

NAME (Linkedin: Account Name)

Permanent Address:

Phone:

Email:

Personal particulars: **DOB, Gender**

Professional Skill, Strength and Weakness

Strong experience with <Key Skills>, <Key Skills>, <Key Skills>, <Soft Skill> (eg: highly able to keep confidentiality, understanding of data and statistical analysis)

Strong technical and motivation towards safeguarding, child protection, and workplace gender equality, inclusive workplace.

Critical thinking, adaption to learn any sort of situation, can work in a multicultural context, under pressure.

Personal style: (eg: act quickly and lean forward, social oriented and loves fun)

Area need to improve; (eg: dislike too much detail and dislike routine)

Working Achievement & Experience

Employer <Name>

Period employed

Position Title

Key Responsibilities

- *Ensure well-being of equal workplace, team management, training and development together with technical team*
- *Act as focal for protection and inclusive workplace by encouraging and supporting to achieve full equal participation in the workforce.*

Employer <Name>

Period employed

Position Title

Key Responsibilities

Educational Qualifications

- Year, Education (University or Training Center)

Professional Skill & Strength

Eg:

- Language -
- Highly able to keep confidentiality
- Strong experience with Microsoft understanding of data and statistical analysis.
- Strong experience with human resources management & planning, administration, coordinating
- Critical thinking, adaption to learn any sort of situation

- Can work in a multicultural context, under pressure
- Have good interpersonal communication skills, team work, fast learner

Interests and Hobbies

(eg. Cycling, Hiking, Reading, Writing, Travelling)

Other Certifications and Activities

Taken Courses & Certificates

- Describe the training match to keywords in VA