|  |  |  |
| --- | --- | --- |
| **Full name**  Date of birth: | ✆ : + 98XXXXXXXX  🖂email\_id@abc.com |  |

Scholastic Record

*Class of 20XX*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year** | **Degree** | **Institute** | **CGPA/%** | **Remarks** |
| 2015 | MBA | PG College, University | - | **Pursuing** |
| 2009 | B.E/B Tech/BBA/BCom/Any Other | Undergrad College, University | 9.5/10 | **Distinction** |
| 2005 | 12th(C.B.S.E.) | School Name | 95.00 % | **Distinction** |
| 2003 | 10th (C.B.S.E.) | School Name | 95.00 % | **Distinction** |

Work Experience (Total Months)

|  |  |  |  |
| --- | --- | --- | --- |
| **Prev Company Name** | | **Designation/Profile** | **Duration (Period)** |
| **Project Details: ABC** | | | |
| **Roles & Responsibilities** | * Project brief and objectives * Responsibilities undertaken * Team coordination / team work * Project reviews and events * Targets met and positions of responsibilities held | | |
| **Achievements** | * Targets achieved * Employee recognition for work * Innovations / initiatives taken * Revenues generated, company budget vs achieved etc | | |

SUMMER Projects

|  |  |  |
| --- | --- | --- |
| **Company Name** | | **Duration (Period)** |
| **Project Title:** | | |
| **Objective** |  | |
| **Methodology** |  | |
| **Achievements** |  | |

Positions of Responsibility

|  |  |  |
| --- | --- | --- |
| **Captain** | * Event * People involved * Objectives met | *Year* |
| **Leader** | * Event1 | *Year*  *Year*  *Year* |
| * Event2 * Event3 |
| **Event Host** | * Event details | *Year* |
|  |  |

Awards & Achievements

|  |  |  |
| --- | --- | --- |
| **Certifications** | * Certification1 details * Certification2 details * Certification3 details | *Year*  *Year*  *Year* |
| **Academic** | * Academic award 1 details | *Year* |
| * Academic award 2 details * Academic award 3 details | *Year*  *Year* |
| **Extra-Curricular** | * Extracurricular award 1 details * Extracurricular award 2 details * Extracurricular award 3 details | *Year*  *Year*  *Year* |