**STAFF -- CV FORMAT**

Recent Photo

|  |  |  |  |
| --- | --- | --- | --- |
| **PROFILE OVERVIEW** | | | |
| Name: |  | Date of Birth: |  |
| Position Applied For: |  | Age: |  |
| School/Institute: |  | Department: |  |
| Qualification: |  | Total Experience: |  |
| Current Organization: |  |
| Reference in UMT: |  | Previous Stay at UMT (IF Any) Reason for leaving: |  |
| Relatives in UMT: |  | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| PERSONAL INFORMATION  Recent Photo | | | | | | | | | | | | | | | | | | | |
|  | | Position Applied For | | | |  | | | | | | | | | | | | | |
|  | | Expected Salary (Rs.) | | | |  | | | | | | | | | | | | | |
|  | | Name | | | |  | | | | | | | | | | | | | |
|  | | Father’s/Husband’s Name | | | |  | | | | | | |  | Date of birth | | | | |  |
|  | | CNIC No | | | |  | | | | | | |  | Gender (M/F) | | | | |  |
|  | | Address  *(to be used for correspondence)* | | | |  | | | | | | | | | | | | | |
|  | | E-mail (s) | | | |  | | | | | | | | | | | | | |
|  | | Contact Nos: | | | | Mobile: | | | | | | | | | | | | Home: | |
|  | | | | | | Office: | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
|  | | ACADEMIC QUALIFICATIONS | | | | | | | | | | | | | | | | | |
| Degree | | | | | | Year | | | | | Grade/ Division/CGPA | | | | | | School/College/Institute/University | | |
| From | | | To | |
| Matric | | | |  | |  | |  | | |  | | | | | |  | | |
| Intermediate | | | |  | |  | |  | | |  | | | | | |  | | |
| Bachelor | | | |  | |  | |  | | |  | | | | | |  | | |
| Masters | | | |  | |  | |  | | |  | | | | | |  | | |
| M. Phil | | | |  | |  | |  | | |  | | | | | |  | | |
|  | | | OCCUPATIONAL EXPERIENCE: *(list positions held, beginning with the most recent employment, if any)* | | | | | | | | | | | | | | | | |
| Employer/Organization | | | | | | | Job Title | | | | | Duration | | | | | | | Last Salary Drawn in Rupees |
| From | | | | To | | |
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| 13. | OTHERS | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | | |
| Relatives in UMT | | | | | | | | | | | | | | | | | | | |
| Name | | | | | School / Department | | | | | | | | | | | | | | |
|  | | | | |  | | | | | | | | | | | | | | |
|  | | | | |  | | | | | | | | | | | | | | |
| Previous stay in UMT & Reason for Leaving | | | | | | | | | | | | | | | | | | | |
| School/Dept | | | | | Joining Date | | | | | Leaving Date | | | | | Reason of Leaving | | | | |
|  | | | | |  | | | | |  | | | | |  | | | | |
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