

Languages Known	To Speak	To Read	To Write

HOBBIES

SPORTS

ACCOMMODATION

Own	Rental
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EDUCATIONAL QUALIFICATION (FROM SCHOOL LEVEL TO COLLEGE / CORRESPONDENCE COURSES)

Qualification	Name of the Institution and Place	Year of Passing	Subjects	Grades/GPA/ Average % of Marks

DETAILS OF TRAINING PROGRAMMES ATTENDED

From	To	Name of Institution	Brief Details of Training

WHAT NEWS PAPERS, MAGAZINES AND JOURNALS YOU READ

EMPLOYMENT RECORD

(Beginning with first employment ending with present employment)

Employer's Name	Desig.	PER IOD		Reason for Leaving	Gross Salary
		From	To		

PRESENT EMPLOYMENT

DETAILS OF EMOLUMENTS

Basic DA HRA CCA

Conveyance Other Allowances

OTHER PERKS

Medical		LTA		Superannuation	
Bonus / Exgratia		Any other Benefits			

GROSS SALARY EXPECTED

IF SELECTED, EXPECTED DATE OF JOINING :

ARE YOU UNDER A CONTRACT :

MAY WE MAKE A REFERENCE TO YOUR :
PRESENT / PREVIOUS EMPLOYER

FAMILY PARTICULARS

Relationship	Name	Age	Occupation / Company
Father			
Mother			
Wife / Husband			
Brother(s)			
Sister(s)			

REFERENCES:- (NOT RELATED TO YOU, BUT WHO KNOWS YOU PROFESSIONALLY))

Name

Occupation

Address

Phone:

ANY RELATIVE WORKING IN OUR GROUP OF COMPANIES, IF SO PLEASE GIVE DETAILS

Company	Name	Designation	Age	Relationship

DECLARATION

I, _____ hereby declare that the information furnished above in this resume are true and correct.

Signature of the Candidate

(FOR MANAGERIAL POST ONLY)

ORGANISATIONAL STRUCTURE

Draw the management structure of the organization you are currently employed giving details of the levels you are reporting to and those reporting to you.

WHAT IN YOUR OPINION IS YOUR MOST SIGNIFICANT ACHIEVEMENT?

WHAT ARE YOUR CAREER PLANS AND EXPECTATIONS IN THE NEXT FIVE YEARS? HOW DO YOU PLAN TO ACHIEVE THEM?

ARE YOU PREPARED TO WORK ANYWHERE IN INDIA :

YES	NO
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OUTSIDE THE COUNTRY :

YES	NO
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