

BIODATA

Pooja Sample

+91 9XXXX XXXXX | pooja.sample@example.com

PERSONAL DETAILS

Full Name: Pooja Sample
Father's Name: Ramesh Sample
Date of Birth: 14/08/2002 [DD/MM/YYYY]
Gender: Female
Nationality: Indian
Marital Status: Single [optional]
Languages Known: English, Hindi, Gujarati
Address: Flat 12, Sample Residency, Ahmedabad, Gujarat – 3800XX

CAREER OBJECTIVE

To work as an Office Assistant or Accounts Assistant in a reputed organisation where I can use my computer and accounting skills and grow with the company.

[Name the post you are applying for.]

EDUCATIONAL QUALIFICATIONS

B.Com – Sample College of Commerce, Ahmedabad – 2023 – 68%

Class XII (Commerce) – Gujarat State Board – 2020 – 74%

Class X – Gujarat State Board – 2018 – 79%

[One line each: Qualification – Board/University – Year – Percentage or CGPA. Latest first.]

WORK EXPERIENCE

Office Assistant Jun 2023 – Present
Sample Traders, Ahmedabad

- Maintain daily sales and purchase entries in Tally and prepare GST invoices.
- Handle customer calls, file documents and manage office stationery stock.

[Freshers can write "Fresher" here or list training and part-time work.]

SKILLS

- MS Office (Word, Excel, PowerPoint)
- Tally Prime with GST
- English typing – 35 words per minute
- Customer handling and record keeping

HOBBIES

Reading, cooking and volunteering at community events.

DECLARATION

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

Place: Ahmedabad

Signature: _____

Date: [DD/MM/YYYY]

(Pooja Sample)