**RESUME FOR CS ARTICLESHIP**

**Recent Colour Passport Size Photo**

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:

Mob: +91

Student Registration No:

**CAREER OBJECTIVE : -**

I look forward to work with an organization which offers.......……

(Use words like challenge, opportunity, skills, achievement, goal, etc).

(Define your career Objective in brief)

**Management Training Experience : -**

Company/Firm Name :\_\_\_\_\_\_\_\_\_\_\_(Listed / Unlisted/ Partnership / LLP / Proprietorship)

Address/ Location :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Period                        : (\_\_\_\_ years \_\_\_\_\_\_ month) (From \_\_\_\_\_\_\_\_\_\_\_\_ to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Major task handled:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**PROFESSIONAL QUALIFICATIONS : -**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Group** | **Month &Year of Passing** | **Marks**  **Obtained / out of** |
| CS Professional | Group I | / | / |
| Group II | / | / |
| Group III | / | / |
| CS Executive | Group I | / | / |
| Group II | / | / |
| CS Foundation |  | / | / |

**EDUCATIONAL QUALIFICATIONS : -**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **Board/ University** | **Location** | **Year of Completion/ pursuing** | **Percentage**  **of marks** |
| LL.B or similar |  |  |  |  |
| M.Com or similar |  |  |  |  |
| B.Com or similar |  |  |  |  |
| Higher Secondary (12th) |  |  |  |  |
| Secondary (10th) |  |  |  |  |

**IT SKILLS : -**

MS Word, MS Excel, MS Power point, Tally and working knowledge of MCA 21, Income Tax, GST& NCLT portal etc…………………………

**ACHIEVEMENTS : -**

1. Ranks in Professional and Academic Qualifications
2. Sports / NCC / NSS / Social Activities as Captain / Participation etc
3. Participated as volunteer in ICSI ……….Chapter Activities
4. Participated in ICSI All India Student Conference / Elocution Competition.

**HOBBIES : -**

|  |  |  |  |
| --- | --- | --- | --- |
| 1 |  | 3 |  |
| 2 |  | 4 |  |

**Additional Experience (working / liaison with) : -**

|  |  |
| --- | --- |
| XBRL filings |  |
| RBI / SEBI |  |
| ROC / RD |  |
| Stock Exchange |  |
| NCLT/ Court |  |
| Legal Work |  |

**Reference : -**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name | Designation & office details | Contact details |
| 1 |  |  |  |
| 2 |  |  |  |

**PERSONAL DETAILS : -**

|  |  |  |
| --- | --- | --- |
| Father’s Name | : |  |
| Father’s Occupation | : |  |
| Father Contact Details | : | Mob. Email: |
| Mother’s Name | : |  |
| Gender | : | Male / Female |
| Date & Place of Birth | : | Place: |
| Languages Known | : |  |
| Present Address | : |  |
|  |
| Permanent Address | : |  |
|  |
| Driving License No | : |  |

**DECLARATION : -**

I hereby declare that all the above mentioned information is true and correct to the best of my knowledge and belief.

Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date : -- /-- /---- Signature