

Photograph
Standard passport
Size, White
Background.
NO FORMAL
SELFIES, PROFILE
PICTURE FROM
FACEBOOK!

Name, Address (female candidates, just give the area name and, Dhaka 1212) Email,
Linked in profile (if any), Cell **(please complete this information within two lines)**

Career Objective:

Come up with a generalized objective about your strengths that matches the field you want to work in or with. NEVER BE TOO SPECIFIC ABOUT ANY PARTICULAR INDUSTRY OR ORGANIZATIONS, choose your action verbs correctly. E.g.: **continue my career by utilizing my MANAGEMENT, SUPERVISION & ADMINISTRATIVE skills besides ensure benefit and mutual growth and success for the organization.**

Education Qualifications:

Degree Detail	Year	CGPA
Masters of Business Administration (MBA), Major in Human Resources Management North South University, Bashundhara , Dhaka 1229	2015-2018	3.5
Bachelor of Business Administration (BBA), Major in Human Resources Management North South University, Bashundhara , Dhaka 1229		
Higher Secondary Certificate (HSC) / A level Designated Institution Name		
Secondary School Certificate (SSC) / O level Designated Institution Name		

Academic Achievements:

Any recognition or achievements/ Awards you have received, professionally or educationally please do mention, e.g.: **Waivers, scholarships, financial aid or any stipend you had, (Optional).**

Work Experience/ Internship Experience: (If Any)

Designation	Company Name	Department	Responsibilities	Year
Senior Executive	XYZ international Ltd	HRD	<ul style="list-style-type: none"> Maintain all administrative duties Maintain Petty Cash Employee Welfare etc. 	2015- continuing

Start with your recent job or internship experience, use boxes by maintaining this format based on your experiences

Academic Projects: (if anything you want to mention)

Course Name :	Course Code:	Academics : BBA/MBA	Project Title & Brief Description

(Depending on the projects you will use the format of the BOX.As a fresher if you mention any of the courses project at your CV it will be beneficiary for you. Try to describe what you have learnt how you have done it, within two to three lines at the Project title section. Mentioning 2 to 3 projects will be good enough.)

Skills

Soft Skills	Brief Description
Communication Skills	Relate your skills to your project, assignments or any of the courses you have done so far
Analytical Ability Skills	(Try to use a bullet point and in to that point relate your soft skills with any of the group work with any of the projects you have done so far so that it became justified)
Leadership Skills	

Technical Skills	Specification			
Software	Beginner	Moderate	Intermediary	Excellent
MS WORD		✓		
MS EXCEL				✓
MS POWER POINT				✓

(DO specify if you are good enough/moderate, or excellent into all this, specify at the specification section if any attributes or function you are good at accurately. Mention if anything else you know like photo editing or any other software, into the technical area, PLEASE DO NOT FALSIFY)

Language Skills	Specification		
	Reading	Writing	Speaking
English	Fluent	Fluent	Fluent
Bangla	Fluent	-----	Fluent

(Mention if you know any other languages, you can also mention your typing speed here, you can add a sole column or row for this at the same section)

Training & Workshops:

Name of the training & Workshop	About/ Topic	Year

(Name the training, write down what it was for at the about of topic section, mention year)

Extra-Curricular Activities

Any voluntary work, any club activities if you have done mention those. Mention what it was for, what you have done there. Like: president of yes club. Always do mention the activities like any session or workshop arrange by the particular club, name that session, what it was for, what deliveries you have provided there.

Hobbies or Interest

Try to mention any of the hobbies you have driving , any passion relate to it, collecting post tickets, signing(any specific category),dancing, yoga, RJ, anything interesting.

References:

Name of the person

Designation

Workplace

Office phone no: Ext no:

Email:

Name of the person

Designation

Workplace

Office Phone no: Ext no:

Email:

Please do not falsify, and do not give references without the knowledge of the concern person, do not use personal phone number

THINGS TO REMEMBER:

1. Font: Arial, Calibri, Times New Roman
2. Font Size: 9/10 OR 11,
for heading 12 will be good enough
3. Spacing: MS word Justified (the usual one) 1.0
4. Narrow margining
5. Writing should be left side justified
6. Do not include page number at your CV
7. Finish your CV within two pages
8. Do not use bullet points and just finish your CV
9. Make it simple and formal
10. DO not use so many colors
11. Always remember the post, organization, country context before writing up your CV.
12. It is not mandatory to follow exactly the same format and talk exactly the way I have mentioned at the SAMPLE CV, but it is important not to limit yourself to write about the things that talk about your qualities.

You are requested to follow:

- a. chronological part at the SAMPLE CV, like what comes after which one, like objective, education , work experience , and so on, and always remember , as a fresher you have more to explain in front of the employer , so talk about your abilities !
- b. Write down your career objective carefully. Within two lines form the objective that talk about your abilities and will work for the organization's vacant position.
- c. At the Project section, you are requested to mention your best 2 or 3 projects that will lead the employer to connect you abilities with the position they are looking for a suitable candidate.
- d. Always remember, a KEY of a good CV is the Mention Vacant Position you are applying for.

YOU ARE SUGGESTED TO MAKE YOUR CV BY FOLLOWING THIS PARTICULAR FORMAT, & DO GET FINAL ADVICE FROM CPC, JOB CONSELOR

**Thank You
Job Counselor**