

RESUME FOR CS ARTICLESHIP



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: _____

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 (12 th)				
Secondary (10 th)				

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 ICSIChapter Activities
4. Participated in ICSI All India Student Conference / Elocution Competition.
- 5.
- 6.

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