

Curriculum Vitae (CV) for the Consultant

1	PROPOSED POSITION	:				
2	NAME OF PERSON	:	<i>[state full name]</i>			
3	ADDRESS	:	<i>a) Mailing Address</i>			
		:	<i>b) Permanent Address</i>			
4	DATE OF BIRTH	:				
5	NATIONALITY	:				
6	MEMBERSHIP IN PROFESSIONAL SOCIETIES	:	<i>[state rank and name of society and year of attaining that rank].</i>			
7	EDUCATION	:	[List all the schools/colleges/ universities which the consultant attended, stating degrees obtained, and dates, and list any other specialized education of the consultant].			
8	OTHER TRAINING	:	<i>[indicate significant training since degrees]</i>			
9	LANGUAGES & DEGREE OF PROFICIENCY	:	Language	Speaking	Reading	Writing
		:	<i>e.g. English</i>	<i>Fluent</i>	<i>Excellent</i>	<i>Excellent</i>
10	COUNTRIES OF WORK EXPERIENCE	:				
11	EMPLOYMENT RECORD <i>[starting with present position list in reverse order <u>every employment held and state the start and end dates of each employment</u>]</i>	:	<p><i>[The Consultant should clearly distinguish whether as an “employee” of the firm or as a “Consultant” or “Advisor” of the firm].</i></p> <p><i>[The Consultant should clearly indicate the Position held and give a brief description of the duties in which the Consultant was involved].</i></p>			
	EMPLOYER 1	:	From: [e.g. January 1999]		To: [e.g. December 2018]	
		:	Name of the Organization:			
		:	Position:			
		:	Description of Duties:			
	EMPLOYER 2	:	From:		To:	
		:	Name of the Organization:			
		:	Position:			
		:	Description of Duties:			
	EMPLOYER 3	:	From:		To:	
		:	Name of the Organization:			
		:	Position:			
		:	Description of Duties:			
12	COMPUTER LITERACY	:				

13	LIST OF PUBLICATIONS, if any	:	
14	WORK UNDERTAKEN THAT BEST ILLUSTRATES YOUR CAPABILITY TO HANDLE THIS ASSIGNMENT	:	<i>[give an outline of experience and training most pertinent to tasks on this assignment, with degree of responsibility held. Use about one A4 page]</i>

CERTIFICATION *[Do not amend this Certification].*

I, the undersigned, certify that (i) I was not a former employee of the Client immediately before the submission of this proposal, and (ii) to the best of my knowledge and belief, this bio data correctly describes myself, my qualifications, and my experience. I understand that any willful mis-statement described herein may lead to my disqualification or dismissal, if engaged.

Signature:

Date of Signing:

(Day / Month / Year)