

**Sample name**

No. 2, Apple Street, ABC, Chennai – 600 040

Mobile: 98765 43210

E mail id: [sampleid@gmail.com](mailto:sampleid@gmail.com)

DOB: 02. 06. 2000

**Career Objective:** To work in an environment offering challenging career opportunities where I can apply and enhance my skills for solving diverse technical problems.

**Educational Qualification:**

S. No	Qualification	Name of Institution	Year of Passing	Percentage/ CGPA
1	BBA	ABC College, Guindy	2020	73 %
2	HSC	Govt High School, Pursawalkam	2018	69 %
3	SSLC	S.B.O.A Matriculation H.S.School, Chennai	2015	81%

**Technical Skills:**

- Office Suite: MS Office
- Tally

**Certificate Courses:**

Certificate in International Business, Oct-Nov 2018, John Maxwell Academy

**Internship details:**

- Completed four weeks internship to study “Process Management” at Royal Enfield, Chennai (December 2018 to Jan 2019)

**Projects done:**

- Project title: Study of Mutual Funds as a form of Investment.  
Description: The objective of the project is to understand Mutual Funds as a channel of investment.

**Workshops/ Trainings:**

- Participated in a two days’ workshop on Personality and Soft Skills Development conducted by ABC Inc.,

**Seminars / Presentations**

- Did a team presentation on “Branding” at college (January, 2020)

**Extra-curricular activities**

- Participated in a light music singing competition at an inter-college event held in MCC college (February, 2018)
- Participated in NSS district level camp at Jolarpettai (September, 2019)

**Achievements:**

- Secured 'Best Outgoing All Rounder' Award in NSS – 2019
- Secured 1<sup>st</sup> place in District level Carrom board Tournament – 2016

**Hobbies**

Reading books, Gardening and Interior Decoration

**Personal Strengths**

- Initiator
- Adaptable and flexible
- Team worker

**Languages known**

Speak: English, Tamil, Telugu

Read & Write: English, Tamil

**Date:** 17<sup>th</sup> June, 2021

**Place:** Chennai