

CHIP Training & Consulting (Pvt) LTD. (CTC)

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.

*Affix a recent passport sized,
 colour photograph here.*

Position applied for

1. PERSONAL INFORMATION

1.1	Full Name	Muhammad Aashad	
1.2	NIC No.	38401-0362252-1	
1.3	Date of Birth	28, Sept. 1978	Age on last birthday: 41 years
1.4	Father's Name	Muhammad Sultan	
1.5	Marital Status	married	
	Spouse or next of Kin	Aasiya Perveen Aashad	
	No. of Children	02	
1.6	Permanent Address	House #551, Main Udaid Road, Sector: Vip Affiliation,	
1.7	Present Residential address	Airport Employees Cooperative Housing Society, Rwp.	
1.8	Phone Numbers	Mobile 0311-5563318	Residence Office
1.9	E-mail address	aashadkadam@hotmail.com.	

2. Bank Details

Account Title (Name of Ac Holder)	Muhammad Aashad
Account No.	1742 790 15 37003
Bank Name & Branch	HBL - Shalimar Rewarding Branch, H-9, Islamabad.

3. QUALIFICATIONS

List all your academic and technical qualifications, starting with the school certificate (Matriculation)

Year	Institution	Cert. / Degree obtained	Main Subjects	Grade / Div.
2015	Preston Uni.	M. Phil	Finance	3.9/4
2007	ICMA ICMAP	ACMA	Finance, Tax, Audit	A/1st
1998	Punjab Uni.	B.Com.	Accounts	1st.
1996	P.B.T.E. Lahore	D.Com.	Accounts	1st.
2005	PIPFA	APFA	Public Finance	A
2010	AAIA-UK	AAIA	International Acctt.	A

4. 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.

4.1	Name of the Employer	National Testing Service, Pakistan.
4.2	Employer's Address	H-8 (Islamabad).
4.3	Date of Joining	16-12-2005
4.4	Your Last Job Title	Sr. Manager (Internal Audit)
4.5	Main Duties	Head of Internal Audit Department.
4.6	Name & Title of your immediate boss	CEO, Brig. (R) Dr Tayyab Akram.
4.7	Gross Monthly Pay	Rs. 159,000/-

5. 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
10/2000 to July 2002	Islamabad Club.	Accounts Asst.	Maintenance Section Accounts.
July-2002 to Feb-2003	Nexst Era Communication. Pvt. Ltd.	Admin & Accounts Officer	Head of Admin & Acct. Department.
Feb-2003 to Dec. 2005	IESCO.	Accounts officer.	IESCO Stores Accounts at Chakwal, Jhelum.
Dec. 2005 to July 2012	NTS	Manager Finance	Head of Finance.

July 12 to Feb-2017	COMSATS University.	Dy. Treasurer.	Head of Treasury & H.R. of Virtual Campus.
Feb-2017 to June-20.	NTS.	Sr. Manager Internal Audit.	Head of Internal audit.

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	Shahzad Ahmad Malik
		Address	Malik & Co. Munce Road Rwp
		Contact Phone No.	0333-5104243
		Nature of association with you.	Professional Relationship, ICMAP
5.2	Second Referee	Name	Ms. M. Adeel. Head of Finance/Audit
		Address	National Testing Service Pakistan
		Contact Phone No.	0345-8558207
		Nature of association with you.	Office Colleague.
5.3	Third Referee	Name	Dr. Shahzad Sarfraz
		Address	HoD. FAST University - Faisalabad
		Contact Phone No.	0333-8472276
		Nature of association with you.	Cousin + COMSATS Colleague.

6. GENERAL INFORMATION

6.1	Do you suffer from any serious ailment, or disability? If so, give details.	N.A.
6.2	Have you ever been tried or convicted for any crime? If so, give full details.	N.A.
6.3	Give any other information not covered by this form which in your opinion is relevant to your application.	worked as visiting faculty of Accounts, Taxation, Org. Behaviour Trainer of Management Sci. sub.
6.4	If an offer is made to you, how soon can you join us?	in ICMAP, CUI, PIPFA, F.U.U. immediate.
6.5	What are your salary and benefits expectation?	190,000+

6. SUITABILITY TO THE POSITION

Briefly explain why you consider yourself suitable for the position you have applied for.

Being Qualified Accountant and in possession of about 20 Years of experience in various fields from Public, Private, Not for Profit types of organizations and exposure to handle the financial, Administrative, Human Resource, Tax and Audit Matters, I am quite sure to prove myself as an asset to M/s CTC Private Ltd.

I believe upon targets accomplishment and keep the organizational goals and objectives in mind as a focus towards my work attitude.

Being associated in Educational and Examination/testing organization, I can contribute towards Teaching and Consultancy part of the CTC, Business.

Being Teacher of finance, Behavioral Sciences, Taxation and audit alongwith Applied knowledge of my field of study, helped me a lot to enhance the value and Market of my organizations, where I worked.

7. 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 may be subsequently discovered.

Date

Candidate's
Full
Signature





Document #: CTC-HR&OPS-F-7.2&3-028

Revision Date: 00

Title: Application for Employment

Revision # 00

Annexure D: Application for Employment with CTC

Chip Training & Consulting (Pvt) Ltd
Application for Employment**Instructions:**

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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:

*Manager Finance***1. PERSONAL INFORMATION**

1.1	Full Name	<i>Muhammad Arshad</i>
1.2	NIC No.	<i>38401-036 2252-1</i>
1.3	Date of Birth	<i>28-08-1978</i>
1.4	Father's Name	<i>Muhammad Sultan</i>
	Marital Status	<i>Married</i>
1.5	Spouse or next of Kin	<i>Asiya Perveen Arshad</i>
	No. of Children	<i>02</i>
1.6	Permanent Address	<i>House #551, Ulaid Road, V.P. Affiliation</i>
1.7	Present Residential address	<i>Arshad Housing Society, Rawalpindi</i>
1.8	Phone Numbers	<i>0311-5563345</i>
1.9	E-mail address	<i>arshadkashar@hotmail.com</i>

2. Bank Details

Account Title (Name of Ac Holder)	<i>Muhammad Arshad</i>
Account No.	<i>01100 5106-6</i>
Bank Name & Branch	<i>ABL 9-8 (Markaz)</i>

3. QUALIFICATIONS

List all your academic and technical qualifications, starting with the school certificate (Matriculation)

Year	Institution	Cert. / Degree obtained	Main Subjects	Grade / Div.
1999	ICMAP	ACMA		1st
2001	Boston Uni.	M. Phil.		1st
2006	Pandah Uni.	B. Com.		1st
2011	PBTE	D. Com.		1st

4. 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.

4.1	Name of the Employer	NTS
4.2	Employer's Address	H-8
4.3	Date of Joining	16-12-2005
4.4	Your Last Job Title	Sr. Manager Proc Internal Audit
4.5	Main Duties	Head of Internal Audit
4.6	Name & Title of your immediate boss	CEO - Brig ^(R) Tayyab Akram
4.7	Gross Monthly Pay	180000/-

5. PAST WORK EXPERIENCE

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



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From/
ToEmployer's Name &
AddressNTS H-8 SMIA
IESCO - Accounts Officer

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	Shahzad A. Malik
		Address	
		Contact Phone No.	0333-5104243
		Nature of association with you.	
5.2	Second Referee	Name	
		Address	
		Contact Phone No.	
		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.	N.A.
6.2	Have you ever been tried or convicted for any crime? If so, give full details.	N.A.
6.3	Give any other information not covered by this form which in your opinion is relevant to your application.	N.A.
6.4	If an offer is made to you, how soon can you join us?	immediate
6.5	What are your salary and benefits expectation?	200 K +



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6. SUITABILITY TO THE POSITION

Briefly explain why you consider yourself suitable for the position you have applied for.

7. 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 may be subsequently discovered.

Date

Candidate's
Full
Signature

حکومت پاکستان
قومی شناختی کارڈ
38401-0362252-1

نام: محمد ارشد
جنس: مرد
والد کا نام: محمد سلطان

علی ارشد حکیم
شناختی نمبر: کوئی نہیں
تاریخ پیدائش: 28/09/1978

دستخط سربراہ نیشنل
وکیل پاکستان



شناختی نمبر: 38401-0362252-1
نامیاتی نمبر: 97K7DW

موجودہ پیدائشی نمبر: 346
پیشہ نمبر: 11
پیدائشی نمبر: 1002
نام: محمد ارشد

مسکین پتہ: سردار عالم بازار، قاضی، تحصیل بہاول، ضلع سرگودھا

تاریخ اجراء: 31/03/2009
تاریخ نشیمن: 28/02/2019

محکمہ کارڈ پلے پراڈیسیٹری کس میں ڈال دیں

