**Personal Details:**

|  |  |
| --- | --- |
| Name |  |
| Permanent Address |  |
| Present Address |  |
| Date of Birth |  |
| Gender |  |
| Contact No. |  |
| Email ID |  |
| Skype ID |  |
| Languages Known |  |

Following details are required to be filled and added as a supplement to your current resume:

**Educational Qualification: SSC onwards**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Degree** | **School/College** | **Board/University** | **Specialization** | **Year of Passing** | **Percentage** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Computer Proficiency:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Course** | **Version** | **Last Used** | **Experience** | **Institute Name** | **Duration** | **Year of Completion** | **Grade/Percentage** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**Project Details: (During Education)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Company** | **Project** | **Duration** | **Project Details** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Professional Experience:**

**Mention your career growth in reverse chronological order.**

**CURRENT / LAST JOB PROFILE:**

1. **Company Name :**

**Designation :**

**Tenure of Service :**

**(Date of Joining –**

**Date of Leaving)**

**Job Responsibilities :**

**Achievements**

**/ Career Highlights :**

**Current / Last Gross**

**Salary per annum :**

**PREVIOUS JOB PROFILE:**

1. **Company Name :**

**Designation :**

**Tenure of Service :**

**(Date of Joining –**

**Date of Leaving)**

**Job Responsibilities :**

**Achievements**

**/ Career Highlights :**

**Gross Salary per annum :**

1. **Company Name :**

**Designation :**

**Tenure of Service :**

**(Date of Joining –**

**Date of Leaving)**

**Job Responsibilities :**

**Achievements**

**/ Career Highlights :**

**Gross Salary per annum :**

Please mention if you have more job experience.

**Others:**

|  |
| --- |
| **Work Related Key Skills / Strengths:** |
|  |

|  |
| --- |
| **Drawbacks / Weaknesses:** |
|  |

|  |
| --- |
| **Describe yourself:** |
|  |

|  |
| --- |
| What job title and job profile you are aiming for? |
| |  |  | | --- | --- | | Current Location | Target Job Location | |
| |  |  |  | | --- | --- | --- | | Current CTC | Fixed Pay | Variable Pay | |
| Target Gross Salary per annum : |
| Which companies do you wish to join? |
| Which Industry Sectors do you wish to join? |
| What difficulties are you facing when you apply for your desired job profile? |
| What problems are you facing in your Job Search with your current resume? |
| Kindly mention any other information that might be of interest to potential recruiters |

**Disclaimer: I hereby certify that the above information and the details mentioned in my resume given to HINDCO Consulting Services are true and correct. Any falsification or misrepresentation of facts in these details is hence not the liability of HINDCO Consulting Services.**