

CURRICULUM VITAE

POST APPLIED FOR:

Advertisement Number :

NAME:

Mobile no:

Email ID:

Correspondence Address:

PHOTOGRAPH

Date of Birth : < dd/mm/yyyy >

Age as on _____ : _____ Years _____ Months _____ Days

Category <Gen / OBC-NCL/ SC/ ST>

PROFILE SUMMARY:

SKILL HIGHLIGHTS:

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-
-
-
-
-

EDUCATIONAL QUALIFICATION (Start from latest educational qualification) :

S N	Qualification	Branch	Institution/Board /University	Duration (in years)	Percentage of marks	Year of passing
1						
2						
3						
4						
5						
6						

Note: Add rows if required.

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ADDITIONAL QUALIFICATION/PROFESSIONAL CERTIFICATIONS, IF ANY (Refer advertisement)

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PROFESSIONAL EXPERIENCE : (start from latest position held)

S.N	Organization	Designation	Industry (Oil & Gas/ Petrochemical/ Fertilizer/ Others)	Sector (Central Govt./State Govt./PSU/ Pvt./ Others)	Duration (in yy/mm)	From	To

Note: Add rows if required.

TOTAL WORK EXPERIENCE: < in years >

PROFESSIONAL EXPERIENCE DETAILS (Starting from current):

Organization Name 1:

Period: month ,year to present date

Designation:

Team size:

Direct:

Indirect:

Roles & Responsibilities held:

- 1.
- 2.
- 3.
- 4.

Achievements:

-
-
-

Organization Name 2:

Period: month ,year to month ,year

Designation:

Team size:

Direct:

Indirect:

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Roles & Responsibilities held:

- 1.
- 2.
- 3.
- 4.

Achievements:

-
-
-

Organization Name 3:

Period: month ,year to month ,year

Designation:

Team size:

Direct:

Indirect:

Roles & Responsibilities held:

- 1.
- 2.
- 3.
- 4.

Achievements:

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-
-

PERSONAL DETAILS:

Marital Status (Married/Unmarried):

Languages Known:

Extracurricular Activities/ Hobbies

Notice Period (Y/N): if Yes specify the time period in months

PROFESSIONAL REFERENCES:

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REFERENCE- 1	REFERENCE- 2
Name:	Name:
Designation:	Designation:
Organisation:	Organisation:
Address:	Address:
Mobile no.:	Mobile no.:
Email ID:	Email ID:

The above particulars are true to the best of my knowledge and belief and in case of any deviation, I shall be liable.

Date:

Signature:

Kindly upload pdf format of CV only. Also, paste scanned copy of your signature & photo in the CV.