

## Sample Bio-data Template-Who Am I? Directory

**Your Name:** XYZXYZ

**Occupation:** Professor, Editor (You can add more than 1 occupation)

**Born:** DD-MM-YYYY, City: XXYZZ, Country: XXYZZ

**Email:** XXXX@XXXX.COM (It won't be displayed)

**Phone Number:** 1234567890 (It won't be displayed)

### Education

MBBS, XXYZZ University, Country Name, Year. **Specialization:** (If applicable then write here or leave it empty).

**(Write qualifications one by one here)**

### Experience

Manager, XXYZZ Company, Country, Year (Example: From DD-MM-YYYY to DD-MM-YYYY).

**(Write your experiences one by one here)**

### Volunteer experience

Volunteering Name (Any designation), Campaign name, Country, From DD-MM-YYYY to DD-MM-YYYY.

### Achievements (Awards, Fellowships, etc)

**Include all of your significant achievements here, as like bellow.**

Best XXYZZ Award, XXY Organization, YYYY (Year); Ranked Number XXYZZ, XXYZZ Exam, YYYY.

### Leadership Activities

Student Volunteer, Campaign name, Country, Year (Example: From DD-MM-YYYY to DD-MM-YYYY)

### Research Activities

**(You can add key research activities and roles in international scientific conferences etc)**

Number of Publications: XX (Specify only digits).

Number of Conferences attended /Participated: XX (Specify only digits)

Editorial Board Member: XX (Specify only digits).

Book Publications: XX (Specify only digits).

Book Chapters: XX (Specify only digits).

### License/Memberships

Member, XXYZZ Organization, From DD-MM-YYYY to DD-MM-YYYY.

Secretary, XXY Organization, From DD-MM-YYYY to DD-MM-YYYY.

### Other

You can add other achievements or any important information (about you) which are not specified in this template.

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### Social Activities

Support to any of foundations etc.

Your contributions to social activities, etc.

### Sports/Championships

XXXX Championship, XXXX Sports, YYYY.

### Family (If you want, then you can specify your family details. Otherwise leave it)

Son (or) Daughter of XXYY (Mother) and XXYY (Father).

Married to XXYY, DD-MM-YYYY.

Children(s): XXYY (Specify names here).

Brother/Sister of XXYY (Add all of your brothers or sisters names here).

### Address (If you want, then you can specify address. Otherwise leave it)

Office: D.No/H.No., Street Name, City, State, Country.

Home: D.No/H.No., Street Name, City, State, Country.

### NOTE

- 1.You can add different sections according to your achievements and it is **not restricted** to only above sections.
- 2.(DD-MM-YYYY indicates Date-Month-Year) (YYYY indicates Year).
- 3.XXYYZZ (or) XYZ etc., which we used, are just symbols for the better understanding purposes.