

BIODATA

Post applied for: [Job title / Position]

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PERSONAL DETAILS

Full Name	[Your full name]
Father's Name	[Father's full name]
Date of Birth	[DD/MM/YYYY]
Marital Status	[Single / Married]
Address	[House no., street, city, district, state, PIN code]
Mobile / Email	[+91 XXXXX XXXXX] / [yourname@email.com]

PROFILE SUMMARY

[Total experience in years, your field, and one or two results, e.g. "6 years in retail banking operations; handled a branch portfolio of 2,000+ accounts."]

WORK EXPERIENCE

Organisation	Designation	From	To	Key Responsibilities
[Current employer]	[Designation]	[MM/YYYY]	[Present]	[2–3 main duties or results]
[Previous employer]	[Designation]	[MM/YYYY]	[MM/YYYY]	[2–3 main duties or results]

EDUCATIONAL QUALIFICATIONS

Qualification	Board / University	Year of Passing	% / CGPA
[Highest degree]	[University name]	[YYYY]	[%]
12th (Higher Secondary)	[Board name]	[YYYY]	[%]
10th (Secondary)	[Board name]	[YYYY]	[%]

KEY SKILLS & CERTIFICATIONS

- [Skill or software]
- [Certification — issuing body — year]

OTHER DETAILS

Languages Known	[English, Hindi, regional language]
Current / Expected CTC	[Optional — only if asked]
Notice Period	[e.g. 30 days]

DECLARATION

I hereby declare that the information furnished above is true, complete and correct to the best of my knowledge and belief.

Place: [City]

Date: [DD/MM/YYYY]

([Your full name])
Signature of the candidate