

FORMAT OF CURRICULAM VITAE (CV)
For Proposed Key Staff for the Interior work for ITCB at Various locations

Proposed Position :

Name of Staff :

Profession :

Date of Birth :

Years with Firm :

Membership of Professional Societies :

Detailed Tasks Assigned :

Key Qualifications:

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

Education:

(Summarise College/University and other specialised education on staff member, giving names of Schools, dates attended and degrees obtained. Use up to a quarter page).

Employment Record:

(Starting with present position, list in reversed order, every employment held. List all positions held by staff member since graduation, giving dates, names of employing organization, title of positions held and location of assignments. For experience in last five years, also give types of activities performed and client reference, where appropriate. Use up to three-quarters of a page).

Languages:

(Indicate proficiency in speaking, reading and writing of each language by "excellent", "good", "fair" or "poor").

Certification:

I, the undersigned, certified that to the best of my knowledge and belief, this bio-data correctly describes myself, my qualifications and my experience.

Signature of Staff Member & Date :

Authorised Official from the firm. Day/Month/Year :