

Resume/CV Writing Tips for Studying Abroad

A resume is a summary of your academic and professional qualifications, achievements, contribution and skills. Your resume casts your first impression on the admission committee and thus, must be designed very carefully and subsequently, critiqued meticulously. There are a few important points that must be kept in mind while drafting a resume which include the content, format and finally the length of the resume. Although a well-written resume has to clearly define your objective and purpose through its content, it is not a good idea to mention the objective in the start of the resume, like most applicants do. Your objective should reflect in the construction, content and flow of your resume along with the hierarchy of your qualifications and achievements included in the document.

CURRICULUM VITAE

Name:

Permanent Address:

Address for Communication:

E-mail:

Mobile:

Home contact:

Study Objective:

To be part of international exposure and learn technology under one roof with globalized population, that gives me the scope to enhance my skills and knowledge which makes me to stand and face real life challenges & Competition world wide

Academic Qualifications:

S.NO	Examination/ Degree	Board/University	Year	Percentage
1	B.com(computer applications)	Yrm degree college (palamuru University)	2011-2014	67%
2	MPC	Sri Chaitanya Jr.College	2009-2011	76%
3	SSC	Bhashyam public High School	2009	89%

Test Scores: IELTS -

GRE-

GMAT-

SAT-

PTE-

Academic Strengths:

WORK EXPERIENCE -- If have any

PROJECT DETAILS & Experience gained

Work experience: 2 years worked for ASTRANI TECHNOLOGY as SOFTWARE ENGINEER IN HYDERABAD .

JOB PROFILE: working under SAP team, preparing journal ledgers, Preparing account receivables and account payables, Asset management and complete cost and inventory controlling.

Technical Skills:

- Exposure to MS Office-Excel and excel in SAP-Finance and Controlling
- Typing Speed – 25-30WPM
- Knowledge on Tally ERP9, Tally 9.0
- Tax computation and filling forms for payment of service tax, income tax and other indirect taxes.
- Preparation and presentation of financial statements
- Best execution of protocol and strategy.

Personnel Strengths:

- Hard working and even smart working by the time.
- Mingle with people easily.
- Positive thinker.
- Committed to work.
- Easily approachable to any kind of work
- **Interactive to gather information.**
- **Focused to goal**

Interests & Hobbies:

- Browsing on net to know new things
- Playing Badminton , throw boll, wollyboll and chess
- Dancing and singing
- Swimming and sports.
- Cooking and interacting with elders more
- Writing stories and songs

Personal Dossier:

Father's Name :
Mother's Name :

Date of birth :
Languages Known :
Nationality :
Address :

Declaration:

I hereby declare that all above furnished details are correct to the best of my knowledge.

Date:

Place:

(Name)