BIO-DATA/RESUME

* Full Name : ……………………….………..
* Address for communication : ………………………….……..
* Contact Phone/ mobile / e-mail ID : …………………………………
* Sex : Male/ Female
* Age /Date of Birth : ………………………………..
* Marital Status : Married/ Unmarried
* Religion : Hindu/Christian/Muslim/…….
* Nationality : Indian
* Mother Tongue : …………………………….….
* Language known : ………………………..…..….
* Educational Qualification:

|  |  |  |  |
| --- | --- | --- | --- |
| Exam | Board/University | Year | Passed/percentage |
| SSC/ 10th |  |  |  |
| HSC/12th |  |  |  |
| Degree/ |  |  |  |

* Technical Qualification / additional Skills (if any) :

 (1) ………………………………………………………………………………………………………………………………

 (2) ………………………………………………………………………………………………………………………………

* Total Experience : \_\_\_\_\_\_ years/ months.

|  |  |  |
| --- | --- | --- |
| Worked as | with company | for the period From - To |
|  |  |  |
|  |  |  |
|  |  |  |

* Present salary : ……………………………………….
* Expected Salary : Negotiable/ as per the company rule.
* Reason for Job change : Better prospect / …………………..

Thanks and regards

…………………….

 (Signature)

(Your name here)

Encl :