

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
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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
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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
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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
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Personal & Family Information

- Father's Name: Richard Doe
 - Occupation: Business Owner
 - Mother's Name: Jane Doe
 - Occupation: Teacher
 - Marital Status: Single
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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
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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
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Emergency Contact

- **Father: Richard Doe**
 - Email: richard.doe@example.com

- Phone: +61 400 123 XXX