Form I: Format for Resume of Proposed Key Personnel

RFP reference no: [RFP-001-CRL-2022], Lot no. [4 South Region]

Name of Offeror: Afghanistan National Re-Construction Coordination

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| Position | Insert the position you apply for |
| Name of Personnel | Your name here |
| Title | Your current/latest Position |
| Years with Firm | No of years of your carrier experience  |
| Nationality | Afghan |
| Phone Number and Email:  |  |
| Language Proficiency  | Insert all your fluent languages (Writing, Speaking, Understanding) |
| Education/Qualifications | [Summarize your college/university and other specialized education, giving names of schools, dates attended, and degrees/qualifications obtained.**Example:** Master’s in Business Administration from XXX University Afghanistan from 2001 – 2003Bachelor’s in Business Administration from XXX University India from 1996 – 2000Graduated from XXX High School from 1984 - 1995 |
| Professional Certifications | [Provide details of professional certifications relevant to the scope of services]● Name of institution: [Insert]● Date of certification: [Insert]  |
| Employment Record/ Experience | [Starting with present position, list in reverse order, every employment held. List all positions held by personnel since graduation, giving dates, names of employing organization, title of position held and location of employment. For experience in the last ten years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.] Example:Assignment 1Project Manager with XXX Organization from Feb 5, 2018 – up to date in KandaharDuties & Responsibilities:* Prepare monthly project plans,
* Conduct coordination meetings with Government & other stakeholders
* Provide assistance to the project staff
* Etc

Assignment 2Provincial Manager with XXX Organization from Jan 1, 2015 – Dec 31 2017 in KandaharDuties & Responsibilities:* Prepare monthly project plans,
* Conduct coordination meetings with Government & other stakeholders
* Provide assistance to the project staff
* Etc
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| References  | Provide reference detail information per employer you have worked with as followName, Position, address, Phone Number, Email Address**Note:** Please remove all the contents highlighted and given as examples from your application when you send your CVs |

I, the undersigned, certify to the best of my knowledge and belief, this bio-data is accurate.

Signature of Personnel (individual) Date

 (26/May/2022)

Signature of Agency Representative Date Date

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