

**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: *Training and Audit Specialist-Jebelum*

**1. PERSONAL INFORMATION**

1.1	Full Name	Zubaria Mukhta
1.2	NIC No.	3840111515156
1.3	Date of Birth	12-06-1993
1.4	Father's Name	Mukhtar Ahmad
1.5	Marital Status	Single
	Spouse or next of Kin	
	No. of Children	
1.6	Permanent Address	Chak no. 4SB, Bhalwal, Distt. Sargodha
1.7	Present Residential address	Rafay Girls Hostel, New Garden Town, Lahore
1.8	Phone Numbers	+92 307 4805588
1.9	E-mail address	<a href="mailto:Zaibwarraich3@gmail.com">Zaibwarraich3@gmail.com</a>

**2. Bank Details**

Account Title (Name of Ac Holder)	Zubaria Mukhtar
Account No.	01004907601
Bank Name & Branch	Standard Chartered Bank, Lahore

### 3. QUALIFICATIONS

*List your last two academic qualifications*

Year	Institution	Cert. / Degree obtained	Main Subjects	Grade / Div.
2014-2016	University of Sargodha	Master of Arts (M.A)	Social Work	1 <sup>st</sup> (2.98/4.00)
2012-2014	Govt. College for Women, Bhalwal, District Sargodha	Bachelor of Arts (B.A)	Economics	1 <sup>st</sup>

### 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	Chip Training & Consulting
4.2	Employer's Address	CTC House, Fayaz Market, G-8/2, Islamabad
4.3	Duration	December 2021 to present
4.4	Your Last Job Title	Wet Stock Analyst
4.5	Main Duties	<ul style="list-style-type: none"> <li>Collecting and analysing Wet Stock data from the Lahore region retail site (61 retail Sites) on a daily basis.</li> <li>Conducting site visits to investigate discrepancies and ensure data accuracy.</li> <li>Providing orientation on the process of maintaining Wet Stock Management (WSM) data.</li> <li>Managing the preparation of daily, weekly, and monthly reports at the national level.</li> <li>Reporting findings and insights to the Line Manager.</li> <li>Product loss investigation conduct on retail sites on need basis</li> </ul>
4.6	Name & Title of your immediate boss	Muhammad Ishfaq (Project Manager)
4.7	Gross Monthly Pay	50,000/-

### 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
----------	---------------------------	-------------	-------------

<p>December 2019 December 2021</p>	<p>Greenstar Social Marketing Pakistan Limited H-13, Afghan Refugee Clinic, Islamabad</p>	<p>Senior Officer – Supervisor</p>	<p><b>Afghan Refugee Clinic (ARC), Islamabad, Pakistan</b></p> <ul style="list-style-type: none"> <li>• Acting as a supervisor overseeing various operational aspects at the Afghan Refugee Clinic.</li> <li>• Managing email correspondence and communication channels with higher management.</li> <li>• Handling finance management tasks, including budgeting and expenditure tracking.</li> <li>• Organizing and conducting meetings with staff and stakeholders.</li> <li>• Arranging seminars and camps as required.</li> <li>• Recording and maintaining various office documents such as patient records, medicine inventory, and employee records.</li> <li>• Generating daily, weekly, and monthly reports on clinic activities.</li> <li>• Managing employee personal records and leave schedules</li> </ul>
<p>October 2018 - November 2018</p>	<p>Oxford Police Management - Sargodha</p>	<p>Field Enumerator</p>	<p><b>Project: Stop Diarrhoea Initiative Project</b></p> <ul style="list-style-type: none"> <li>• Conducting data collection activities as part of the Stop Diarrhea Initiative in the sample localities.</li> <li>• Gathering relevant information and data from designated areas or communities.</li> <li>• Following prescribed protocols and methodologies for data collection.</li> <li>• Ensuring accuracy and completeness of collected data.</li> <li>• Adhering to project timelines and objectives.</li> <li>• Collaborating with project supervisors and team members to achieve project goals and on time reporting through organizational application and server.</li> </ul>

June 2018 to September 2018	Apex Consulting Pakistan-Sargodha	Field Enumerator	<p><b>Project: Women Economics and Social Well-being (WESW) in the Punjab</b></p> <ul style="list-style-type: none"> <li>• Conducting field data collection activities as part of the "Women Economics and Social Well-being (WESW) in the Sargodha, Punjab.</li> <li>• Collaborating with two other organizations under the supervision of the Bureau of Statistics and Punjab Commission on the Status of Women.</li> <li>• Following prescribed methodologies and protocols for data collection.</li> <li>• Ensuring accuracy and completeness of collected data.</li> <li>• Adhering to project timelines and objectives.</li> <li>• Working closely with project supervisors and team members to achieve project goals</li> </ul>
November 2017 to February 2018	Bureau of Statistics, Gov.t of Punjab Sargodha Division	Observer	<p><b>Project: Multiple Indicator Cluster Survey (MICS)</b></p> <ul style="list-style-type: none"> <li>• Ensuring the quality of data collected by enumerators.</li> <li>• Conducting household interviews to verify data accuracy and completeness.</li> <li>• Performing back-checks and spot-checks to validate collected information.</li> <li>• Conducting water tests as required.</li> <li>• Taking measurements of children including height and weight.</li> <li>• Reviewing and editing data as an editor when necessary.</li> <li>• Checking enumerators' hard forms for accuracy and completeness.</li> <li>• Observing interviews conducted by enumerators to identify any issues or discrepancies. Synchronizing collected data with the head office to ensure timely processing and analysis.</li> </ul>
March 2017 to February 2018	Prime Minister Youth Internship Program	Intern	<ul style="list-style-type: none"> <li>• Internship in the office of Chamber of Commerce Sargodha.</li> <li>• Assisting in administrative tasks related to Business affairs.</li> <li>• Supporting the Chamber of Commerce office with various office duties.</li> <li>• Learning and applying business policies and procedures in the area.</li> <li>• Participating in meetings and workshops.</li> <li>• Completing assigned tasks and projects under the supervision of senior staff members.</li> </ul>

### 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?	I am currently employed of CTC and will join ASA management allowed.
6.4	What are your salary and benefits expectation?	As per organizational policy and standard

### 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	Muhammad Ishfaq
		Nature of association with you.	Line Manager
		Organization Name and Address	CTC
		Phone Number	0345-5009637
		Email Address	<a href="mailto:ishfaq@ctc.org.pk">ishfaq@ctc.org.pk</a>
7.2	Second Referee	Name	Obaid Ullah Shah
		Nature of association with you.	Project Manager
		Organization name and Address	Greenstar Social Mrk (Guaranteed) Limited
		Phone Number	0300-7632774
		Email Address	<a href="mailto:obaidullah@greenstar.org.pk">obaidullah@greenstar.org.pk</a>

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: 26 July 2024

Candidate's Signature: Zubaria Mukhtar