

CURRICULUM VITAE (CV)

Individual Consultant (communication Assistant – (Full time-Six months)

ICTA/GOSL/CON/IC/2020/02

{Notes shown in brackets { } in italic should not appear on the final document to be submitted}

Position /Title/Consultancy	Individual Consultant (communication Assistant – (Full time-Six months)
Name of Consultant:	<i>{Insert full name}</i>
Date of Birth:	<i>{day/month/year}</i>
Address	
ID Number	
Country of Citizenship/Residence	

Education: *{List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained and Attach copies }*

Employment record relevant to the assignment: *{Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, Contract amount, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references.}*

Period	Employing organization and your title/position. Contact information for references	Summary of activities performed relevant to the Assignment

(Please note that samples of work/ proof including documentation and links to previous work need to be submitted with the document s submitted)

Membership in Professional Associations and Publications:

i.

ii.

iii.

iv. _____

Language Skills (indicate only languages in which you can work):

Language	Highest qualification you have	Reading	Writing	Comprehension	Speaking

(F)-Fluent , (G) –Good,

Adequacy for the Assignment:

Detailed Tasks Assigned on Consultant:	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks
Translating (Sinhala to Tamil and English)	
Web updating	
Social media	
Designing and Creations	

Expected Fees and other charges by the consultant

Cost Component	Monthly Rate	Number of Months	Total for six months (LKR)
Consultant fee		06	
Other charges		06	
		Total	

(payment will be made in equal monthly instalments as mentioned in the ToR)

Consultant's contact information: (e-mail, phone.....)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client.

{day/month/year}

Name of Consultant
Date

Signature