

Oct-24

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:

AM Finance

1. PERSONAL INFORMATION

1.1	Full Name	Muhammad Afzal
1.2	NIC No.	34402165583
1.3	Date of Birth	11-03-1971
1.4	Father's Name	Ghulam Nabi
1.5	Marital Status	Married
	Spouse or next of Kin	My Wife (Misbah Talib)
	No. of Children	Three
1.6	Permanent Address	Mohala Faisal Pura Shoukat Street Pura, Near Dara Ghulab Shah, Gujrat
1.7	Present Residential address	House # 17/3, Street # 3, Affandi Colony, Sadaqabad, Rawalpindi
1.8	Phone Numbers	03335291972 ,
1.9	E-mail address	Muhammadaafzal_512@yahoo.com

2. Bank Details

Account Title (Name of Ac Holder)	Muhammad Afzal Gondal , Soneri Bank
Account No.	IBAN: PK51SONE00011602051158865
Bank Name & Branch	Soneri Bank, Blue Area Branch

3. QUALIFICATIONS

List your last two academic qualifications

Year	Institution	Cert. / Degree obtained	Main Subjects	Grade / Div.
Cont	ICMA	Finalist	Accounts, Finance,Tax,Law	

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	Taxocrate Private Limited
4.2	Employer's Address	
4.3	Duration	2014 to date
4.4	Your Last Job Title	Chief Manager Audit & Accounts
4.5	Main Duties	<ul style="list-style-type: none"> Streamlined bookkeeping processes and handled computerized accounting. ,Internal Audit, client interactions.
4.6	Name & Title of your immediate boss	Syed Mohsin Sb
4.7	Gross Monthly Pay	85000 Plus Travelling Cost and Fuel

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
Feb 2009 - Feb 2014	Extreme Engineering Solution Pvt. Ltd.	Sr. Manager Finance & Accounts	Final Accounts,Parties Dealing,Banks,Internal Control,Branches ControlBudgeting,Salaries Checking, Import, Annual Return, Manual to computerized accounts
2006 to 2008	Vision Pharmaceuticals Pvt. Limited (Islamabad	Manager Finance	same

2004 to 2006	Al Haram City/Daily Asas Publication (Rawalpindi)	Finance Manager	Reported to the Board and managed funds. Prepared financial statements and reconciled ledgers.
			Handled tax matters, staff management, and project costing. Tax matters, Salaries, Parties,

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?	Yes
6.4	What are your salary and benefits expectation?	

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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)

7.1	First Referee	Name	Malik Shezad sb
		Nature of association with you.	Financial consultant ,Senior
		Organization Name and Address	CEO
		Phone Number	03335104243
		Email Address	shehzadmalikandco@gmail.com
7.2	Second Referee	Name	Rehan sb
		Nature of association with you.	CEO
		Organization name and Address	EES Pvt LTD, 65-E, PAK PAVILION PLAZA M.FLOOR,FAZAL-UL-HAQ RD, BLUE AREA, ISLAMABAD.
		Phone Number	051-2348316,info@eespak.com
		Email Address	info@eespak.com

Note: CTC reserves the right to reject any or all applications without assigning a reason(s) or redo the recruitment process if a suitable candidate is not identified during the process. As an employer, CTC maintains a zero-tolerance policy for all kinds of sexual misconduct. Therefore, all potential candidates will be subjected to rigorous background checks and controls.

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: Alza

