

FORMAT OF CURRICULUM VITAE

Name of Company:	
Name of Staff Member:	Job Designation:
Role in this project:	Total years of experience:
Years with Company:	Nationality:

1. Key Qualifications and certifications:

(Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe the degree of responsibility held by the staff member on relevant previous assignments and give dates and locations)

2. Educational Qualification.

3. Other Skills

4. Work Experience:

• **Employment Record:**

(Starting with present position, list in reverse order every employment held. For experience in the last ten years, give types of activities performed and client references at least three (Name, Email, Phone number, Company Name.)

- **Significant Projects** (Project Name, details, your Role, significance of the project)
- **Any International Project**, if yes (Please mention project name, details, your role and significance of the project)
- **Experience relevant to the assignment**

5. A complete Profile Consisting of

- Total no of projects so far
- Project tenure
- Expertise and roles in those projects

Signature : _____ (Staff Member) OR

Signature : _____ (Authorized Representative)

Date: _____