|  |  |  |
| --- | --- | --- |
| **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* |