

MOCK TEST PAPER 1
FOUNDATION COURSE
PAPER 2: SECTION A: BUSINESS LAWS

ANSWERS

1. (a) Validity of agreements

- (i) *Void Agreement:* As per Section 23 of the Indian Contract Act, 1872, an agreement is void if the object or consideration is against the public policy.
- (ii) *Void Agreement:* As per Section 20 of the Indian Contract Act, 1872 the contracts caused by mistake of fact are void. There is mistake of fact as to the existence of subject matter.
- (iii) *Void Agreement:* As per Section 27 of the Indian Contract Act, 1872 an agreement in restraint of trade is void. However, a buyer can put such a condition on the seller of good will, not to carry on same business. However, the conditions must be reasonable regarding the duration and the place of the business.
- (iv) *Void Agreement:* An agreement in restraint of legal proceedings is void as per Section 28 of the Indian Contract Act, 1872.

- (b)** Section 8 of the Companies Act, 2013 deals with the formation of companies which are formed to
- promote the charitable objects of commerce, art, science, sports, education, research, social welfare, religion, charity, protection of environment etc.

Such company intends to apply its profit in

- promoting its objects and
- prohibiting the payment of any dividend to its members.

Hence, a company that is registered under section 8 of the Companies Act, 2013, is prohibited from the payment of any dividend to its members.

In the present case, the company in question is a section 8 company and hence it cannot declare dividend. Thus, the contention of members is incorrect.

- (c) Delivery of goods [section 2(2) of the Sale of Goods Act, 1930]:** Delivery means voluntary transfer of possession from one person to another. As a general rule, delivery of goods may be made by doing anything, which has the effect of putting the goods in the possession of the buyer, or any person authorized to hold them on his behalf.

Modes of delivery: Following are the modes of delivery for transfer of possession:

- (i) **Actual delivery:** When the goods are physically delivered to the buyer.
- (ii) **Constructive delivery:** When it is effected without any change in the custody or actual possession of the thing as in the case of delivery by attornment (acknowledgement) e.g., where a warehouseman holding the goods of A agrees to hold them on behalf of B, at A's request.
- (iii) **Symbolic delivery:** When there is a delivery of a thing in token of a transfer of something else, i.e., delivery of goods in the course of transit may be made by handing over documents of title to goods, like bill of lading or railway receipt or delivery orders or the key of a warehouse containing the goods is handed over to buyer.

- 2. (a)** An anticipatory breach of contract is a breach of contract occurring before the time fixed for performance has arrived. When the promisor refuses altogether to perform his promise and signifies his unwillingness even before the time for performance has arrived, it is called Anticipatory Breach.

Section 39 of the Indian Contract Act, 1872 deals with **anticipatory breach of contract** and provides as follows: "When a party to a contract has refused to perform or disable himself from performing, his promise in its entirety, the promisee may put an end to the contract, unless he has signified, but words or conduct, his acquiescence in its continuance."

Effect of anticipatory breach: The promisee is excused from performance or from further performance. Further he gets an option:

- (1) To either treat the contract as "rescinded and sue the other party for damages from breach of contract immediately without waiting until the due date of performance; or
- (2) He may elect not to rescind but to treat the contract as still operative, and wait for the time of performance and then hold the other party responsible for the consequences of non-performance. But in this case, he will keep the contract alive for the benefit of the other party as well as his own, and the guilty party, if he so decides on re-consideration, may still perform his part of the contract and can also take advantage of any supervening impossibility which may have the effect of discharging the contract.

(b) Designated Partner [Section 2(j)]: "Designated partner" means any partner designated as such pursuant to section 7 of the LLP Act, 2008.

According to section 7:

- (i) Every LLP shall have at least two designated partners who are individuals and at least one of them shall be a resident in India.
- (ii) If in LLP, all the partners are bodies corporate or in which one or more partners are individuals and bodies corporate, at least two individuals who are partners of such LLP or nominees of such bodies corporate shall act as designated partners.
- (iii) Resident in India: For the purposes of this section, the term "resident in India" means a person who has stayed in India for a period of not less than 182 days during the immediately preceding one year.

3. (a) Partnership vs. Hindu Undivided Family

Basis of difference	Partnership	Joint Hindu family
Mode of creation	Partnership is created necessarily by an agreement.	The right in the joint family is created by status means its creation by birth in the family.
Death of a member	Death of a partner ordinarily leads to the dissolution of partnership.	The death of a member in the Hindu undivided family does not give rise to dissolution of the family business.
Management	All the partners are equally entitled to take part in the partnership business.	The right of management of joint family business generally vests in the Karta, the governing male member or female member of the family.
Authority to bind	Every partner can, by his act, bind the firm.	The Karta or the manager, has the authority to contract for the family business and the other members in the family.
Liability	In a partnership, the liability of a partner is unlimited.	In a Hindu undivided family, only the liability of the Karta is unlimited, and the other co-partners are liable only to the extent of their share in the profits of the family business.
Calling for accounts on closure	A partner can bring a suit against the firm for accounts, provided he also seeks the dissolution of the firm.	On the separation of the joint family, a member is not entitled to ask for account of the family business.

Governing Law	A partnership is governed by the Indian Partnership Act, 1932.	A Joint Hindu Family business is governed by the Hindu Law.
Minor's capacity	In a partnership, a minor cannot become a partner, though he can be admitted to the benefits of partnership, only with the consent of all the partners.	In Hindu undivided family business, a minor becomes a member of the ancestral business by the incidence of birth. He does not have to wait for attaining majority.
Continuity	A firm subject to a contract between the partners gets dissolved by death or insolvency of a partner.	A Joint Hindu family has the continuity till it is divided. The status of Joint Hindu family is not thereby affected by the death of a member.
Number of Members	In case of Partnership, number of members should not exceed 50	Members of HUF who carry on a business may be unlimited in number.
Share in the business	In a partnership, each partner has a defined share by virtue of an agreement between the partners.	In a HUF, no coparceners has a definite share. His interest is a fluctuating one. It is capable of being enlarged by deaths in the family diminished by births in the family.

(b) **Consequences of Non-Registration of a Partnership Firm [Section 69 of the Indian Partnership Act, 1932]:** Although registration of firms is not compulsory, yet the consequences or disabilities of non-registration have a persuasive pressure for their registration. **These disabilities briefly are as follows:**

- (i) **No suit in a civil court by firm or other co-partners against third party:** The firm or any other person on its behalf cannot bring an action against the third party for breach of contract entered into by the firm, unless the firm is registered and the persons suing are or have been shown in the register of firms as partners in the firm.
- (ii) **No relief to partners for set-off of claim:** If an action is brought against the firm by a third party, then neither the firm nor the partner can claim any set-off, if the suit be valued for more than Rs. 100 or pursue other proceedings to enforce the rights arising from any contract.
- (iii) **Aggrieved partner cannot bring legal action against other partner or the firm:** A partner of an unregistered firm (or any other person on his behalf) is precluded from bringing legal action against the firm or any person alleged to be or to have been a partner in the firm. But, such a person may sue for dissolution of the firm or for accounts and realization of his share in the firm's property where the firm is dissolved.
- (iv) **Third party can sue the firm:** In case of an unregistered firm, an action can be brought against the firm by a third party.

(c) Section 73 of the Indian Contract Act, 1872 provides for consequences of breach of contract. According to it, when a contract has been broken, the party who suffers by such breach is entitled to receive from the party who has broken the contract, compensation for any loss or damage caused to him thereby which naturally arose in the usual course of things from such breach or which the parties knew when they made the contract, to be likely to result from the breach of it. Such compensation is not given for any remote and indirect loss or damage sustained by reason of the breach. It is further provided in the explanation to the section that in estimating the loss or damage from a breach of contract, the means which existed of remedying the inconvenience caused by the non-performance of the contract must be taken into account.

Applying the above principle of law to the given case, Evergreen Ltd. is obliged to compensate for the loss of Rs.1.25 lakhs (i.e. Rs.12.75 minus Rs.11.50 = Rs. 1.25 lakhs) which had naturally arisen due to default in performing the contract by the specified date.

Regarding the amount of compensation which Shakti Traders were compelled to make to Xylo Traders, it depends upon the fact whether Evergreen Ltd. knew about the contract of Shakti Traders for supply of the contracted machinery to Xylo Traders on the specified date. If so, Evergreen Ltd. is also obliged to reimburse the compensation which Shakti Traders had to pay to Xylo Traders for breach of contract. Otherwise Evergreen Ltd. is not liable.

4. (a) Unpaid Seller

According to Section 45 of the Sale of Goods Act, 1930 the seller of goods is deemed to be an 'Unpaid Seller' when-

- (a) the whole of the price has not been paid or tendered.
- (b) a bill of exchange or other negotiable instrument has been received as conditional payment, and it has been dishonoured.

Right of stoppage of goods in transit

When the unpaid seller has parted with the goods to a carrier and the buyer has become insolvent, he can exercise this right by asking the carrier to return the goods back, or not to deliver the goods to the buyer.

However, the right of stoppage in transit is exercised only when the following conditions are fulfilled:

- (a) The seller must be unpaid.
- (b) The seller must have parted with the possession of goods.
- (c) The goods must be in the course of transit.
- (d) The buyer must have become insolvent.
- (e) The right is subject to provisions of the Act.

(b) Implied authority of a partner

Yes, as per sections 19 and 22 of the Indian Partnership Act, 1932 unless otherwise provided in the partnership deed, every partner has an implied authority to bind every other partner for acts done in the name of the firm, provided the same falls within the ordinary course of business and is done in a usual manner. Mahesh has a right to borrow the money of Rs. 50,000/- from Ramesh on behalf of his firm in the usual manner. Since, Ramesh has no knowledge that the amount was borrowed by Mahesh without the consent of the other two partners, Mr. Suresh and Mr. Dinesh, he can hold both of them (Suresh and Dinesh) liable for the re-payment of the loan.

- 5. (a) (i)** According to section 44 of the Sales of Goods Act, 1932, when the seller is ready and willing to deliver the goods and requests the buyer to take delivery, and the buyer does not within a reasonable time after such request take delivery of the goods, he is liable to the seller for any loss occasioned by his neglect or refusal to take delivery and also for a reasonable charge for the care and custody of the goods.

The property in the goods or beneficial right in the goods passes to the buyer at appoint of time depending upon ascertainment, appropriation and delivery of goods. Risk of loss of goods *prima facie* follows the passing of property in goods. Goods remain at the seller's risk unless the property there in is transferred to the buyer, but after transfer of property therein to the buyer the goods are at the buyer's risk whether delivery has been made or not.

In the given case, since Mr. G has already intimated Mr. H, that he wanted to store some other goods and thus Mr. H should take the delivery of goods kept in the godown of Mr. G, the loss of goods damaged should be borne by Mr. H.

- (ii)** If the price of the goods would not have settled in cash and some amount would have been pending then Mr. G will be treated as an unpaid seller and he can enforce the following rights against the goods as well as against the buyer personally:

- (a) Where under a contract of sale the property in the goods has passed to the buyer and the buyer wrongfully neglects or refuses to pay for the goods according to the terms of the contract, the seller may sue him for the price of the goods. [Section 55(1) of the Sales of Goods Act, 1930]
- (b) Where under a contract of sale the price is payable on a certain day irrespective of delivery and the buyer wrongfully neglects or refuses to pay such price, the seller may sue him for the price although the property in the goods has not passed and the goods have not been appropriated to the contract. [Section 55(2) of the Sales of Goods Act, 1930].

(b) One Person Company (OPC) [Section 2(62) of the Companies Act, 2013]: The Act defines one person company (OPC) as a company which has only one person as a member.

Rules regarding its membership:

- Only one person as member.
- The memorandum of OPC shall indicate the name of the other person, who shall, in the event of the subscriber's death or his incapacity to contract, become the member of the company.
- The other person whose name is given in the memorandum shall give his prior written consent in prescribed form and the same shall be filed with Registrar of companies at the time of incorporation.
- Such other person may be given the right to withdraw his consent.
- The member of OPC may at any time change the name of such other person by giving notice to the company and the company shall intimate the same to the Registrar.
- Any such change in the name of the person shall not be deemed to be an alteration of the memorandum.
- Only a natural person who is an Indian citizen and resident in India (person who has stayed in India for a period of not less than 182 days during the immediately preceding one calendar year)-
 - shall be eligible to incorporate a OPC;
 - shall be a nominee for the sole member of a OPC.
- No person shall be eligible to incorporate more than one OPC or become nominee in more than one such company.
- No minor shall become member or nominee of the OPC or can hold share with beneficial interest.

OPC cannot be incorporated or converted into a company under section 8 of the Act. Though it may be converted to private or public companies in certain cases. OPC cannot convert voluntarily into any kind of company unless two years have expired from the date of incorporation, except where the paid up share capital is increased beyond fifty lakh rupees or its average annual turnover during the relevant period exceeds two crore rupees.

6. (a) The law provides that a contract should be supported by consideration. So long as consideration exists, the Courts are not concerned to its adequacy, provided it is of some value. The adequacy of the consideration is for the parties to consider at the time of making the agreement, not for the Court when it is sought to be enforced (***Bolton v. Madden***). Consideration must however, be something to which the law attaches value though it need not be equivalent in value to the promise made.

According to Explanation 2 to Section 25 of the Indian Contract Act, 1872, an agreement to which the consent of the promisor is freely given is not void merely because the consideration is

inadequate but the inadequacy of the consideration may be taken into account by the Court in determining the question whether the consent of the promisor was freely given.

- (b) **Conclusive evidence of partnership:** Existence of Mutual Agency which is the cardinal principle of partnership law is very much helpful in reaching a conclusion with respect to determination of existence of partnership. Each partner carrying on the business is the principal as well as an agent of other partners. So, the act of one partner done on behalf of firm, binds all the partners. If the element of mutual agency relationship exists between the parties constituting a group formed with a view to earn profits by running a business, a partnership may be deemed to exist.

Circumstances when partnership is not considered between two or more parties: Various judicial pronouncements have laid to the following factors leading to no partnership between the parties:

- (i) Parties have not retained any record of terms and conditions of partnership.
- (ii) Partnership business has maintained no accounts of its own, which would be open to inspection by both parties
- (iii) No account of the partnership was opened with any bank
- (iv) No written intimation was conveyed to the Deputy Director of Procurement with respect to the newly created partnership.

- (c) **Doctrine of Indoor Management:** The Doctrine of Indoor Management is the exception to the doctrine of constructive notice. The doctrine of constructive notice does not mean that outsiders are deemed to have notice of the internal affairs of the company. For instance, if an act is authorised by the articles or memorandum, an outsider is entitled to assume that all the detailed formalities for doing that act have been observed.

The doctrine of Indoor Management is important to persons dealing with a company through its directors or other persons. They are entitled to assume that the acts of the directors or other officers of the company are validly performed, if they are within the scope of their apparent authority. So long as an act is valid under the articles, if done in a particular manner, an outsider dealing with the company is entitled to assume that it has been done in the manner required.

In the given question, Mr. X has made payment to Mr. Z and he (Mr. Z) gave to receipt of the same to Mr. X. Thus, it will be rightful on part of Mr. X to assume that Mr. Z was also authorised to receive money on behalf of the company. Hence, Mr. X will be free from liability for payment of goods purchased from M/s ABC Limited, as he has paid amount due to an employee of the company.

PAPER 2: SECTION-B: BUSINESS CORRESPONDENCE AND REPORTING
ANSWERS

1. (a) 1-b, 2-c, 3-c, 4-d, 5-b
- (b) 1. Intro of Mass Comm
 - 1.1 Dfn of Mass Comm
 - 1.2 Info can be transferred easily
 - 1.3 Mdm of Mass Comm
2. Chrctcs of Mass Communication
 - 2.2 Large audience
 - 2.2 Broader area
 - 2.3 Base of communication
3. Motive of Mass Comm Study
 - 3.1 Assess its effect on peoples' behaviour
 - 3.2 Methods
 - 3.2.1 Survey of data
 - 3.2.2 Content analysis
 - 3.2.3 Ethnography
4. Advntgs of Mass Comm
 - 4.1 Increases product sales
 - 4.2 Provides latest news, knowledge, health tips
 - 4.3 People can showcase hidden talents
 - 4.4 Leads to dvlpmnt of country

Key:

- 1) Intro- Introduction
- 2) Mass Comm- Mass communication
- 3) Dfn- Definition
- 4) Info- Information
- 5) Mdm- Medium
- 6) Chrctcs- Characteristics
- 7) Sprdng- spreading
- 8) Sbst- substance
- 9) Dcmntng- documenting
- 10) Comn- Communication
- 11) Advntgs- Advantages
- 12) Dvlpmnt- development

2. (a) An Obstacle to communication when the message delivered by the speaker doesn't reach to the receiver. There are many barriers in the communication process. These are the following:
- i. **Physical Barriers:** Physical barriers are related to our surroundings such as noise, technical disturbances, outdated instrument, distant locale, old technology and inappropriate infrastructure.
 - ii. **Organisational structure barriers:** It occurs when the systems, structures and processes in the organization are not clear or have gaps in them.
 - iii. **Language barrier:** No two people speak or write alike. But there must be basic knowledge of phonology, morphology, syntax, semantics, and pragmatics of the language. Because inappropriate knowledge of language can create many snags in communication.
 - iv. **Cultural barriers:** It refers to having knowledge of different cultures in order to communicate effectively with cross culture people.
 - v. **Emotional barriers:** anger, fear of criticism, unreliability, and suspicion of intentions, jealousy, anxiety and many more emotions either positive or negative affect our communication.
 - vi. **Attitude barriers:** Personal attitudes of employees can affect communication with the organization.
 - vii. **Perception barriers:** Everyone perceives the world differently and this causes problem in communicating.
 - viii. **Physiological barriers:** Health issues can be hurdles in effective interaction with others.
 - ix. **Technology barriers:** Anyone who is not tech friendly struggles to communicate effectively via the medium.
 - x. **Gender barriers:** Men and women communicate differently. Men talk in linear, logical and compartmentalized manner whereas the women use both logic and emotion and are more verbose.
- (b) (i) c Utopian
(ii) c Definite
(iii) It is supposed by Director that the rules will be followed by the staff.
(iv) I will tell my students that I have completed my syllabus.
- (c) UGC targets by 2020
UGC targets increase the GER in higher education to 30% enrolment in higher education by 2020. The UGC has also set certain objectives to improve the quality of higher education. The objectives include regular revision of curriculum with clearly specified learning outcomes and soft skills, enabling youth to secure access to employment/self-employment, developing social industry connect availability of motivated teachers and accreditation to ensure qualitative self-improvement in HEIs. The UGC and the HRD recently organised a three-day national conference in Pune to discuss research and innovation in higher education and adopted 10 resolutions. The conference was based on the need to sensitise students to participate in social/economic betterment of the "Unnat Bharat Abhiyan".
3. (a) Horizontal communication that involves communication between two parts of the organisation at the same level. Such as, the managers of a project in a company may hold a regular daily, weekly, or monthly meeting to discuss the progress of the project. While Diagonal communication is cross-functional communication between employees at different levels of the organization hierarchy is described as diagonal communication. It is increasingly common in large organisations. It reduces the chances of distortion or misinterpretation by encouraging direct communication between the relevant parties. As a junior engineer reports directly to the General Manager regarding the progress on the project.

- (b) (i) d stoical
 - (ii) c advanced
 - (iii) Paper work been completed by them?
 - (iv) He said Chinese Language is very difficult to learn.
- (c) XYZ Pvt. Ltd.
Patel Chowk
New Delhi-05

August 27, 20XX

The Sales Manager
XYZ Communications
A-56/C Hari Nagar
New Delhi-06

Dear Sir/Ma'am,

Subject: Regarding Complaint against the order no. S/N-226

This is with reference to order no. S/N-226 made on July 28, 20XX. The order comprised six 2 tonne split air-conditioners of XXX brand and four 1.5 tonne window air-conditioners of xyz brand. As per the agreement, the products were to be delivered within ten days of order and a representative was to be sent for installation. Meanwhile, no one has visited the venue for installation.

The fact that you have taken undue time and have not yet delivered the order, has caused us great embarrassment and inconvenienced our clients. In addition, we have no correspondence from your side explaining the delay.

I sincerely request you to look into the matter and do the needful as soon as possible.

Thanks & Regards!

ZYX

Administrator

IT Solutions Ltd.

4. (a) Written and oral communication comes under the term verbal communication. Written communication is different from oral communication in terms of the following:

Written communication: Nowadays writing skills are very important. It includes letters and documents, e-mails, reports, handbooks, brochures, various chat platforms, SMS and any form of written interaction between people. The written form of communication is essential and indispensable for formal business interactions and legal instructions and documentation. Effectiveness of written communication depends on the writing style, knowledge of grammar, selection of lexicon and clarity.

Oral Communication: It refers to communication through the spoken word, either face-to-face, telephonically, via voice chat, video conference or any other medium. Formal medium like lectures, meetings, presentations, conferences, seminars, interview etc. are part of oral communication. Effectiveness of oral communication depends on clear speech and the tone used by the speaker. Speaking in too high/low volume or too fast/slow can also impair communication between people. Knowledge of paralanguage and use of paralanguage is desideratum for effective oral communication.

- (b) (i) b
(ii) Do it now.
(iii) He asked whether administrator would release him.

(c) hints

- Acronym TEAM stands for Together, Everyone, Achieves, More.
- Generally, it ranges from 2-5 members while 4-5 is common in a project.
- It must be diverse in knowledge, social/cultural background, strengths and talents.
- Purpose of the team should be clear.
- Assign roles and tasks for everyone.
- Avoid conflicts among them.
- Decisions should be taken democratically.
- There should be no communication gap.
- Rumor and humor both affect a team, so, avoid rumor and inject humor in communication.
- Try to avoid personal identity but interested in achieving team recognition.
- Good teams always celebrate achievements or accomplishments.

Or

Fake/Fraud Calling for Getting OTP/Password

- Nowadays, OTP/Password theft on rise
- The situation is alarming
- Now we are used to online/digital transaction
- In most of the cases, A person calls as a bank employee regarding update or renew the debit/credit card
- Many people getting such calls in Noida
- Banks never ask for your password/OTP over calls, SMSes or emails.
- Recently, Ravi's 2 lakhs rupees have been stolen using this method.
- If you get such call, immediately disconnect your call and share his/her number to concerned bank/fraud prevention agency
- Never share confidential details to anyone in any circumstances

5. (a) Good communication is an art that has been developed and honed. Effective communicators practice every aspect of the skill frequently. These aspects are the following:
1. **Clarity**- Clarity means your meaning of message should be the same what you are trying to convey. Choosing conversational words, constructing effective sentence and paragraph is important when you communicate.
 2. **Conciseness**- Avoid using too many irrelevant words or adjectives. Ensure that there is no repetition.
 3. **Concreteness**- you must be specific, definite and vivid rather than vague.
 4. **Coherence**- It refers to the logical bridge between words, sentences, and paragraphs. All content under the topic should be pertinent, interconnected and present information in a flow.
 5. **Completeness**- Communication must be complete and requisite in every aspect. A complete communication helps in building the company's reputation, aids in better decision making as all appropriate and required information is available with the receiver.
 6. **Courteous**- It implies that the sender is polite, considerate, respectful, open and honest with the receiver. You must be sincere, thoughtful and appreciative in nature.
 7. **Focus and attention**- Everyday work environment has multiple activities going on simultaneously. You must focus and attention during the communication is imperative for effectiveness.
- (b) (i) (1) b Permanently
(2) d Most efficient assistant
- (ii) My mother asked me if I would go and swim at least then.
- (c) (below)

Agenda
<p>A-Tour & Travels Ltd Marketing Team Meeting August 27, 2019 Time: 10-11 A.M. Venue: Conference Room-02</p> <p>In attendance: Mr, S. Nayar, Head, Marketing, Mr. Keshav Panda, Area Manager, four members of the marketing team. Mr. S. Nayar, Head of the Marketing informed the agenda of the meeting i.e., the booking decline in India. Ms. Piya Raghav, Marketing lead gave a detailed analysis of the booking figures for the one year. Her team including Mr. A, Mr. B, Ms. C, Ms. D elaborated on the market's new trend, target customers and their needs. Mr. Vivek Pachauri, Head, Area Manager's, expressed concern over the matter, discussed a few changes in the advertisement and travel plans. All the participants consented to the concerns raised and decided to submit their reports. The Head of the Marketing proposed a vote of thanks and declared the next meeting to discuss reports to be held on September 01, 2019. ATR to be submitted by 26th July 2019 to the Dr. Umesh Rawat, Jr. Marketing Analyst.</p>

Or

A-32 E, Sector-05

C-16/A, Sector-04

Laxmi Nagar

New Delhi-92

Ravi.goel@gmail.com

September 06, 20xx

The HRD

ABC Media House

Noida-62

Dear Sir/Ma'am,

Subject: Application for the Post of Journalist Trainee

This is with reference to your advertisement in 'Employment News' dated September 04, 20XX, for the post of Journalist in your organization. I wish to apply for the same.

I am conscientious, punctual and open to learning. I am pursuing the final semester of BJMC. I shall be taking my final exams in a month. Thereafter, I wish to join a reputed media house like yours.

If given the opportunity, I assure you that I shall work hard with utmost allegiance towards the organization and prove to be an asset.

I am enclosing my résumé herewith for your reference. I shall be available for an interview through online or face to face on any day of your convenience.

Thank you for your consideration, and I look forward to pleasing response from you!

Your Sincerely,

Ravi Prakash Goel

Enclosure:

1. Résumé

Résumé

RAVI PRAKASH GOEL

C-16/A, Sector-04

Laxmi Nagar

New Delhi-92

Mob: +91-xxxxx xxxxx

Email: Ravi.goel@gmail.com

Profile:

- Hardworking, punctual, strong team player
- Confident working with computers and technology

Educational Qualifications:

S.No	Examination/ Degree / Course	Subject/Str eam	Institute / College	Board/Uni versity	Year of Passing	Percentage / Division
1	BJMC	Print Media	ITS College	CCSU	2017	70%(aggregat e of 5 semesters)
2	Higher Secondary	Commerce	St. jones Public School, New Delhi	CBSE	2014	69%
3	Secondary	Commerce	KV Intermediate School	CBSE	2012	72%

Professional Skills:

- Print Media, Electronic Media

Intrapersonal Skills:

- Excellent Communication Skills
- Highly organized and efficient
- Ability to work independently
- Ability to work in team
- Proven leadership skills and ability to motivate

Language Known:

- English, Hindi, Marathi (Comm.)

Hobbies:

- Reading Novels, Travelling, Interacting with people

Personal Details:

- Father's Name: XYZ
Mother's Name: XYX
DoB: XYZ
Gender: Male
Nationality: XYZ
Marital Status: Single/Married

References:

Taruna Kohli
Assistant Secretary
Board of Studies
ICAI, Noida

Dr. Anand Kumar Saurabh
Project Associate
Board of Studies
ICAI, Noida

Mob.: +91-xxxxx xxxxx

Email: xyz@icai.in

Mob.: +91-xxxxx xxxxx

Email: xyz@icai.in

Declaration: I solemnly declare that all the above information is correct to the best of my knowledge and belief.

Date: XYZ

Place: XYZ

(RAMI PRAKASH GOEL)