

Curriculum Vitae (CV) Format

For Selection of National Procurement Trainer

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

4. Professional Certifications / Specialized Training

Title of Training/Certification Institution Country Duration Year

5. Employment Record

Present Employment

- Organization:
- Designation:
- Period:
- Key Responsibilities:

Previous Employment

Organization Position Period Major Responsibilities

6. Experience in Public Procurement

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

7. Training Experience

Course/Training Conducted	Client/Organization	Participants	Duration	Year

8. Experience with Development Partners

Organization/Project	Role	Funding Agency	Duration

9. Publications / Research / Manuals Developed

(if any)

Title	Publisher/Organization	Year

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

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.

Signature of the Applicant

Date: _____