

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

March 2019 – December 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

March 2017 – March 2019

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

Financial Analyst

ABC Consulting Pvt. Ltd., New Delhi, India

March 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

July 2022 – December 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.
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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
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Skills

- **Financial Analysis & Risk Assessment**
 - **Business Strategy & Market Research**
 - **Data Analysis & Microsoft Excel (Advanced)**
 - **Leadership & Team Collaboration**
 - **Effective Business Communication & Presentation**
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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 (2019):** Business Seminar Participation
- **United Kingdom (2021):** Short-term exchange program at University of Manchester
- **Australia (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