



Muhammad Hanif

Date of birth: 4 Feb 1992 •

Nationality: Pakistani

CONTACT

Malik Abdul khaliq Road
nawa killi Quetta,
83700 Quetta, Pakistan
(Home)

muhammadhanifkhilji@gmail
.com

(+92) 3003877007

Private MA
Computer - DIT
→

Strength: Sincere
Salary: Expectation: 50K

WORK EXPERIENCE

6 SEP 2017 - 30 JUL 2019 Quetta, Pakistan

● Skillfull Grammar High School Quetta Computer Teacher

Students learn about how computers work, including the basic science and mathematics behind their operation and the hardware and software.

5 SEP 2019 - 10 APR 2021 Quetta, Pakistan

● Al-Khidmat Foundation NGOs Field Mobilizer

Proffered working experience in implementing food security projects or involved in ration distributions.

3 JUN 2022 - CURRENT Quetta, Pakistan

● CTC (CHIP Training and Consulting PVT-LTD) Field Mobilizer

1. To mobilize and engage with communities in the field, where CBV project activities are being carried out.
2. Involves coordination with communities,
3. Field data collection,
4. Potential candidate locality verification
5. Logistic distribution

EDUCATION AND TRAINING

2018 - 2020 Quetta, Pakistan

● M.A (Master of Arts) UOB(University of Baluchistan) Quetta

Address Saryyab road Quetta, Quetta, Pakistan | Field of study English literature | Final grade second Position

2015 - 2017

● B.Sc (Bachelor of Science) Govt-Science college Quetta

Address Jinna Road near civil Hospital Quetta | Field of study Computer Science

2010 - 2012

● ICS (intermediate of Computer Science) Mussa college Quetta

Address gulistan road marri abad Quetta | Field of study Computer Science

2008 - 2010

● Matric Crescent Public High School Quetta

Address Jinnah Town Quetta

LANGUAGE SKILLS

MOTHER TONGUE(S): Pashtu

OTHER LANGUAGE(S): Urdu, English


DIGITAL SKILLS

Microsoft Office | Microsoft Word | Microsoft Powerpoint

CHIP Training & Consulting (Pvt) Ltd
INTERVIEW ASSESSMENT SHEET

| | |
|-------------------|-------------------|
| Candidate's Name | Muhammad Hanif |
| Position | Project Associate |
| Date of Interview | 05-01-2024 |

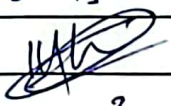
| Areas of Assessment | Guiding Points | Marking Criteria | Max Marks* | Marks Awarded | Remarks, if any |
|---------------------------|---|---|------------|---------------|---------------------------------|
| Personality | Appearance, Dressing | Interviewer should assess whether s/he properly dressed up for the interview=2, Not=0 | 2 | 2 | |
| Conduct during Interview | General conduct/Communication with coordinators and panel members | Satisfactory=3, Normal=1, Poor=0 | 3 | 3 | |
| Qualification | Relevant qualification as per TORs or Master level qualification however not relevant | Relevant Qualification= 5, Not Relevant= 2 | 5 | 5 | M.A Eng BSC Computer Science |
| 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 | 4 | 05 Years |
| 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 | 4 | Average |
| 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 | 3 | Above Average |
| 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 | 3 | Average |
| Personal Attributes | Competencies (Integrity, ambition, initiative, learning aptitude) | As per Panel members judgment | 5 | 4 | Above Average |
| Communication Skills | Effectively expressing and conveying ideas in response to questions | Ask questions on strength and weaknesses & mark accordingly | 8 | 5 | Good |
| Total Score | | | 50 | 33 | |

| | |
|-------------------------|---|
| Overall Remarks | Currently free, worked as Field Mobilizer with CTC overall Good Candidate. |
| Interviewer's Signature |  |
| Interviewer's Name | Victor John M. Basil |

CHIP Training & Consulting (Pvt) Ltd
INTERVIEW ASSESSMENT SHEET

| | |
|-------------------|-------------------|
| Candidate's Name | Muhammad Hanif |
| Position | Project Associate |
| Date of Interview | 05-01-2024 |

| 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 | |
| Conduct during Interview | General conduct/Communication with coordinators and panel members | Satisfactory=3, Normal=1, Poor=0 | 3 | 3 | |
| Qualification | Relevant qualification as per TORs or Master level qualification however not relevant | Relevant Qualification= 5, Not Relevant= 2 | 5 | 5 | Masters in English & B.S in Computer Science |
| 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 | 4 | overall 5 years experience |
| 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 | 4 | Avg |
| 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 | 3 | Above Average |
| 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 | 3 | Average |
| Personal Attributes | Competencies (Integrity, ambition, initiative, learning aptitude) | As per Panel members judgment | 5 | 4 | Good |
| Communication Skills | Effectively expressing and conveying ideas in response to questions | Ask questions on strength and weaknesses & mark accordingly | 8 | 5 | Good |
| Total Score | | | 50 | 33 | |

| | |
|-------------------------------|--|
| Overall Remarks 2nd option | Overall he has 5 years working experience and worked as field mobilizer with CIC. He has relevant qualification and is recommended for the position. |
| Interviewer's Signature |  |
| Interviewer's Name | Bilal Ahmed M. Bani |

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
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:

Project Associate

Expected Date of Induction training if selected:

YYYY/MM/DD -

1. PERSONAL INFORMATION

| | | |
|-------|---|--|
| 1.1 | Full Name | Muhammad Hanif |
| 1.2 | CNIC No. | 54401-1322324-9 |
| 1.3 | Other identification number if CNIC not available | |
| 1.4 | Date of Birth (DOB) (YYYY/MM/DD) | 04-02-1992 |
| 1.4.1 | Check DOB (tick any one) | <input checked="" type="checkbox"/> Day, Month, Year available <input checked="" type="checkbox"/> Only Year available <input type="checkbox"/> DOB not mentioned |
| 1.5 | Father's Name/Husband Name i.e. Next of Kin | Abdul Sattar |
| 1.6 | Relationship with Applicant | Father |
| 1.7 | Marital Status | Un-married |
| | Gender | Male |
| | Tribe | ChailZai |
| | Ethnicity | Pashtoon |
| 1.8 | Language | Pashtoon |
| | Permanent Address | Malak Abdul Khaliq Road Nawa Killi |
| | District and Union council | Quetta - Sahbzada. |
| 1.9 | Present address | Same as above |
| 2.0 | Contact details | Mobile 03003877007 Residence |
| | | Office E-mail |
| 2.1 | Last Qualification | M.A (English Literature) (Computer & B.Sc) |

| 2. QUALIFICATIONS | | | | |
|---|------------------------|--------------------------|--------------------|--------------|
| List all your academic and technical qualifications, starting with the school certificate (Matriculation) | | | | |
| Year | Institution | Cert. / Degree obtained | Main Subjects | Grade / Div. |
| 2017 | Balochistan University | B.A. B.S.c | Computer Science | Second |
| 2020 | Balochistan University | M.A | English Literature | Second |


| 3. PRESENT EMPLOYMENT | | |
|--|-------------------------------------|-----|
| Give details of your present employment. | | |
| If you are currently unemployed, 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 EXPERIENCE | | | |
|---|----------------------------|--|--|
| List all the previous jobs held by you, starting from the earliest. | | | |
| From/ To | Employer's Name & Address | Position held by you when you left this employer | Main duties performed by you |
| 1 Year | M. Harif Alawa Milli Harif | Field mobilization | Mobilizing in area Housing candidates. |
| 2 Years | | As Teacher | Teaching computer subject. |
| 1.5 | Harif | Field mobilized | Ratio distribution. |

| 5. REFEREES | | | |
|---|----------------|--------------------------------|-------------------------|
| Give details of three referees, not related to you by blood or marriage, who can vouch for your character and work experience | | | |
| 5.1 | First Referee | Name | Sangeen Khan |
| | | Address | Maula Milli atar |
| | | Contact Phone No. | 0335-2702174 |
| | | Nature of association with you | 0335-2702174 |
| 5.2 | Second Referee | Name | Hassan Khan |
| | | Address | Channan Housing |
| | | Contact Phone No. | 0313-8321410 |
| | | Nature of association with you | |
| 5.3 | Third Referee | Name | |
| | | Address | |
| | | Contact Phone No. | |

| | | |
|-------------------------------|--|-------------------------|
| | Nature of association with you | |
| 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? If so, give full details. | NO |
| 6.3 | Give any other information not covered by this form which in your opinion is relevant to your application. | NO |
| 6.4 | If an offer is made to you, how soon can you join us? | Soon as possible |
| 6.5 | What are your salary and benefits expectations? | as' organization policy |

| | |
|---|--|
| 7. SUITABILITY TO THE POSITION | |
| Briefly explain why you consider yourself suitable for the position you have applied for. | |
| <p>I have many Experience in different organization, With confidence I will Sincere this job thats why I consider myself for this position.</p> | |

| | |
|--|---|
| 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. | |
| Date: dd/mm/yyyy 05-1-2024 | Candidate's Signature  |

DECLARATION FORM

(TO BE FILLED BY THE EMPLOYEE)

I Muhammad Hanif S/D/W/O Abdul Sattar, holding
CNIC 54401-1322324-9, Resident of Nawa Kili, UC
Sabzda Nawa Kili, Tehsil Chittar Taluk, District Quetta Employee
for the position of With CHIP Training & Consulting (Pvt) Ltd under its
third party contract for COMnet Project, do hereby declare as under:

1. That, I have not enrolled myself in any program in any college/university which comes under the category of regular studies and that currently I am not taking any regular classes.
2. That, I am not employed by any government department or private organizations neither have I any private business registered in my name nor am active partner in family business.
3. I shall be bound to declare - during the course of my employment - any of the above mentioned scenarios.
4. If found making a false or misleading statement when applying for this position with the company, I will be liable to instant dismissal, without benefits, on discovery of such falsehood or misrepresentation.

The following are the details of my regular studies or dual job, if any:

| Name | Regular Student of | Department/ Institute Name | Working as employee with (Govt/Private) | Department /Organization name | Private business, if any | Any other part time job |
|------|--------------------|----------------------------|---|-------------------------------|--------------------------|-------------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |

Declaration: I do hereby solemnly affirm and declare that the information provided above is true and correct and nothing has been concealed therein.

Signature

[Handwritten Signature]

Date: 05-01-2024

CHIP Training & Consulting (Pvt). Ltd
Declaration Form of Candidate for Residential Address
 (To be filled & signed by Candidate)

| | | | | | | | | | | | | | | | | |
|--|--|------------------------------------|-----------|---------------------------|-----------|---------------------|-----------|--|----------|--|------------|--------------------|---------------|--------------|----------|--------|
| Name of Candidate as per CNIC: | muhammad Hanif | | | | | | | | | | | | | | | |
| S/D/W of; | Abdul Sattar | | | | | | | | | | | | | | | |
| CNIC NO: | 5440113223249 | | | | | | | | | | | | | | | |
| Position Applied: | | | | | | | | | | | | | | | | |
| Permanent address as per CNIC: | <table border="1"> <tr> <td>House No:</td> <td>Nawla Milli Labour colony</td> </tr> <tr> <td>Street #:</td> <td>Labour colony</td> </tr> <tr> <td>Mohallah:</td> <td></td> </tr> <tr> <td>Village:</td> <td></td> </tr> <tr> <td>Sector/UC:</td> <td>Sabzada Nawa Milli</td> </tr> <tr> <td>Town /Tehsil:</td> <td>Chilton Town</td> </tr> <tr> <td>District</td> <td>Quetta</td> </tr> </table> | | House No: | Nawla Milli Labour colony | Street #: | Labour colony | Mohallah: | | Village: | | Sector/UC: | Sabzada Nawa Milli | Town /Tehsil: | Chilton Town | District | Quetta |
| House No: | Nawla Milli Labour colony | | | | | | | | | | | | | | | |
| Street #: | Labour colony | | | | | | | | | | | | | | | |
| Mohallah: | | | | | | | | | | | | | | | | |
| Village: | | | | | | | | | | | | | | | | |
| Sector/UC: | Sabzada Nawa Milli | | | | | | | | | | | | | | | |
| Town /Tehsil: | Chilton Town | | | | | | | | | | | | | | | |
| District | Quetta | | | | | | | | | | | | | | | |
| Current Residential Address: (Kindly don't fill this section if permanent and residential addresses are same) | <table border="1"> <tr> <td>House No:</td> <td>Malak Abdul Khan Road</td> </tr> <tr> <td>Street#</td> <td>Abdul Khalique Road</td> </tr> <tr> <td>Mohallah:</td> <td></td> </tr> <tr> <td>Village:</td> <td></td> </tr> <tr> <td>Sector/UC</td> <td>Sabzada Nawa Milli</td> </tr> <tr> <td>Town /Tehsil:</td> <td>Chilton Town</td> </tr> <tr> <td>District</td> <td>Quetta</td> </tr> </table> | | House No: | Malak Abdul Khan Road | Street# | Abdul Khalique Road | Mohallah: | | Village: | | Sector/UC | Sabzada Nawa Milli | Town /Tehsil: | Chilton Town | District | Quetta |
| House No: | Malak Abdul Khan Road | | | | | | | | | | | | | | | |
| Street# | Abdul Khalique Road | | | | | | | | | | | | | | | |
| Mohallah: | | | | | | | | | | | | | | | | |
| Village: | | | | | | | | | | | | | | | | |
| Sector/UC | Sabzada Nawa Milli | | | | | | | | | | | | | | | |
| Town /Tehsil: | Chilton Town | | | | | | | | | | | | | | | |
| District | Quetta | | | | | | | | | | | | | | | |
| Signature & Date: | Date of Form Filling: 05-01-2024 | Signature of Applicant: H. Khan | | | | | | | | | | | | | | |

Staff Undertaking for Criminal Record

Have you ever been convicted or found guilty by a Court of any offence in any country? Yes/No

Have you ever been involved in any of the following act:

- Misuse of official information Yes/No ✓
- Misappropriation of funds Yes/No ✓
- Physical assault to staff and colleagues Yes/No ✓
- Involvement in terrorist activity Yes/No ✓
- Indirect support or advocate of terrorism of any kind Yes/No ✓

Declaration

I declare that all the information provided above is correct

I understand that I may be subject to disciplinary action if I am appointed and I've given false information or withheld relevant details. I also understand that company has the right to deduct payments upto or equal to the salary I've withdrawn till the date of such action, on account of fine for providing false information.

I agree that company may get verified my credentials and records from all applicable sources.

Name: Muhammad Haniff

CNIC No: 84401-1322324-9

UC: SahbZada

District : Quetta.

Signature : Haniff