# Chip Training & Consulting (Pvt) Ltd
# Application for Employment

**Instructions:**
Read the whole form carefully before starting to fill it in.
This form should be completed in ink, in candidate's own handwriting.
Attach copies (not originals) of all testimonials and certificates.
If space provided in the form for any particular information is inadequate,
Please attach additional sheets.
If any information given in this form is subsequently found to be incorrect, it will be
construed as a gross misconduct, liable to be punished by instant dismissal and other
disciplinary action as may be appropriate to the nature of misstatement.

**Position applied for:**

## 1. PERSONAL INFORMATION

| | | |
|---|---|---|
| 1.1 | Full Name | Haris Najeem |
| 1.2 | NIC No. | 17301-8759007-7 |
| 1.3 | Date of Birth | 23-10-1999 |
| 1.4 | Father's Name | Muhammad Najeem |
| 1.5 | Marital Status | Single |
| | Spouse or next of Kin | |
| | No. of Children | - |
| 1.6 | Permanent Address | Pathan Gali P.O Box Kokmong Abbottabad. |
| 1.7 | Present Residential address | Dalazak Road Iqbal Colony Peshawar |
| 1.8 | Phone Numbers | 0313-5858049 |
| 1.9 | E-mail address | Harisnajeem@gmail.com |

## 2. Bank Details

| | |
|---|---|
| Account Title (Name of Ac Holder) | Haris Najeem |
| Account No. | |
| Bank Name & Branch | Sunehri Masjid Saddar Peshawar (HBL) |

## 3. QUALIFICATIONS

*List your last two academic qualifications*

| Year | Institution | Cert. / Degree obtained | Main Subjects | Grade / Div. |
|------|-------------|------------------------|---------------|--------------|
| 2023 | City University of Science & Information Technology | BS (SE) | Programming, Android, OOP, | 2.72 |
| 2018 | Government College Peshawar | FSC | Pre, Engineering | 795 |

## 4. PREVIOUS EMPLOYMENT

*Give details of your present employment.*
*If you are currently unemployed, give these details in respect of the last employment held by you.*

| | | |
|------|------|------|
| 4.1 | Name of the Employer | Haris Nayeem |
| 4.2 | Employer's Address | Dabrak Road Iqbal Colony. |
| 4.3 | Duration | 1.5 years. |
| 4.4 | Your Last Job Title | Business Development Executive (Currently working) |
| 4.5 | Main Duties | Sales, Client Hunting, Lead Generation. |
| 4.6 | Name & Title of your immediate boss | Ali Raza (CEO) |
| 4.7 | Gross Monthly Pay | 20000. |

## 5. PAST WORK EXPERIENCE

*List all the previous jobs held by you, starting from the earliest.*

| From/ To | Employer's Name & Address | Designation | Main Duties |
|----------|---------------------------|-------------|-------------|
| 1st Jan Present | Haris Nayeem Dabrak Road Iqbal colony | Business Development Executive | Sales, Client hunting, lead generation Data entry, Data scraping. |
| | | | |
| | | | |
| | | | |
| | | | |

**ChiP TRAINING & CONSULTING**

## 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 or abuse? If so, give full details. | No |
| 6.3 | If an offer is made to you, how soon can you join us? | As soon as possible |
| 6.4 | What are your salary and benefits expectation? | ~~70000~~ 200000 only. |

## 7. PROFESSIONAL REFEREES

*Give details of two referees (not related to you by blood or marriage or friend), who can vouch for your character and work experience*
### ( Professional Reference Only)

| | | Name | Haris Najeeb. |
|---|---|---|---|
| 7.1 | First Referee | Nature of association with you. | Software Firm CTO |
| | | Organization Name and Address | ITecExperts Pvt, Ltd Deans Peshawar. |
| | | Phone Number | 0391-9195953 |
| | | Email Address | Mehran@ileeexperts.com |
| 7.2 | Second Referee | Name | Aqib |
| | | Nature of association with you. | Software Firm Lead Designer |
| | | Organization name and Address | ITecExperts Pvt. Ltd Deans Peshr |
| | | Phone Number | 0300-5683260 |
| | | Email Address | Aqib@ileeExperts.com. |

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.
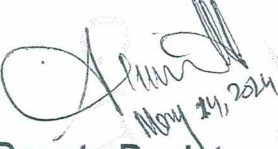
Date: 14-5-2024.

Candidate's Signature: _____

# CITY UNIVERSITY
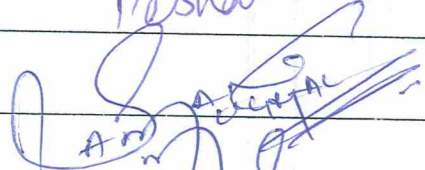of Science and Information Technology, Peshawar

May 14, 2024

## To Whom It May Concern

This is to certify that **Mr. Haris Najeem** S/o **Mr. Muhammad Najeem** Registration CUP-18FL-0246-9653 is a bonafide student of Bachelor of Science (Software Engineering), currently enrolled in 8th semester at this University. He has completed his course work with CGPA 2.72/4.00 and is currently working on his final year project.

Bachelor of Science ((Software Engineering),), is a four years bachelor degree, comprising of 8 semesters and 130+ credit hours.

This certificate has been issued for the purpose of job.

May 14, 2024

**Deputy Registrar**

**CHIP Training & Consulting (Pvt) Ltd**

**INTERVIEW ASSESSMENT SHEET**

| Candidate's Name | Mais | | | | | |
|---|---|---|---|---|---|---|
| Position | FF | | | | | |
| Date of Interview | 14-5-24 | | | | | |

| Areas of Assessment | Guiding Points | Marking Criteria | Max Marks* | Marks Awarded | Remarks, if any |
|---|---|---|---|---|---|
| Personality | Appearance, Dressing | Interviewer should assess whether s/he properly dressed up for the interview=2, Not=0 | 2 | 2 | good |
| Conduct during Interview | General conduct/Communication with coordinators and penal members | Satisfactory=3, Normal=1, Poor=0 | 3 | 2 | |
| Qualification | Relevant qualification as per TORs or Master level qualification however not relevant | Relevant Qualification= 5, Not Relevant= 2 | 5 | 3 | Soft Engineering |
| Experience | Relevant Experience as per TORs and general experience | One mark per year for relevant experience while for general experience not relevant to the position total marks will be max.2 | 5 | 3 | 1.5 year of data related |
| Job Competence Assessment | Competence assessment through scenario-based questions taken from ToRs | Ask 5 scenario-based questions relevant to the position, (2 marks each * 5 questions) | 10 | 5 | |
| Job Knowledge | Knowledge of the position and ToRs s/he has applied for | Ask three questions on the job position and ToRs (2 marks each*3 questions) | 6 | 4 | |
| Computer Proficiency | Competence assessment through scenario-based questions taken from ToRs | Ask 3 scenario-based questions relevant to the position, (2 marks each * 3 questions) | 6 | 5 | |
| Personal Attributes | Competencies (Integrity, ambition, initiative, learning aptitude) | As per Panel members judgment | 5 | 4 | |
| Communication Skills | Effectively expressing and conveying Ideas in response to questions | Ask questions on strength and weaknesses & mark accordingly | 8 | 6 | |
| Total Score | | | 50 | 34 | |
| Overall Remarks | Laptop+Bike available Peshawar local-to city Tehsil Can join Immediate joining | | | | |
| Interviewer's Signature | | | | | |
| Interviewer's Name | Saman Mughal | | | | |