

# BASIC CV FORMAT

## FULL NAME AND POSITION YOU ARE APPLYING FOR:

## PROFILE PICTURE:

## PERSONAL DETAILS:

Name :  
Surname :  
Identity number :  
Linkedin Profile :  
Nationality :  
Language proficiency :  
Contact Numbers :  
Email Address :  
Driver's license : please advise if you have your own vehicle as well  
Area of residence : please also advise if you are willing to relocate or not  
Current Salary : **Basic Salary and benefits**  
Required Remuneration :  
Availability : notice period

**EDUCATION** (please completes all education, please include courses as well) Kindly ensure that all certification that is listed are completed, if incomplete, please note it.

### Secondary Qualification

Name of School/Institution :  
Highest Grade completed :  
Year completed :

### Tertiary Qualification

Name of Institute :  
Qualification :  
Year completed :

**Courses** Please list all courses and year completed

**Computer Packages** Please list all packages that you are proficient in

## **EMPLOYMENT HISTORY** (Please start with most recent job)

Name of Company : Please state the size of the company  
(national/international organization)  
Position Held :  
Period Employed : month/year to month/year

**Duties:** (Bullet form)



Cell: 082 303 2618  
Fax: 086 554 8406  
bavisha@verveplacements.co.za  
www.verveplacements.co.za

 Bavisha Kalyan  
 Verve Placements  
 @vervemode

**Achievements** :  
**Reason for Leaving** :

**References:** (please provide references ONLY of people whom you have directly reported to)

**Name:**  
**Position:**  
**Contact Details:**  
**Email Address:**