|  |
| --- |
| FULL NAME [Type Your Name] |
| Highest qualification |
| [Type your phone number] ▪ [Type your e-mail] ▪ [Type your website] |

**ACADEMIC RECORD:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Degree** | **Institute** | **CGPA/%** | **Remarks** |
| *2015* | *MBA* | *PG College, University* | *-* | ***Pursuing*** |
| *2009* | *B.E/B Tech/BBA/BCom/Others* | *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*** |

**SELECT ACADEMIC WORK:**

|  |  |
| --- | --- |
| Internship | ***Organization’s Name***   * *Role:* HR Trainee * *Project brief* * *Responsibilities undertaken, New skills acquired* * *Targets Achieved* * *Any extra accomplishments besides the assigned work* * *Virtual internships if undertaken* |
| Projects | * *Projects that were carried on during the graduation* * *Live projects preferably* * *CSR projects undertaken with the college* * *Volunteering projects* |

POSITION OF RESPONSIBILITY:

* *Pioneer of a start-up/ a new venture*
* *Team leader in an event*
* *Captain of a sports team*
* *Event organizer*
* *Committee member of any clubs/ committees of your college*

**AWARDS AND ACHIEVEMENTS:**

|  |  |
| --- | --- |
| Academic Awards | * *Scholarships* |
|  | * *Cash Prizes* |
|  | * *Certificates of Achievement* |
| Extracurricular Awards | * *Awards in Sports/Dance/Music* |
|  | * *Any competitions* |
|  | * *Editor of any magazine/ article writing* |

**INTERESTS/ HOBBIES:** *Singing, playing musical instruments, blogging, reading books, dancing etc.*