

**Hilal Meat Processing  
Initial Employment Application Form**

**Position Applied for:** FINANCE OFFICER

1. PERSONAL INFORMATION				
1.1	Full Name	Adil Hassan		
1.2	CNIC No.	16202-1439556-1		
1.3	Date of Birth	15-04-1986		
1.4	Father's Name	Muhammad Hassan		
1.5	Marital Status	Married		
1.6	Permanent Address	Village Kalabat, Tehsil Topi, District Sawabi		
1.7	Present Residential address	Flat 401, Manahil Arcade, Phase 4B Ghauri Town Islambad		
1.8	Phone No/Email Address	03406144742 / adilh8823@gmail.com		

2. QUALIFICATIONS				
<i>List only last two academic qualifications</i>				
Year	Institution	Degree obtained	Main Subjects	Grade / Div.
2007	Allama Iqbal Open University Isb	B.B.A	Finance	2 <sup>nd</sup> Div
2004	Govt College Zaida Sawabi	Fsc	Pre Engineering	1 <sup>st</sup> Div

3. PREVIOUS EMPLOYMENT				
<i>Give details of your present employment.</i>				
<i>If you are currently unemployed, give these details in respect of the last employment held by you.</i>				
3.1	Employer Name and Address	RK Steel Industries Plot 50-A, Street 12, I-9/2, Islamabad		
3.2	Duration	10 Years		
3.3	Last Job Title	Accounts Officer		
3.4	Main Duties	Costing, Financial Reporting, Reconcile Account Receivable and Payables, Prepare tax related documents etc		
3.5	Name & Title of your Immediate boss	Multazim Raza Khan Managing Director		
4.7	Gross Monthly Pay	Rs. 65,000/-		

5. PAST WORK EXPERIENCE				
<i>List two previous jobs held by you, starting from the earliest.</i>				
From /To	Employer's Name and Address	Designation	Job Title	Main Duties

11/2010 to 04/2014	AR Carpet Industries	Accounts Officer	Accounts Officer	Costing, Financial Reporting, Reconcile Account Receivable and Payables, Prepare tax related documents etc
08/2014 to 02/2014	RK Steel Industries	Accounts Officer	Accounts Officer	Costing, Financial Reporting, Reconcile Account Receivable and Payables, Prepare tax related documents etc

## 6. GENERAL INFORMATION

6.1	Do you suffer from any serious ailment, or disability? If so, give details.	No
6.2	Have you ever been tried or convicted for any crime/sexual exploitation and abuse? If so, give full details.	No
6.3	If an offer is made to you, how soon can you join us?	In 3 days
6.4	What are your salary and benefits expectation?	60,000/-

## 7. PROFESSIONAL REFEREES

*Give details of two referees, preferably your previous employer(not friends or family), who can vouch for your character and work experience ( Professional Reference only)*

7.1	First Referee	Name	Ishfaq Ahmad
		Organization Name and Address	Chohan Estate Blue Area Islamabad
		Phone No and Email	0317-5025333
		Nature of association with you.	My senior in Account Department , RK Steel Industries
7.2	Second Referee	Name	Ihsan Chaudhary
		Organization Name and Address	AR Carpet Industries
		Phone No and Email	0300-5266989
		Nature of association with you.	Owner of AR Carpet Industries

I confirm and certify that the information given above is true, correct and complete to the best of my knowledge and belief. I accept responsibility for any misstatement that may be subsequently discovered.

Date: \_\_\_\_\_

Candidate's Signature: \_\_\_\_\_