* Name:
* Nationality:
* Date of Birth:
* Current Address:
* Contact Number:
* Language Proficiency:

**Consulate General of India,**

**Osaka-Kobe**

PROFORMA OF APPLICATION FORM

For the position of Marketing Assistant

|  |  |  |
| --- | --- | --- |
| Language | Level of Proficiency  (speaking/reading/writing) | Relevant Certification (if any) |
| English |  |  |
| Japanese |  |  |
| Mention others (if any) |  |  |

* Academic Background:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.No. | Institution Name | Degree/Course | Year | Achievement(s) |
|  |  |  |  |  |
|  |  |  |  |  |

* Work Experience:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S. No. | Organization Name | Duration | Position | Key Responsibilities/Achievements |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

\* Please include experience (if any) related to secretarial work.

* Computer Skills:

Place: (Signature of the applicant)

Date:

**\*** Add rows to entries if needed