

# Curriculum Vitae (CV) Format

For Selection of National Procurement Trainer

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## 1. Personal Information

- Name:
  - Father's / Mother's Name:
  - Date of Birth:
  - Nationality:
  - National ID / Passport No.:
  - Present Address:
  - Permanent Address:
  - Mobile:
  - Email:
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## 2. Position Applied For

- **Title of Position:** National Procurement Trainer
  - **Area of Specialization:**  
(e.g., Public Procurement, e-GP, World Bank Procurement, Contract Management, Procurement Audit, etc.)
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## 3. Educational Qualifications

Degree Subject/Discipline Institution Year Result/CGPA

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## 4. Professional Certifications / Specialized Training

Title of Training/Certification Institution Country Duration Year

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## 5. Employment Record

Present Employment

- Organization:

- Designation:
- Period:
- Key Responsibilities:

**Previous Employment**

**Organization Position Period Major Responsibilities**

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**6. Experience in Public Procurement**

<b>Area of Experience</b>	<b>Years of Experience</b>	<b>Brief Description</b>
Public Procurement under PPA/PPR		
e-GP System		
Development Partner Procurement		
Contract Management		
Procurement Planning		
Procurement Capacity Building		

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**7. Training Experience**

**Course/Training Conducted Client/Organization Participants Duration Year**

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**8. Experience with Development Partners**

**Organization/Project Role Funding Agency Duration**

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**9. Publications / Research / Manuals Developed**

*(if any)*

**Title Publisher/Organization Year**

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**10. Computer & Technical Skills**

- MS Office Applications
- e-GP System

- Data Analysis Tools
  - Presentation & Facilitation Skills
  - Other Relevant Software/Platforms
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### 11. Language Proficiency

Language	Reading	Writing	Speaking
Bangla	Excellent/Good/Fair	Excellent/Good/Fair	Excellent/Good/Fair
English	Excellent/Good/Fair	Excellent/Good/Fair	Excellent/Good/Fair

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### 12. References

#### Reference 1

- Name:
- Designation:
- Organization:
- Mobile:
- Email:

#### Reference 2

- Name:
  - Designation:
  - Organization:
  - Mobile:
  - Email:
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### 13. Declaration

I hereby declare that the information provided in this CV is true and correct to the best of my knowledge and belief.

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**Signature of the Applicant**

Date: \_\_\_\_\_