**ANNEX 02. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL** **STAFF**

Proposed Position:

Name of Firm:

Name of Staff:

Profession:

Date of Birth:

Years with Firm/Entity: Nationality:

Membership in 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..*]

**Education:**

[*Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained.*]

**Employment Record:**

[*Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use additional pages if necessary.*]

**Languages:**

[*For each language indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.*]

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

 Date:

*[Signature of staff member and authorized representative of the firm] Day/Month/Year*

Full name of staff member: Full name of authorized representative:

**Note:** Along with CV, below mentioned supporting Documents should be submitted.

1. *Attested qualification/educational certificates (Higher education certificates should be accredited from Maldives qualification authority)*
2. *Attested experience lett*