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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: XXXXXXXXX Mail 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 |