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| **Resume Sample - 1****Sagar Shikhawat**Contact no. 58674\*\*\*\*\*\*Email ID: ast\*\*\*\*\*@mailme.com**Career Objective**Seeking a challenging position in the field of economics and accounting so as to utilize my skills for organization and individual growth.**Skills Set*** Excellent know how on Economic theories and accounting
* Strong problem solving ability
* Good communication skills,
* Ability to deal with people diplomatically,
* Quick learner

**Education Qualification*** B.Com with S% from 5 university in year 20\*\*
* H.S.C with 78% from 5 university in year 20\*\*

**Technical Skills*** MS Office
* Economic research on internet
* Data analysis with MS access and excel
* Knowledge on SAP Business One modules

**Certification*** Tally
* SAP Business One ERP
* MS CIT

**Academic project****Studying effects of Recession****Duration:** 9 weeks project* To study the reason and effects of recession on US and Indian Economy.
* And the solution behind the same to reduce it.

**Other Projects*** 60 days project on Financial statement study of G Bank
* 30 days project on studying Current accounting trends in manufacturing indurtries
* 2 days project and presentation on Inflation and deflation in economy

**Achievements*** Participated in inter- college dance competition
* Gold medal during graduation in economics
* Won volleyball match at college level
* SAP Certification with distinction and clearance in 1st attempt
* NCC head during graduation

**Personal Details****Date of Birth:** 2/3/19\*\***Languages:** English, Marathi, Spanish**Hobbies:** Playing volleyball**Address:** Delta 1, Captain A, B - Sector, Del-2453 |
| **Resume Sample - 2****Poonam XXXXX**Contact: XXXXXXXXXMail Id: XXXXXX@yahoo.co.in**Career Objective**Seeking for an entry level position in the teaching line to share my knowledge for the growth of the students as well as the organization.**Key skills*** Have a quality for adopting new concepts of studies as well as responsibilities.
* Able to achieve immediate and long term goals.
* Understand student’s needs.
* Can create a comfortable learning environment.
* Easily get involve with the new people.
* Good explanation skills.

**Qualification*** Completed B. Ed from XXXX University in year XXXX.
* Completed Bachelors degree of Arts with English literature from XXXX College in year XXXX.
* Passed higher secondary from XXXXX School in year XXXX with XX %.
* Passed high school from XXXX School in year XXXX with XX %.

**Trainings Undertaken****Six months training from XXXX School*** Helping the faculty members in Preparing and developing the entire study materials.
* Organizing the classroom and learning resources to create a positive learning environment.
* Conduct teaching activities, using educational equipment, materials, books, and other learning aids.
* Adapt teaching methods and instructional materials to meet students' varying needs and interests.
* Prepare, administer, and grade tests and assignments in order to evaluate students' progress.
* Coordinate between the guardians and the other teaching stuffs of the institute.

**Hobbies*** Reading novels & news paper
* Interacting with people

**Personal Details****Date of birth:** XX/XX/XXXX**Languages Known:** Hindi and English**Address:** XXXXX |