PAKISTAN National Identity Card

BAME REPUBLIC OF PANSIVA

Mahrukh

Mahrukh

Mahrukh

Muhanima Maleed Nughal

Father Name Windred Shaleed Wingfral Winhammad Shaleed Wingfral Winhammad Shaleed Wingfral Shale of String F Shalestan Shale of Shale Shale of Shal

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Last Qualification	Contact details		Present address	District and Union council	Permanent Address	Language	Ethnicity	Tribe	Gender	Marital Status	Relationship with Applicant	Father's Name/Husband Name i.e. Next of Kin	Check DOB (tick any one)	Date of Birth (DOB) (YYYY/MM/DD)	Other identification number if CNIC not available	CNIC No.	Full Name	10,01
	Office E-mail	CLOCKETT, KENEETT COUNTY, JOHN CORD, CHUTTER	1:11 2 1 6		n Colony Tail Rocal	LRDU / ENGLIST		PATHAN LURDY SPEAKING	FE-MALS	SINGLE	R	MUHAMMAD SHAKEEL MUGHAL	√⊒⁻Day, Month, Year available □ Only Year available □ DOB not mentioned	13 June-1688		766	MARRUKH MUSHAL	1. PERSONAL INFORMATION

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1 6		2. QUALIFIC	CATIONS	12 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
	List all yo	our academic and technical qu	ualifications, starting with t	the school certificate (Matriculation	7)
8	Year	Institution	Cert. / Degree obtained	Main Subjects	Grade / Div.
	BACHLOR'S	B.U.J.T.E.M.S	Computer Source	CompuTER Scince	7.3
	2022		BACHLOR'S	,	
		Gouts Girls Degree			
	2017	Gouts Girls Degree Ologe, Quetta Contt.	INTERMEDATE	I.C.S	2ND
		Cantt.	2		Div

		3. PRESENT EMPLOYMENT
	Gi	ve details of your present employment.
	If you are currently unemploye	d, give these details in respect of the last employment held by you.
3.1	Name of the Employer	
3.2	Employer's Address	
3.3	Date of Joining	
3.4	Your Last Job Title	
3.5	Main Duties	
3.6	Name & Title of your immediate boss	
3.7	Gross Monthly Pay	Rs.

		4. PAST WORK EXPERIEN	CE			
	List all the prev	vious jobs held by you, startin	g from the earliest.			
From/ To	Employer's Name & Address	Position held by you when you left this employer				
06-20/67-20	MAHRUKH MUGHAL	INTERN .	AU THE DUTES HELD ON HIR.			

			FEREES
Give details of	three referees	s, not related to you by blood or r	marriage, who can vouch for your character and work experience
		Name	~
5.1	First	Address	
5.1	Referee	Contact Phone No.	_
		Nature of association with you	~
		Name	
5.0	Second	Address	
5.2	Referee	Contact Phone No.	
		Nature of association with you	
		Name	1
5.3	Third	Address	_
5.5	Referee	Contact Phone No.	
		Nature of association with you	

	6. GENI	ERAL INFORMATION
6.1	Do you suffer from any serious ailment, or disability? If so, give details.	No, I haven't-
6.2	Have you ever been tried or convicted for any crime? If so, give full details.	No, I Couldn't-
6.3	Give any other information not covered by this form which in your opinion is relevant to your application.	No, I wouldn t.
6.4	If an offer is made to you, how soon can you join us?	Within week.
6.5	What are your salary and benefits expectations?	35 - 40

7. SUITABILITY TO THE POSITION	
Briefly explain why you consider yourself suitable for the position you have applied for.	^
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any thing difficult or impossible de.	
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8. DECLARATION BY THE APPLICANT

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 be subsequently discovered.

2૯ -૦૧- રે૦ Date: dd/mm/yyyy

Candidate's Signature

Application for Employment with CTC

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. A copy of CV and CNIC is mandatory

and CNIC is mandatory
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.

Affix a recent passport sized,
Colour photograph here.

For Official use only(to be filled by CTC Staff):

Position	applied for:	
	d Date of Induction training if sele	ected:
YYYY/N	MM/DD -	1. PERSONAL INFORMATION
1.1	Full Name	MAHRUKH MUGHAL
1.2	CNIC No.	54400-9746309-4
1.3	Other identification number if CNIC not available	
1.4	Date of Birth (DOB) (YYYY/MM/DD)	13-06-1998
1.4.1	Check DOB (tick any one)	☑ Day, Month, Year available ☐ Only Year available ☐ DOB not mentioned
1.5	Father's Name/Husband Name i.e. Next of Kin	MUHAMMAD SHAKEEL MUGHAL
1.6	Relationship with Applicant	FATHER
1.0	Marital Status	SINGLE
	Gender	FE-MALE
1.7	Tribe	PATHAN / URDO SPEAKING
	Ethnicity	MUGHAL
	Language	URDU - FNGLISH
1.8	Permanent Address	House # 4, Raheen Colony Jail road Quetto
1.0	District and Union council	QUETTA
1.9	Present address	House # 4. Raheen Colony Jail road, Quette
2.0	Contact details	Mobile 0323-3971834 Residence 0315-3518421 Office E-mail mahrukhmughal 212 @ gmail.
2.1	Last Qualification	BACHLOR'S

11		2. QUALIFICATIONS		
List	all your academic and techni	ical qualifications, starting	with the school certificate (Matrice	ulation)
Year 2022	Institution B.U.I.T.E.M	Cert. / Degree obtained BACH LOR'S	Main Subjects Computer Science	Grade / Div.
2017	Gov't Girl's Degree Coloage Quetta, Cantl.) NIERMINATE	T <i>CS</i>	2nd Div

		3. PRESENT EMPLOYMENT	
	If you are currently une	Give details of your present employs apployed, give these details in respect of	ment. the last employment held by you.
3.1	Name of the Employer		2 1 2 1
3.2	Employer's Address	shiring italian	
3.3	Date of Joining		A Terrary II
3.4	Your Last Job Title		
3.5	Main Duties	-	
3.6	Name & Title of your immediate boss	7	
3.7	Gross Monthly Pay	Rs.	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1

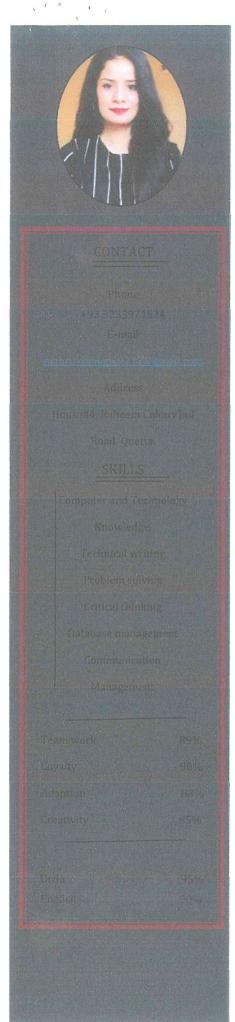
	4. PAST WORK EXPERIENCE										
	List all the previous jobs held by you, starting from the earliest.										
From/	Employer's Name &	Position held by you when	Main duties								
То	Address	you left this employer	performed by you								
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7-20	JAIL ROAD, QUET	INTERN	to Human Rescoes Management								
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E 4	First	Address			ì		2 - 2 - , -
5.1	Referee	Contact Phone No.	ea (e significan
		Nature of association with you		-			
	Second	Name		_		- L	- 1 .
		Address	T T	_			
5.2	Referee	Contact Phone No.		_	-		
		Nature of association with you	э — ж			· .	
		Name	10 - 10 - 10 - 10 - 10 - 10 - 10 - 10 -	_			
5.3	Third Referee	Address		$\overline{}$		- er er ²	- a * a 6th - finiti2a
	70	Contact Phone No.		_			

	Nature of association wi	th —
	6.	GENERAL INFORMATION
6.1	Do you suffer from any serious ailment, or disability? If so, give details.	No, I am not Associate with any of disability.
6.2	Have you ever been tried or convicted for any crime? If so, give full details.	and a would not.
6.3	Give any other information not covered by this form which in your opinion is relevant to your application.	No, I don't ward to give any Information.
6.4	If an offer is made to you, how soon can you join us?	Jalith-In a week-
6.5	What are your salary and benefits expectations?	35;000 to 40

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Briefly explain why you	Jocus towards	or the position you	have applied for. one Repo	intess	ly. trg
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Known by	this world.		* 1	:	

8. DECLARATION BY THE APPLICANT 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 be subsequently discovered. \$\int_{0}^{0} \cappa | \text{2020}\$ Date: dd/mm/yyyy Candidate's Signature



MAHRUKH MUGHAL

PROFILE INFO

I am a fresher, seeking an opportunity with an esteemed organization where I can utilize my skills and enhance learning in the field of work. Capable of mastering new technologies and techniques.

MY EDUCATION

Baloshistan University of Information Technology, Engineering and Management Science,

Quetta (BUITEMS).

Post Graduation in Computer Science

2017-2021

Govt Girls Degree Collage Quetta Cantt.

Higher Secondary in Information and Computer Science

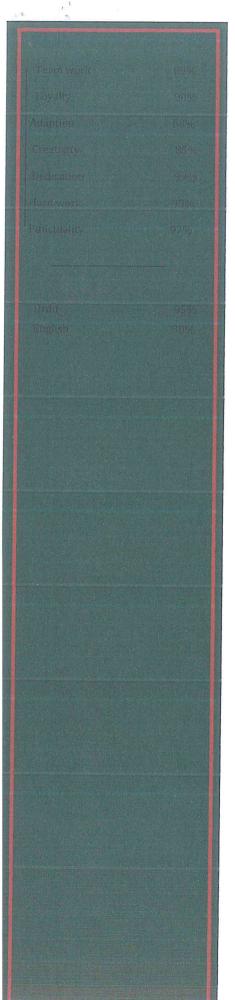
2016-2017

Bright Future Public high School, Quetta.

Secondary in Science

EXPERINCE

I work as a student ambassador for "Huawei" in Balochistan. I also work as a volunteer in event management club at BUITEMS. I may also provide my service for the Literature festival held on BUITEMS.



> SQL

Familiar with Database Concepts

>My SQL

Data Platforms

>IoT

I may also attend the tutorial "Recent IoT trends in smart agriculture" at 3rd

IEEE Ice cube conference 2021.

Data Analytics

>Spark

Interest

- >Reading
- >Writing (about specific topic and poetry)
- >Keen to know /learn the new cultures
- >Sketching



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Certificate No. 073791

ROLL NO: 366088

Balochistan Board of Intermediate & Secondary Education, Quetta



Higher Secondary School Certificate Annual/Ri Annual Examination

Science General



I his is to certify that. WANKUN	IN MUGIAL
Son/Daughter of MOHAMI	MAD SHAKEEL MUGHAL
Registration No 17503640351	has duly qualified for the award of
Higher Secondary School Cer	tificate at this Board's examination
held in the month ofApril	as a <u>Regular</u> candidate from
GOVT GIRLS DEGI	REE COLLEGE QUETTA CANTT
in following Subjects.	
Francis c	Dakietan Studias

English

Islamic Education

Mathematics

Physics

Computer Science

by obtaining _____635 /1100 Marks and placed in grade

CMS Functional Lead (B-17)
Balochistan University of Information
Technology Engineering to Management
Actioness Buildto.

Appearing Status:

1st Time

Certificate Type: Original

ROLL NUMBER:

121458

BALOCHISTAN BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, QUETTA.

CONDARY SCHOOL

PROVISIONAL RESULT INTIMATION (PART-I & II) ANNUAL EXAMINATION 2015 SCIENCE GROUP

NAME OF CANDIDATE:

MAHRUKH MUGHAL

FATHER'S NAME:

MOHAMMAD SHAKEEL MUGHAL

REGISTRATION NUMBER:

61905/2014

Urdu	1			Maths	Phys	sics	Chemi	stry	Biol	Logy	Grand
		Ethics			Th	Pr	Th	Pr	Th	Pr	Total
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Marks Obtained:

Six Hundred Thirty Two

General Remarks:

The Candidate has passed and awarded Grade B (Very Good)

Date of Birth:

(Seventeenth June Ninteen Ninety Eight)

Grading Formula:

80% and above (A+), 70% and above but less than 80% (A), 60% and above but less than 70% (B), 50% and above but less than 60% (C). 40% and above abut less than 50% (D). 33% and above but less than 40% (E) **Balochistan University of Information**

Note: (i)

- This provisional result intimation is issued as a notice only. Errors and omissions are accepted within thirty days only. Any entry appearing a Management does not itself confer any right or privilege independently for the grant of proper certificate, which will be issued under the Rules/Regulation duetta.
- The Star (*) indicates that the candidate has passed the subject/s with Grace marks as per Board's rules. However a candidate may apply under the (11) rules for withdrawal of the grace marks within the schedule prescribed for submission of admission form and fee for the next immediate examination.
- If the result Intimation is lost, an interim result intimation can be obtained by the candidate on payment of prescribed fee (iii)
- The candidate intending to apply for re-counting of their paper/s may apply for the same on the prescribed proforma within 30 days of the declaration of result
- The candidate intending to improve their grade or marks are allowed to appear in one subject, two Subjects, Part-1, Part-II or both with one examination opportunity within one year of passing relevant examination in the same group/subjects in current/prevalent syllabus. If the candidate qualified subject/s with grace marks, he/she will also have to appear and qualify in those subject/s for improvement of marks/grade. In case a candidate fails to improve his/her marks/grade in any part or subject/s. his/her previous result will remain intact.

Prepared by (E.Tab):

Checked by (I.Tab): _

04-07-2015 Dated:

Deputy/Assistant Controller

Result Branch (SSC)

Controller of Examinations



Market Street

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At the best of our knowledge she is having a glockmond character, and we found his bard awarker and punctual. Her superiors found her very active in whatever task they problems her. She has motivation to take inflative and we are pratified that she was helpfullibrare twantation. All our staff is pleased with her and freels comfortable in teaming and assertinging with her for the realization of organizational goals and objectives.

Markura ter all the best make future endeaters







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Title: Employee Service Rules (ESR)	Revision # 01

PREVENTION OF SEXUAL EXPLOITATION, ABUSE AND HARASSMENT (PSEAH) POLICY CHIP Training & Consulting Pvt. Ltd

Review & Change History

Version	Date Effective	Created by	Reviewed by	Approved by MD
* 1	Nov 30, 2021	HR CTC	whole	

1. Policy Brief and Purpose

Chip Training and Consulting (CTC) PESAH policy aims to safeguard employees of all sexes and gender identities from unwanted sexual advances (sexual exploitation & abuse and harassment) and provide them a safe and conducive working environment. It provides guidance to report actual or suspected incidents of any type of unwanted sexual advances and also explains how CTC address and handle complaints and take actions against offenders.

CTC has zero tolerance for any type of Sexual Exploitation and Abuse (SEA) and Sexual Harassment (SH) at workplace. Additionally, CTC will not tolerate Sexual Exploitation and Abuse (SEA) and Sexual Harassment (SH) of any nature from outside the company either from its stakeholders or vendors. CTC employees have an obligation to uphold high standards of personal and professional conduct and must not misuse their position and authority to exploit others.

2. Scope

This policy applies to all employees of CTC or anyone working for and under any form of contract with company including interns, customers, contractors and consultants. The policy is applicable regardless of the location of the individual.



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3. Policy Statement

3.1 Sexual Exploitation and Abuse (SEA) and Harassment definitions

- **3.1.1 SE:** Sexual Exploitation is defined as an attempted or actual misuse of authority over a vulnerable position having power differentials or trust, for sexual purposes, including, but not limited to, proposing monetary benefits, social or political incentives in the form of the sexual exploitation of another.
- **3.1.2 SA:** Sexual Abuse is defined as the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.
- 3.1.3 SH: Sexual Harassment is any unwelcome sexual advance, request for sexual favour, verbal or physical conduct or gesture of sexual nature, or any other behaviour of a sexual nature that might reasonably be expected or be perceived to cause offense or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment. Sexual harassment may occur in the workplace or in connection with work. While typically involving a pattern of conduct, sexual harassment may take the form of a single incident or series of incidents. Sexual harassment may be deliberate, unsolicited and coercive. Both male and female colleagues can either be the victims or offenders. Sexual harassment may also occur outside the workplace and/or within working hours or even after working hours.
- **3.1.4** "Sexual Harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 - a) submission to such conduct is made either explicitly or implicitly
 - submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the target individual
 - c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

The attempts of SEA and SH include but are not limited to: -

- a) Physical approaches or physical contact of sexual nature.
- b) Generalized gender-based remarks and comments targeted at eliciting any kind of response from any particular person (s) from amongst the target audience.
- Unwanted physical contact such as intentional touching, grabbing, pinching, brushing against another's body or impeding or blocking movement.
- d) Verbal or written sexually suggestive or obscene comments, jokes or propositions including letters, notes, e-mail, invitations, or inappropriate comments about a person's clothing, manners, gestures, gait, smile or laughter.



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- e) Visual contact, such as ogling, leering or staring at another's body, gesturing, displaying sexually suggestive objects, cartoons, posters, magazines or pictures of scantily clad individuals.
- f) Explicit or implicit suggestions of sex by a supervisor or manager in return for a favorable employment action such as hiring, compensation, promotion, or retention.
- g) Invitation for meeting to inappropriate locations.
- h) Suggesting or implying that failure to accept a request for a date or sex would result in an adverse employment consequence with respect to any employment practice such as performance evaluations or promotional opportunity.
- i) Continue to engage in certain behaviors of a sexual nature after an objection has been raised by the target of such inappropriate behavior.

4. <u>Core Principals Relating to Sexual Exploitation and Abuse and Sexual Harassment at Workplace</u>

- 4.1 CTC will not tolerate acts of its employees and or anyone working for and under any form of contract with company that results in the sexual exploitation or abuse of child or adult, helps facilitate SEA or where allegations of SEA are ignored.
- 4.2 Sexual exploitation and abuse by CTC employees constitute acts of gross misconduct and are therefore grounds for disciplinary actions including termination of employment contract.
- **4.3** Sexual activity with children (persons under age of 18) is prohibited regardless of the age of majority or age of consent locally. Mistaken belief regarding the age of child is not a defense.
- **4.4** Exchange of money, employment, goods or services for sex, including sexual favors or other forms of humiliating, degrading or exploitative behavior is prohibited.
- **4.5** Any sexual relationship between CTC employees and anyone working in connection to CTC i.e. third party staff, contractors, vendors, consultants, that involves improper use of position and conduct is prohibited. Such relationships undermine the credibility and integrity of CTC employees.
- **4.6** If a CTC employee develops concerns or suspicions regarding sexual abuse or exploitation or harassment by a fellow employee, whether in the CTC or other organization, he or she shall report it as per prescribed reporting mechanism.
- 4.7 CTC employees are obliged to create and maintain an environment which prevents sexual exploitation, abuse and harassment and promotes the implementation of its code of conduct. Senior management and managers at all levels have collective responsibilities to support and develop systems which maintain this environment.
- 4.8 All staff members are expected to act with empathy, tolerance, sensitivity and mutual respect for diversity. They have the obligation to ensure that they do not



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engage in, condone, or tolerate behavior, which would constitute discrimination, harassment, sexual harassment, or abuse of authority.

4.9 CTC shall prevent SEA and harassment incidents though implementation of this policy to safeguard its staff and stakeholders.

5. Reporting process

5.1 CTC Employees

Any employee who believes that s/he has been subjected to any form of prohibited discrimination/harassment, including sexual harassment, abuse or who witnesses others being subjected to such harassment or discrimination is encouraged to promptly report the incident(s) to either their supervisor or manager, head of HR department or directly to the managing Director. All employees are expected to cooperate in the investigations and failure to comply shall result in disciplinary action, up to and including termination of the employment contract.

While the matter shall be handled confidentially and secrecy shall be maintained, CTC shall be taking certain measures such as counselling, sensitization, training and orientation sessions etc. to ensure conducive work environment. In the event of any non-compliance by any employee, stern disciplinary action shall be taken up to and including termination of employment contract.

If any employee knowingly makes a false accusation of unlawful discrimination/harassment or knowingly provides false information in the course of an investigation of a complaint, s/he shall be dealt with breach of conduct and can be grounded for strict disciplinary action. However, complaints made in good faith, even if found to be unsubstantiated, should not be considered a false accusation.

All employees have a right to seek redressal of their grievance relating to any exploitation.

Stage 1

In the first instance the employee should request a meeting with Supervisor or Manager and try to resolve the matter if the harassment is of minor nature. The employee may be accompanied by a person of similar status to help present the case. Where the harassment of serious nature, it shall be investigated as per due process and policy and action shall be taken accordingly.



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• Stage 2

If the matter is not resolved at stage 1 (minor harassment incident¹), the employee should register the complaint in writing within one week of the meeting outlined in stage 1 with the Director HR / Focal Person of HR at Head office.

The complainant must give information in his/her complaint both minor and serious incidents regarding the following:

- Name of the alleged offender;
- Date(s) and location(s) of the alleged incident(s) of discrimination, harassment, sexual harassment, or abuse of authority;
- Nature and details of discrimination, harassment, sexual harassment, or abuse of authority;
- Names of witnesses and any physical and/or documentary proof in support of the allegation (e.g., e-mails, message recordings, photos, letters, medical exams); and any other relevant information that may substantiate his/her assertions.

CTC HR or nominated senior official will investigate the complaint and recommend disciplinary actions in the light findings of the investigation. SEA and harassment investigation will be carried out in timely, fair, transparent and confidential manner.

Stage 3

If any employee feels that his/her grievance is not redressed, s/he may write to managing director explaining reasons for his/her dissatisfaction. If the managing director if deemed necessary may initiate review of the case and shall undertake its own inquiry. The decision of the MD taken in consultation with the managers or Board members shall be final.

Copies of all relevant materials under stage 1, 2 and 3 shall go to the personal files of the employee.

5.2 External Victims/Harassers

- a) If any person outside CTC is believed to be the victim of sexual abuse and exploitation or harassment, the victim will be guided and referred to the concerned department for dealing with the matter.
- b) If any person outside CTC is believed to be the harasser, CTC will take up the case and will report it to the concerned department/organization.

¹ Please see annex-1



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6. Breach of policy:

Sexual exploitation and abuse constitute acts of gross misconduct and are therefore grounds for termination of employment or assignment as the case may be.

Employees who are found guilty of minor harassment or reported for the first time may face the following consequences:

- 1. Counseling and sensitization
- 2. Demotion
- 3. Warning letter
- 4. Negative performance review
- 5. Denied promotions and salary increases for 1 year.

The employees who shall repeat the minor harassment shall face disciplinary actions in the form of termination of employment contract.

7. Review Process

This policy will be reviewed every year by the HR Team in consultation with the Managing Director and the directors of the concerned departments, unless an earlier need is identified by Management, or HR.



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Annex 1

Degrees of	Harassment
Serious	Minor
Sexually suggestive written comments including verbal, message sent through SMS Unwelcome sexual advances of any sort; Serious discrimination in allocating work based on	An argument between two involving yelling / shouting. Use of derogatory, racial, discriminatory remarks
gender, caste, religion. Nepotism and undue influence.	Insulting by making personal remarks
Physical Abuse (pushing or any other means of inflicting physical harm) Blackmailing and Exploitation. Repeatedly instigating someone to react by indulging them in baseless arguments Use of abusive language Slandering, Bullying Abuse of authority (asking for non-sexual favors) Collecting fines from subordinate staff under duress.	Deliberate lack of Supervision Or poor supervisor's attitude
Promising recruitment, promotion, increments for sexual or non-sexual favours. Abuse of authority (sexual favours) i.e., Threatening loss of job/ wrongly reporting where staff fails to accept request for date / sex or any other favours. Retaliation.	Intentionally providing misinformation to the senior supervisor. Misuse of power for granting excessive or unnecessary leaves (3 or less days) or anything in which his /hor approved is as a wind.
Intentional and unwanted physical contact that makes the staff uncomfortable such as touching, grabbing etc. Repeated bullying Victimized for lodging a formal complaint.	which his/her approval is required



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Annex-2

CTC PSEAH Acknowledgement Form

Name of employee	/consultant/ Vendor: _	MAHRUKH	MUGHAL	342 8
Position:	PROTECT	ASSOCTATE		
Department:	HR	(CBV)		
				v 40
I have received, re manual.	ad and I fully understa	nd the CTC PSE	AH policy included	in the CTC ESR
	ntents and agree to complure to comply may resu			subject policy and
Date: 20 Septer	wher 2000 Signature	:		
in the second	Same us I Ville			

Please sign and return to HR Team. This document will be filed in the employee's personal file.

CHIP TRAINING & CONSUL TING

JOINING REPORT BY A NEW EMPLOYEE

Name of the Employee	MAHRUKH	MUGHAL	n		
Position appointed to	Project	Associate	1	h 1 / 1	
Department and/or Location of appointment	V			(4 L	
CNIC#	54406-9746309-4				
CNIC Expiry Date			1	:%	
Date of Joining	20 september 2022				
Date and Ref. No. of appointment letter	,				
Supervisors Comments	A Laid Word Person, Will and potentia	Ling and a full co-	operati	on	
Supervisors Signature	Jasa De	agar L		* = 1	