1. **Teaching Experience**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| SI No | Organization | Areas of Teaching/Job role | **From** | **To** | Total experience in Months | Email & Mobile of Reference Person and Organization website |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Total Years of Teaching Experience** | | | | |  |  |

1. **Industrial Experience**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| SI No | Industry | Organization | Designation /Post | Area of Work/Job role | From | To | Total experience in  Months | Email & Mobile of Reference Person and Organization website |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | | **Total Years of Industrial Experience** | | | | | |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| SI No | Skills (Insert additional rows for entering additional skills) | Beginner | Fluent | Master | Working Knowledge | Years of Experience |
| (Put tick marks in the corresponding columns) | | | |  |
| 1 | Internet, Email & Browsing |  |  |  |  |  |
| 2 | Net Banking & Mobile Banking  (All Areas) |  |  |  |  |  |
| 3 | GST |  |  |  |  |  |
| 4 | Insurance (General) |  |  |  |  |  |
| 5 | Income Tax-Calculation/return filing, etc. |  |  |  |  |  |
| 6 | Tally ERP |  |  |  |  |  |
| 7 | Computer Based Inventory Management |  |  |  |  |  |
| 8 | Computer Based Logistics |  |  |  |  |  |
| 9 | Accounting (Data Entry) |  |  |  |  |  |
| 10 | Final Accounting |  |  |  |  |  |
| 11 | Auditing |  |  |  |  |  |
| 12 | Type writing –English (Tick only if you have professional skill) |  |  |  |  |  |
| 13 | Type writing –Malayalam (Tick only if you have professional skill) |  |  |  |  |  |
| 14 | MS Word |  |  |  |  |  |
| 15 | MS Excel |  |  |  |  |  |
| 16 | Business Letter drafting and correspondence |  |  |  |  |  |
| 17 | Photocopy, printing, scanning |  |  |  |  |  |
| 18 |  |  |  |  |  |  |
| 19 |  |  |  |  |  |  |

1. **Skills: B.Voc. Business Accounting and Taxation**
2. **Skills: B.Voc. DTP and Printing Technology (Tick)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| SI No | Skills | Beginner | Fluent | Master | Working Knowledge | Years of Experience |
| (Put tick marks in the corresponding columns) | | | |  |
| 1 | Internet, Email, Browsing |  |  |  |  |  |
| 2 | Type Setting – English |  |  |  |  |  |
| 3 | Type Setting – Malayalam |  |  |  |  |  |
| 4 | Type Setting – Hindi |  |  |  |  |  |
| 5 | Type Setting – others, specify |  |  |  |  |  |
| 6 | PageMaker |  |  |  |  |  |
| 7 | CorelDraw |  |  |  |  |  |
| 8 | Photoshop |  |  |  |  |  |
| 9 | InDesign |  |  |  |  |  |
| 10 | Book Binding |  |  |  |  |  |
| 11 | Offset Printing |  |  |  |  |  |
| 12 | Photocopy, printing, scanning |  |  |  |  |  |
| 13 | MS Word |  |  |  |  |  |
| 14 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**IV. Salary:**

* Presently drawing/last drawn :
* Organization :
* Expected Salary :

**NB:** You can add any number of skills by inserting new rows. There will be practical test for the skills claimed before appointment.