**Sample Resume – Postgraduate Coursework Applicant**

**John Doe**
123 George Street, Sydney, NSW 2000
Phone: +61 400 123 456 | Email: johndoe@email.com
Nationality: Indian | Passport Number: X12345678

**Objective**

To pursue a Master of Business Administration (MBA) at a leading Australian university, focusing on strategic management and leadership. My goal is to enhance my analytical, decision-making, and problem-solving skills while gaining global exposure to business practices. I aim to leverage this program to transition into a senior management role in the corporate sector.

**Education Background**

**Bachelor of Commerce (B.Com) – Accounting & Finance**
*Delhi University, India*
**From: 01/03/2019 To: 31/12/2022**

* Achieved First-Class Honours (CGPA: 3.8/4.0)
* Specialized in Financial Analysis, Business Strategy, and Corporate Accounting
* Completed a Capstone Project on “The Impact of Digital Payment Systems on Indian SMEs”

**Higher Secondary School Certificate (HSC)**
*St. Xavier’s Senior Secondary School, New Delhi, India*
**From: 01/03/2017 To: 31/03/2019**

* Subjects: English, Mathematics, Business Studies, Economics, Accounting
* Scored 92% in final board examinations

**Work Experience**

**Financial Analyst**
*ABC Consulting Pvt. Ltd., New Delhi, India*
**From: 01/03/2023 – Present**

* Conduct financial analysis and risk assessments for corporate clients
* Assist in developing investment strategies and financial models
* Prepare reports and presentations for senior management and stakeholders

**Business Development Executive (Internship)**
*XYZ Corporation, Mumbai, India*
**From: 01/07/2022 – 31/12/2022**

* Conducted market research and competitive analysis for new product launches
* Assisted in client acquisition and maintained key customer relationships
* Worked on digital marketing campaigns to improve brand outreach

**English Language Proficiency**

**IELTS Academic Training**
Test Report Form Number: 123456789
**Test Date: 10/10/2023**

* Listening: 7.5
* Reading: 7.0
* Writing: 6.5
* Speaking: 7.5
* **Overall Band Score: 7.0**

**Skills**

* Financial Analysis & Risk Assessment
* Business Strategy & Market Research
* Data Analysis & Microsoft Excel (Advanced)
* Leadership & Team Collaboration
* Effective Business Communication & Presentation

**Extracurricular Activities**

* Vice President of the Finance Club, Delhi University
* Winner of the Inter-University Business Case Competition (2021)
* Volunteered for a local NGO to provide financial literacy training for small business owners

**Additional Information**

**References**

1. **Dr. Rajesh Khanna**
Professor, Department of Business Studies, Delhi University
New Delhi, India
Phone: +91 98765 43210
Email: rajesh.khanna@du.ac.in
2. **Ms. Pooja Mehta**
Senior Manager, ABC Consulting Pvt. Ltd.
New Delhi, India
Phone: +91 87654 32109
Email: pooja.mehta@abcconsulting.com

**Personal & Family Information**

* Father’s Name: Richard Doe
	+ Occupation: Business Owner
* Mother’s Name: Jane Doe
	+ Occupation: Teacher
* Marital Status: Single

**Countries Visited**

* **Singapore (04/2019)** – Business Seminar Participation
* **United Kingdom (07/2021)** – Short-term exchange program at University of Manchester
* **Australia (11/2023)** – Educational tour for business research

**Visa & Compliance History**

* Visa Holding History: Holds a valid Australian student visa application in progress
* Visa Refusals: None
* Compliance: No previous visa violations or overstays

**Emergency Contact**

* **Father: Richard Doe**
	+ Email: richard.doe@example.com
	+ Phone: +61 400 123 XXX