debtor opening balances for each individual site from original system to SAP prior to 'go live' to schedule
- Ensured smooth launch of AP and AR components in high visibility SAP implementation
- Trained 12 finance staff group-wide on SAP to high level standards (across number of sites)
- Ensured seamless project management and integration of new accounting solution

**Accounts Manager***Feb 20020 –**Dec 2021*

Reporting to FC, role encompassed full range of operational accounting including: reconciliation and control of accounts; management and reconciliation of intercompany accounts; bank account management; handling of fixed asset registers; preparation of month end accounts to P&L and balance sheet; monthly account consolidation' authorisation and processing of credit card refunds.

- Supported FC in creating Head Office Accounts Department and in establishing HQ accounting procedures and policies along with consolidating monthly accounts; built, trained and led high calibre team
- Prepared monthly accounts for Head Office, consolidating group accounts and transforming efficiency company-wide
- Accomplished meticulous clean-up of complex historic accounts
- Formed strong working relationships, gaining firm-wide reputation for working collaboratively

Developed deep understanding of accounting principles, demonstrated through business

**Accounts Assistant, A&B ACCOUNTING**

2009 - 2021

Bookkeeping and payroll functions; handled accounts payable and receivable; assisted the Accounting Manager, helped in preparing financial reports and statements; compiled and analyzed data; handled accounts payable and receivable transactions; responsible for reconciling accounts records; prepared various financial reports and statements

**Accounts Assistant (temping through a number of agencies)**

1997 - 1999

## **EDUCATION AND TRAINING**

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MBA Greenwich University, London

BSc (Hons) Accounting and Auditing, Nottingham University

## **ADDITIONAL INFORMATION**

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**IT Skills:** SAP, Sage 50, Sage Payroll, Advanced Excel, Word, Outlook. Experienced in implementing and maintaining a supporting financial system

**Interests:** Plays rhythm guitar in band, plays football in local tournaments, keen runner

**REFERENCES ARE AVAILABLE ON REQUEST**

## SUSAN BARKER

1 Career Road, Career Town, Career County XX1 4

Tel: 01234 555 666 (Home) / 07951 123 456 (Mobile)

Email: [susanbarker@career.co.uk](mailto:susanbarker@career.co.uk)

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### PROFESSIONAL PROFILE

A multi-skilled, part-qualified HR professional with excellent all-round HR advisory skills and experience. Proven leadership skills, including managing and motivating others to achieve company objectives. Possesses exceptional interpersonal and relationship management skills. Experienced in providing timely and up-to-date HR advice to both managers and employees. Extensive knowledge of working practices, recruitment and retention, compensation and benefits and training and development. Currently studying towards full CIPD status. Now seeking next challenging role with a blue chip company.

### SKILLS AND EXPERIENCE

#### Reward Management

- Implemented company incentive schemes which have reduced absenteeism and increased production levels by 15% at A&B Insurance
- Increased participation and managed the company's share ownership scheme
- Facilitated regular reviews and benchmarking of salaries to ensure compensation is consistent within industry sectors Human Resource Planning
- Assessed companies' future staffing requirements over the short, medium and long-term and made recommendations concerning re-organisations to senior management
- Produced a comprehensive Human Resources plan for the company's expansion over the next five years whilst at C&D Insurance
  - Employee Relations
  - Extensive handling of managing redundancies and displacements
- Re-wrote policies on gross misconduct, disciplinaries and grievance procedures supported and coached managers in the resolution of ER issues
- Offered advisory service on all aspects of employee performance management and development
- Conducted competency-based interviews for candidates across all levels including senior positions

- Re-wrote job specifications and designed job adverts utilising most cost-effective method of advertising
- Supervised HR Assistant in co-ordinating job interviews and conducting pre-employment checks
- Made recommendations to hiring managers regarding candidate selection
- Process and Procedure
- Supervised HR teams in managing and maintaining accurate and up-to-date staff personnel record
- Attendance at employment law updates and advised senior HR staff on policy and procedure changes
- Training and Development
- Designed and delivered Induction programmes for new employees
- Appointed and monitored external training organisations for specialist training courses
- Implemented company-wide training needs analysis and advised on most productive learning methods
- Managed a training budget and produced reports for senior management
- Led ‘lunchtime learning’ opportunities for managers in ‘Understanding Policies’ and how they should be implemented for managing their teams
- CAREER SUMMARY

2011 – 2012	A&B INSURANCE, Staines, HR Officer
2008 – 2009	C&D INSURANCE, Staines HR Advisor (contract)
2007 – 2008	E&F INSURANCE, Staines, HR Advisor (contract)
2003 – 2006	G&H INSURANCE, Staines, HR Assistant
2000 - 2003	I&J INSURANCE, Staines, Office Manager
1998 - 2000	K&L INSURANCE, Staines, Receptionist

## EDUCATION AND TRAINING

Intermediate Diploma in Human Resource Management (CIPD), HR College, Staines, 2011  
Certificate in Personnel Practice (CIPD), HR College, Staines, 2008  
BTEC in Business Studies, Staines, 1998  
8 GCSEs (including English & Maths), Staines, 1996

## FURTHER COURSES

Managing Teams, 2010  
Performance Management for HR Professionals, 2009  
Coaching and Feedback for HR Professionals, 2009  
Communication Skills in the Workplace, 2008  
Time Management and Organisational Skills, 2008

Advanced Excel, 2008

**PROFESSIONAL MEMBERSHIPS**

Associate: Chartered Institute of Personnel and Development (CIPD)

**ADDITIONAL INFORMATION**

IT Skills: Advanced Word, Excel and Powerpoint

Languages: Intermediate Spanish

Qualified First Aider

**INTERESTS**

Swimming, member of local badminton club, playing piano, cooking Thai & Indian Food

**REFERENCES ARE AVAILABLE ON request**

# Combined-cv

## **PATRICIA LEWIS**

1 Career Road, Career Town, Career County XX1 4BE

Tel: 01234 555 666 (Home) / 07951 123 456 (Mobile)

Email: [patricialewis@career.co.uk](mailto:patricialewis@career.co.uk)

### **PROFESSIONAL PROFILE**

A results-focused, quality driven professional Senior Buyer and Merchandise Planner with extensive experience in buying, merchandise planning with excellent forecasting and analysis skills. Advanced presentation skills at CEO and board level with relationship-building abilities with a track record of improving sales performance to ensure profit turnarounds. High level interpersonal and negotiation skills.

### **AND EXPERIENCE**

#### **Buying**

- Responsible for purchasing all furniture supplies (over 500skus) for over 80 stores with an annual turnover of £25M
- Built and developed a group of six assistant buyers and junior buyers, conducting bi-annual performance reviews
- Launched ethnic range of furniture under my own initiative leading to an incremental £2M sales in 3-month period
- Led on the implementation of a new buying structure at Real Wood Furniture, involving substantial operational change, new systems and processes to implement best practise, receiving commendation from board level

#### **Negotiation skills**

- Negotiated licensing deal for an exclusive range of childrens' wear, beating sales forecasts by 45%, resulting in further repeat orders – the range is on track to turnover £3.5M in international sales
- Chaired a committee that negotiated with the union representing shop-floor staff to enable more flexible working hours vital to attracting our target purchaser (Cute Kids)
- Successfully negotiated improved pricing from our two major suppliers which resulted in a 11% contribution to bottom-line profitability (Cute Kids)

- Negotiated no-returns discounts with top ten suppliers worth £200,000 profit (Real Wood Furniture)
- Merchandise Planning
- Implemented strategic organisational goals by communicating financial strategies to vendors and departmental heads, resulting in increased cohesiveness and improved efficiency
- Increased annual profits by £2.4M by analysing merchandise performance within department and initiating adjustments to increase profitability for in-season sales, and inventory performance (Cute Kids)
- To monitor statistical objectives and increase sales volume resulting in cost-savings of £1.5M in first financial quarter
- Reviewed historical data and joined forces with the buying team to ensure the right collections were placed in store at the right time (Cute Kids)
- Created seasonal financial plans to guarantee optimal inventory investment, increase merchandise flow and reduce markdowns, resulting in ROI of 0.32 to 0.40

#### Communication Skills

- Moved a large proportion of the furniture business from using a UK agent to direct sourcing and developing close relationships with three key Indian vendors, leading to better quality products and more control over the final product – both cost and quality directly impacts our consumers
- Exceptional networking skills ensure that all our products receive appropriate promotional support in high profile publications (including ‘Home and Garden’ and ‘Ideal Home’) and in-store and external advertising campaigns
- Excellent relationship-building skills developed through working cross-functionally across different divisions (supply chain, trend and design, marketing) to ensure successful launches of product ranges and promotions

#### CAREER HISTOREAL WOOD FURNITURE

2009 – Present

##### Senior Buyer

- consumer sales patterns based on sales trends and economic conditions
- Successful turnaround of a fragmented supplier base to established and loyal supplier relationships
- Sole responsibility in new buying areas and markets

- Developed and executed strategies for merchandise assortment and vendor relationships management
- 4 years' of sourcing FOB and buying trips involving extensive travel to Far East, Europe and India
- Played integral role in recent major launch into the general merchandise category, boosting sales by 30%
- Recruited, trained and motivated new buyers in to the business

## CUTE KIDS

2004 – 2009

### Senior Buyer and Merchandise Planner

- Streamlined processes by creating a buying scale and leveraging the international business
- Established direct procurement from European manufacturers to facilitate delivery of direct sourcing strategy
- Responsible for £120M sales across the group with a team of buyers based in the UK, France and Italy
- Delivered increased product quality and reduced costs in accordance with customer expectations as a direct result of developing capability within the team and supply base
- Estimated and bought for each season ensuring season's successful launch and exit
- Negotiated a reduction in prices of raw materials from our three major supplier
- Reduced the number of reject garments from our suppliers by tackling quality issues at source
- Oversaw five store openings in four months

2000 – 2004            A&B RETAIL, London, Buyer

1999 – 2001            C&D RETAIL, Hertfordshire, Assistant Buyer

1995 – 1998            E&F RETAIL, Hertfordshire, Graduate Buyer

## EDUCATION AND TRAINING

Fashion Buying and Merchandising BSc (Hons), Manchester University, 1995

3 'A' Levels, (History, Art, French), West Herts Sixth Form, Hertfordshire, 1991

## PROFESSIONAL TRAINING

- Advanced Buying Diploma
- Advanced Negotiation & Relationship Strategies

- Ethical Buyin
- Seven Stages of Selling
- Performance Management
- Presentation skills

## INTERESTS

Photography (particular interest in wildlife and nature), competitive tennis in local tournaments

## What is Biodata

Biodata is a term which split up into two words bio and data, imparts what all it is; bio directly connotes the biology or the whole surrounding which is encompassed by the particular individual and the description in detail articulated in attractive format and layout. It encloses the details mainly about your biological information which comprises all numbers height, weight and date of birth along with gender, skin colour, caste, religion, permanent address, education, occupation, etc

## How is it different from CV and Resume?

When an entrant says that isn't the CV, resume and biodata are moreover same as for them it is like a new term popped up in their life. Unlike them, professional know the difference and entrants who are too keen to get into profession understand what all they mean.

A biodata is based on factual information of an individual like name, date of birth, family details, gender, address, contact information, education details, etc.

A resume is more focused towards the professional and job oriented details like qualification and organisational scan with minimum and required personal snippet in not more than two pages.

Whereas CV - a curriculum vitae is a more detailed one and mostly used by the fresher's who wants to explain their whole academia and notable achievements. Unlike these two, biodata is usually shown biographical details of a person..

## What does biodata include?

It more often than not describes the person the best and full biography of the person, so the other one gets all in one go. It is like a biodata which covers details like:

- Name
- Date of birth
- Height
- Weight
- Complexion
- Education
- Habits (drinking/smoking)
- Father's name along with his educational qualification, where he works/worked.  
Where does he live currently and where are they settled?
- Mother's name, and is she working/housewife?
- The number of sibling along with their marital status, i.e. Married or single? Where do they work and reside? What does your brother-in-law or sister-in-law do?
- Horoscope: generation and matching the match

In broad term, biodata contains more information about your details. Biodata is generally helpful for marriage proposals in India.

## Types of biodata

- **Personal biodata** : A biodata focuses on personal particulars in addition to educational and professional experience. It typically includes detailed personal information such as date of birth, gender, religion, race, nationality, marital status, residence, parents' names, names of your children and siblings, languages spoken, etc.

- **Educational biodata :** Educational biodata refers to information about a person's education. It profiles the educational qualification and background of an individual.
  
- **Job biodata :** Biodata, short for biographical data, is a one- to three-page document you use when applying for a job. Your biodata summarizes most aspects of your life, including personal details, education, skills and work experience.
  
- **Marriage biodata :** A marriage biodata is a concise document that summarises key information about the person who is looking to get married. ... A marriage biodata usually includes information such as name, age, date of birth, religion/caste, names and professions of parents, education, profession, salary, and expectations.

## **Personal Biodata**

Name : Rajeshwari Pandit

Father's name : Narayan Pandit

Mother's name : Girija Pandit

Date of birth : 17-08-2001

Address : 76, Periyar Street, Jeevanagar-1<sup>st</sup> Street, Nagpur.

Gender. : Female

Material Status : Single

Nationality. : Indian

Interest : Making new friends, Chatting with friends

Hobbies : Listening soft music, Traveling various places and Interacting with different Types of people.

Weakness : Emotional, Nervousness,short temper

Strength : Polite, Self-aware – always seeking to learn and grow, Motivation-Skill

Language : English, Hindi , Marathi, Sanskrit

Place : Nagpur

## Education Biodata

**RAJESHWARI PANDIT**

**76,PERIYAR STREET,**

**JEEVANAGAR-1<sup>ST</sup> STREET,**

**NAGPUR – 627890.**

Email : Rajeshwaripandit [1234@gmail.com](mailto:1234@gmail.com)

Cell no. : 8899456-345578



### Career objective :

To work in challenging environment demanding all my skills and adapt myself in different fields for the development of the organisation with impressive performance.

### Education Qualification

QUALIFICATION	INSTITUTION	UNIVERSITY BOARD	YEAR OF PASSING	PERCENTAGE
B.E.Tech	Sethu Institute of technology, Nagpur	Asai University of Technology	2018	78.52%
B.E.( Comp )	K.B.D.A.V College	Utkal University	2014	
HSC	Yadva Matric Higher Secondary School, Madurai	State Board	2008	82.74%
SSC	Gurukulam High School, Madurai	State Board	2006	88.0%

### Area of Interest :

Object oriented Programming with C++.

### Computer Proficiency :

Language C ,C++, Japan Basics ,SQL, HTML

### Training Attended :

Undergone an in plant training on software Life cycle in Unique Technologies, Chennai

## **Job Biodata**

Name : Rajeshwari Pandit

Mobile : 5436890632

Email I'd: [Rajeshwaripandit1234@gmail.com](mailto:Rajeshwaripandit1234@gmail.com)

Gender: Female. Date of birth : 17-08-2001

Material Status: Single. Religion: Hindu

Nationality: Indian Language: Hindi,Marathi, English, Sanskrit

### **Education Qualification**

<b>Exam Passed</b>	<b>Institute Name</b>	<b>Year of Passing</b>	<b>University Board</b>	<b>Marks Percentage</b>
B.E.(CSE)	Sethu Institute of technology, Nagpur	2012	Asai,University of Technology	78.52%
HSC	Yadwa Matric Higher Secondary School Madurai	2008	State Board	82.74%
SSC	Gurukulam High School, Madurai	2006	State Board	88.0%

### **Experience**

<b>S.No.</b>	<b>Company name</b>	<b>Position</b>	<b>Working Period</b>
1	Nova Web Designers	Assistant	2 years
2	Quantum Comp Solutions	Manager	3 years
3	Neptune Technologies	Assistant	2 years

### **Declaration**

I hereby declare that the information provided here is true to the best of my knowledge.

Place : Nagpur

## **Marriage Biodata**

### **Personal information :**

Full name : Rajeshwari Pandit  
Date of birth. : 17/08/2001  
Address : 76, Periyar Street, Jeevanagar-1<sup>st</sup> Street, Nagpur.  
Education. : B. Tech  
Profession : Software  
Salary range. : 25 to 3 lakh  
Religion. : Hindu  
Cast : Purohit  
Nakshatra and Rasi : aswini, tula  
Native place : Nagpur  
Height : 5.7 feet  
Weight : 50 kg  
Hobbies/interest : singing and cooking  
Veg/ Non-veg : Veg  
Languages : Hindi , English, Sanskrit, Marathi

### **Family Details :**

Father name : Narayan Pandit  
Mother name : Girija Pandit. Siblings. : No

### **About My Self :**

I am homely girl bond with family relations, Having love with nature and people.

### **Expectations :**

I am looking for person who is caring and lovable. Someone who has successful career, a good educational and family background.

## **SIMILARITIES IN CV , RESUME AND BIODATA**

- 1) Are tailored for the specific job / company you are applying .**
- 2) Are both an overview of your accomplishments , experience and skills are used to get you an interview .**
- 3) Old fashioned terminology used .**
- 4) Archanic Terminology Used .**
- 5) Educational qualification , experience of a person .**
- 6) Academic Career .**

# DIFFERENCE BETWEEN

## CV, RESUME, BIODATA

Basis for comparison	Curriculum Vitage (CV)	Resume	Biodata
1.Meaning	A detailed description of the endeavours done in your life like qualification, expereience, skills, achievements, etc.	It's basically a document containing the information about the education, professional, competencies of what all was the profile in the previous job.	It's primarily an archanic version of the CV or Resume. It just contains the personal details. .
2.Document type	Comprehensive	Concise	Concise
3.Length of pages	2 to 6 pages.	Should not be more than 2 pages.	Should not be more than a page.
4.When should use	When applying primarily for fellowship, academic position etc.	When applying for a job, inyernship, etc.	Applying for a job in Government institutions or offices.

5.Focus on	Expertise, you are specialized in which field.	Your contribution to your work where you were working and what difference have you created.	Giving personal information property.
6.Educational Qualification	At the top.	After mentioning the experience.	In between the personal details in short.
7.Reference	Can be included.	Should not be included.	May or may not be included.

- **Job Application letter with Bio-data**

59 Sea Side Road

Bandra

Mumbai

26 April 20XX

The Personnel Manager

Times of India

Goregaon

Mumbai

Sub: Science Division: Executives

Sir,

With reference to your advertisement in The Everyday Times, Dated 24 April, 2021 seeking applications of science graduates, I offer my candidature for the same. Please find enclosed my bio-data / resume to enable you to assess my suitability for the aforesaid post.

Yours faithfully,

Ganesh Patil

**Attached Bio-data**

**Name -** Ganesh Vijay Patil

**Fathers's name –** Vijay Ganpat Patil

**Age -** 25 years

**Educational Qualifications -** ISC from St. Patrick's School, Bandra 1990 – 75% marks

BSc. (Hons.) Chemistry 1993 : Xaviers College Mumbai

**Professional Qualifications -** Short term computer course – APTECH  
Diploma in Journalism – IGNOU Exam form

**Work Experience -** Student Editor of School/College magazines  
Working with M/s BHARAT SALES as Computer Operator

**Marital Status -** Unmarried

**Other Achievements -** Proficient in Spoken English and Customer Dealing

**❖ Example of Resume:**

Write a application to Mahindra and Mahindra,Kndivali,Mumbai-400101

XYZ  
74 Meera street  
Marine lines  
Mumbau-400020

To,  
The Manager  
Mahindra and Mahindra  
Kandivali,  
Mumbai-400101

Sub- Application for the post of a Mechanical Engineer  
Ref- Your advertisement in the Employment News,dated 28 oct 2018

Sir,  
With the reference to the subject mentioned above, I wish to apply for the post of a mechanical Enginneer in your reputed company.

I am a 22 year old graduate in Mechanical Engineering and I have completed my degree education from

Government Engineering College, Amravati. I am a computer litarate, I am young, Hardworking and experienced.The enclose resume shows my entire qualification.

I assure you that I will do my best and will discharge my duties for the betterment of your company, if an opportunity is given me.

Thank You.

## **RESUME**

### **Personal Details :**

Name : XYZ  
Age : 22 Years  
Sex : Male  
Marital Status : Unmarried  
Health : Good  
Hobbies : Reading and Painting  
Languages Known : Marathi, Hindi, English

### **Educational Qualification:**

Sr. No.	Examination	Year Of Passing	Name Of The Institute	% Marks
1	S.S.C.	1998	Nehru Public School Mumbai	79%
2	H.S.C.	2000	Devgiri Junior College Mumbai	85%
3	B.E.	2004	Gov. Engg Amravati	75%
4	C-DAC	2005	APTECH Mumbai	73%

**Experience** : Experience of two year as Mechanical Engineer in TATA Motors Pvt. Ltd,Mumbai

**Salary Expected** : Rs.15,000/- to Rs.20,000/-

**References** : Prof. R.H. Laddha  
Principal,VJIT,Mumbai.

## **Conclusion**

The Project Comparative study between Resume, Bio-data and CV conclude us in this project we came to know the actual difference and similarities between Resume Bio-data and CV. Also the unusual term regarding these three can also be understood. Resume is a summary of educational skills and used for employment To apply for a new job it should be usually one or two pages only whereas CV is more detailed and structured than resume it can be longer as per requirements And the last Bio-data is our self biographical data which reflect on piece of paper. It relates to only Individual things such as name Gender, date of birth, Nationality, Residence, income etc The case study on this project is really helps too not only discard my misunderstanding about the CV, Resume, and Bio-data but also it opens a door of actual structure of these 3 such as how they are written? what are the types of Resume? and how to build them stronger etc

## **Reference**

- 1) [https://en.m.wikipedia.org/wiki/Curriculum\\_vitae](https://en.m.wikipedia.org/wiki/Curriculum_vitae)
  - 2) <https://www.themuse.com/amp/advice/the-35-best-personal-websites-weve-ever-seen>
  - 3) <http://www.friendfactor.org/CV-vs-resume-vs-Biodata>
  - 4) <https://www.interview-skills.co.uk/free-information/successful-cv-writing/different-types-of-cvs>
  - 5) <http://www.studyfactor.org>
- 6) Textbook : Business communication using computers.  
Publication : Nirali  
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