

Chip Training & Consulting (Pvt) Ltd
Initial Employment Application Form**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: **Assistant Supervisor**

1. PERSONAL INFORMATION

1.1	Full Name	Shah Zeb
1.2	CNIC No.	16101-3847589-9
1.3	Date of Birth	30/03/1994
1.4	Father's Name	Alam zaib khan
1.5	Marital Status	Married
1.6	Permanent Address	Garhi ismail zai, Garhi kapura, District Mardan
1.7	Present Residential address	Garhi ismail zai, Garhi kapura, District Mardan
1.8	Phone No/Email Address	0313-9669337 / shahxaib452@gmail.com

2. Bank Details

Account Title (Name of Ac Holder)	Shah Zeb
Account No.	0010066039250018
Bank Name & Branch	Allied Bank (0310)

2. QUALIFICATIONS

List only last two academic qualifications

Year	Institution	Degree obtained	Main Subjects	Grade / Div.
2016	Abdul wali khan University, mardan	BS- Computer Science	Computer Science	A

3. 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.

3.1	Employer Name and Address	Directorate General Health Services, old Fata Secretariat, Warsak road, Peshawar
3.2	Duration	2 years, 8 Months
3.3	Last Job Title	Data Management Officer
3.4	Main Duties	<ul style="list-style-type: none"> Maintained COVID-19 Health care capacity and Occupancy Daily Reports, Weekly reports. Maintained COVID-19 Waste management system on daily basis. Improved COVID-19 Death's data by reporting over 6000 COVID-19 Deaths of KP, swiftly and accurately to NCOC. Provided regular support to logistic section to plan and distribute equipment of Public Health Lab (PHL) by providing insights. Developed and disseminated standardized reporting templates for use in reporting facilities and DHO offices. Improved quality of data through random checks of district-wise data for accuracy and completeness. Assisted the management to plan and develop strategies by using data and information as meaningful insights. Improved IPMS through customizations by regularly working with developers. Maintained excellent relationships with focal persons of districts and Health Facilities for coordination and cooperation.
3.5	Name & Title of your Immediate boss	Dr. Irfan Ali shah, Deputy Director Public Health
4.7	Gross Monthly Pay	85000

5. PAST WORK EXPERIENCE

- List two previous jobs held by you, starting from the earliest.

From /To	Employer's Name and Address	Designation	Job Title	Main Duties
Oct 2019 – Sep 2020	Directorate Health services, Fata secretariat, District Khyber, Pakistan (UNICEF Supported)	MIS/Logistic Assistant	.	<ul style="list-style-type: none"> Ensure smooth reporting of MNCH, EPI, Nutrition & FP data on standard project formats to district health office, district administration and UNICEF office as per agreed timelines. Ensure that the communication flow from district to provincial office is maintained. Maintain the leave management system, ensure all leave records etc are properly maintained. Maintain continuous liaison with field teams for timely collection, collation, analysis & reporting of project data with keen focus on accuracy & completeness. Assist provincial health office in conducting baseline/endline surveys and/or other studies, in close coordination with provincial DoH & administration. Maintain close coordination & liaison with district DHIS focal person for data management & information sharing. Perform regular analysis of the project data in reference to the Result Matrix/Log frame and give feedback to the field teams on course correction. Maintain regular supply of all required Stationery and reporting formats to the field teams. Ensure close tracking of medical supplies including CDK, NBK, medicine and nutrition supply from donor/partners. Support team leaders in preparation of the monthly MCD micro-plans and coordinate the availability and monitoring of vehicles (with proper maintenance of Log-books). Maintain supply chain for project supplies, with proper warehousing protocols in place. Use of stock registers, bin cards, GRN and other tools for supplies tracking.

Apr 2019 – Jul 2019	Zia Masood Kiani & Co. (UNICEF Supported)	MIS/Logistic Assistant	<ul style="list-style-type: none"> • Ensure smooth reporting of MNCH, EPI, Nutrition & FP data on standard project formats to district health office, district administration and UNICEF office as per agreed timelines. • Ensure that the communication flow from district to provincial office is maintained. • Maintain the leave management system, ensure all leave records etc are properly maintained. • Maintain continuous liaison with field teams for timely collection, collation, analysis & reporting of project data with keen focus on accuracy & completeness. • Assist provincial health office in conducting baseline/endline surveys and/or other studies, in close coordination with provincial DoH & administration. • Maintain close coordination & liaison with district DHIS focal person for data management & information sharing. • Perform regular analysis of the project data in reference to the Result Matrix/Log frame and give feedback to the field teams on course correction. • Maintain regular supply of all required Stationery and reporting formats to the field teams. • Ensure close tracking of medical supplies including CDK, NBK, medicine and nutrition supply from donor/partners. • Support team leaders in preparation of the monthly MCD micro-plans and coordinate the availability and monitoring of vehicles (with proper maintenance of Log-books. • Maintain supply chain for project supplies, with proper warehousing protocols in place. • Use of stock registers, bin cards, GRN and other tools for supplies tracking.
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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?	Immediately
6.4	What are your salary and benefits expectation?	Above 100000

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

7.1	First Referee	Name	Dr. Irfan Ali shah
		Organization Name and Address	Directorate General Health Services, KP
		Phone No and Email	03005977667, syedirfanshah@gmail.com
		Nature of association with you.	Immediate boss
7.2	Second Referee	Name	Dr. Abdullah Khan
		Organization Name and Address	Khyber Pakhtunkhwa Merged District Support Program (KPMD) Directorate Health Services, Fata
		Phone No and Email	03349158221, Abdullahkhan.rph@gmail.com
		Nature of association with you.	Immediate boss

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: 05/04/2024

Candidate's Signature: _____