

October 03, 2024.

To,  
The Director  
CTC, Islamabad.

**Subject: Internal Approval for Creating Offer Letter for New Staff**

Dear Madam,

Your approval is required to create offer letter for the newly hired staff in Islamabad and Karachi.

Name	Designation	Location	Salary and Benefits (PKR)
M. Afzal	Assistant Manager Finance	Islamabad	<ul style="list-style-type: none"><li>Gross Salary 150,000/- ✓</li><li>Post-paid Sim 2,000/- ✓</li><li>Death &amp; Disability Insurance 5,000,000/- ✓</li></ul>
Adeel Kaleem	Field Facilitator	Karachi - West	<ul style="list-style-type: none"><li>Gross Salary 42,000/-</li><li>Fuel Allowance: Maximum Limit 10,000/- (Payment on actual bills)</li><li>Post-paid sim 2,000/-</li><li>Death &amp; Disability Insurance 3,000,000/-</li></ul>
Hamza Ali	Field Facilitator	Karachi - East	<ul style="list-style-type: none"><li>Gross Salary 42,000/-</li><li>Fuel Allowance: Maximum Limit 10,000/- (Payment on actual bills)</li><li>Post-paid sim 2,000/-</li><li>Death &amp; Disability Insurance 3,000,000/-</li></ul>

Approved by:

Sarah Farooqui  
Director/CEO





Gross salary  
postpaid sin  
insurance.

150,000/2  
2000/2  
5,000,000/2

*[Signature]*

CHIP Training & Consulting (Pvt) Ltd					
INTERVIEW ASSESSMENT SHEET					
Candidate's Name	Muhammad Afzal				
Position	Assistant Manager Finance <del>&amp; Accounts</del>				
Location	Islamabad				
Monthly Remuneration Package					
Date of Interview	3rd October, 2024 (Thursday)				
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		
Conduct during Interview	General conduct/Communication with coordinators and penal members	Satisfactory=3, Normal=1, Poor=0	3		
Qualification	Relevant qualification as per TORs or Master level qualification however not relevant	Relevant Qualification= 5, Not Relevant= 2	5		
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		
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		
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		
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		
Personal Attributes	Competencies (Integrity, ambition, initiative, learning aptitude)	As per Panel members judgment	5		
Communication Skills	Effectively expressing and conveying Ideas in response to questions	Ask questions on strength and weaknesses & mark accordingly	8		
Total Score			50		
Overall Remarks	Total no. of experience 15 to 20 yrs, can manage tax matters, financial statements, started from 94, currently working as freelancer/Consultant.				
Interviewer's Signature	→ Sir Irfan conducted his interview.				



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

Position Applied for: Assistant Manager Finance & Accounts

**1. PERSONAL INFORMATION**

1.1	Full Name	Muhammad Afzal
1.2	CNIC No.	344021655683
1.3	Date of Birth	11-03-1971
1.4	Father's Name	Ghulam Nabi
1.5	Marital Status	Married
1.6	Permanent Address	Mohala Shoukat Pura, Near Dara Ghulab Shah, Gujrat
1.7	Present Residential address	Street No 3, Near Bskhtswsar Masjid Affandi Colony Rawalpindi
1.8	Phone No/Email Address	03335291972 / muhammadafzal-512@yahoo.com

**2. QUALIFICATIONS**

*List only last two academic qualifications*

Year	Institution	Degree obtained	Main Subjects	Grade / Div.
Con	ICMAP	CMA-Finalist	Accounting, Finance	

**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	<b>Taxocrate Private Limited</b>
3.2	Duration	2014 to date
3.3	Last Job Title	<b>Chief Manager Audit &amp; Accounts</b>
3.4	Main Duties	<ul style="list-style-type: none"> <li>Streamlined bookkeeping processes and handled computerized accounting, Internal Audit, client interactions.</li> <li></li> </ul>
3.5	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 two previous jobs held by you, starting from the earliest.*

From /To	Employer's Name and Address	Job Title	Main Duties
<b>Feb 2009 - Feb 2014</b>	<b>Extreme Engineering Solution Pvt. Ltd.</b>	<b>Sr. Manager Finance &amp; Accounts</b>	Final Accounts, Parties Dealing, Banks, Internal Control, Branches Control

## CURRICULUM VITAE

### MUHAMMAD AFZAL

**Contact Information:** Address: House # 17/3, Street # 3, Affandi Colony, Sadaqabad, Rawalpindi Cell: 03335291973 Email: Muhammadafzal\_512@yahoo.com

**Summary:** Motivated finance manager with over 15 years of experience leading successful teams. My skills include fund management, financial statement preparation and presentation, budgeting, variance analysis, project costing, supplier and customer relations, staff supervision, cost control, bank reconciliation, leasing, foreign currency account management, fixed asset supervision, branch office control, tax management, and day-to-day financial activities. I possess the ability to effectively handle complex assignments and work well both independently and as part of a team.

**Experience:** 10 yrs —

#### **Chief Manager Audit & Accounts | Taxocrate Private Limited | 2014-todate:**

- Led tax returns, internal audits, and client interactions.
- Streamlined bookkeeping processes and handled computerized accounting.

#### **Sr. Manager Finance & Accounts | Extreme Engineering Solution Pvt. Ltd. (Telecom Sector) | Feb 2009 - Feb 2014:**

- Reported to the Board of Directors and managed fund allocation.
- Prepared financial statements and monthly budget reports.
- Management of more than 25 suboffices
- Oversaw accounts receivables and payables, as well as project costing.
- Handled leasing, letter of credit, and assets management.
- Managed staff and reconciled bank accounts for multiple branches.

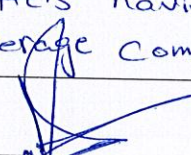
#### **Manager Finance | Vision Pharmaceuticals Pvt. Limited (Islamabad) | 2006-2008:**

- Reported to the Board and managed funds.
- Prepared financial statements and budgets.



• Gross Salary 42,000/=

• Fuel allowance with max limit of 10,000/=

CHIP Training & Consulting (Pvt) Ltd					
INTERVIEW ASSESSMENT SHEET					
Candidate's Name	Adeel Kaleem				
Position	Field Facilitator				
Location	<del>East Karachi</del> → West				
Monthly Remuneration Package	42000 10,000 fuel allowance (actual bills)				
Date of Interview	7 <sup>th</sup> October 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		
Conduct during Interview	General conduct/Communication with coordinators and penal members	Satisfactory=3, Normal=1, Poor=0	3		
Qualification	Relevant qualification as per TORs or Master level qualification however not relevant	Relevant Qualification= 5, Not Relevant= 2	5		B.com
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		7yrs
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		
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		
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		
Personal Attributes	Competencies (Integrity, ambition, initiative, learning aptitude)	As per Panel members judgment	5		
Communication Skills	Effectively expressing and conveying Ideas in response to questions	Ask questions on strength and weaknesses & mark accordingly	8		
Total Score			50		
Overall Remarks	Total no. experience 7yrs, worked as admin off, data based task, worked on Software, He's having good Command on excel, having above average Communication. Can be considered for west.				
Interviewer's Signature					

Final interview conducted by Salman



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

Position Applied for:

*Field Facilitator*

East

**1. PERSONAL INFORMATION**

1.1	Full Name	<i>ADEEL Kaleem</i>
1.2	CNIC No.	<i>42101-6736458-1</i>
1.3	Date of Birth	<i>26-SEP-1985</i>
1.4	Father's Name	<i>Abdul Kaleem</i>
1.5	Marital Status	<i>Married</i>
1.6	Permanent Address	<i>House No- C/16 Garibabad Karachi</i>
1.7	Present Residential address	<i>Sector L-1 North Karachi House No-628</i>
1.8	Phone No/Email Address	<i>03152563171 adeelkaleem@7869mail.com</i>

**2. QUALIFICATIONS**

List only last two academic qualifications

Year	Institution	Degree obtained	Main Subjects	Grade / Div.
<i>2008</i>	<i>Karachi university</i>	<i>B. Com</i>	<i>Accounting + Civic + Stats</i>	<i>2nd</i>
<i>2004</i>	<i>Karachi Board</i>	<i>Intermediate</i>	<i>Physics, Chemistry</i>	<i>"B"</i>

**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.

2.1	Employer Name and Address	<i>Adeel Kaleem House No- C/16 Garibabad</i>
2.2	Duration	<i>07 years</i>
2.3	Last Job Title	<i>Admin officer</i>
2.4	Main Duties	<i>field work, vendor quotation, data entry</i>
2.5	Name & Title of your Immediate boss	<i>Syed Farhan Ali</i>
2.6	Gross Monthly Pay	<i>55000 - negotiate - agree on 42000</i>

**4. 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
<i>7 years</i>	<i>Adeel Kaleem House No/ C/16</i>	<i>Admin officer</i>	<i>Data Entry</i>	<i>field work, Data Entry vendor quotation Put</i>





## INFORMATION

### ADDRESS

House No. C-16,  
Gharibabad ,Liaquatabad  
Karachi,  
Pakistan. 75850

### PHONE

+92-315-2563171  
+92-336-2486020

### EMAIL

Adeelkaleem786@gmail.co  
m

### FATHER'S NAME

Abdul Kaleem

### DATE OF BIRTH

26-09-1985

### RELIGION

ISLAM

### MARITAL STATUS

Married

### CNIC NO

42101-6736458-1

# ADEEL KALEEM

## Objective:

To continue to learn and develop my organizational skill within an organization that provide challenge at a respective level and opportunities to progress through hard work and convert my theoretical knowledge into practical.

## Academic Qualification:

<b>Degree:</b>	S.S.C (Science)
<b>Institution:</b>	Board of Secondary Education Karachi.
<b>Degree:</b>	H.S.C (Commerce)
<b>Institution:</b>	Board of Intermediate Education Karachi.
<b>Degree:</b>	Graduation in B.Com
<b>Institution:</b>	University of Karachi.

## COURSE:

•	CIT Course
•	Autocad
•	Graphic Designing
•	MS Office
•	Internet Etc.
•	I.T Course of Information

## Additional Skills:

•	Basic knowledge of Computer.
•	Basic skills of Operating System Microsoft® Windows®.
•	Basic skills of Microsoft® Office®.
•	Intermediate skills of Internet surfing, browsing & downloading.

## Capabilities:

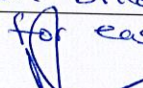
•	Excellent dealing qualities / ability to work in divorce environment.
•	Good communication skills.
•	Good managing & coordinating skills.
•	Friendly attitude towards colleagues.

## Profile:

•	Self-motive and effective decision maker, self-reliant, details oriented and analytical.
•	Excellent interpersonal & communication skills in developing relationship with clients.
•	Flexible to worth in dynamic environment with willingness to learn a new concept and technique.

• Gross Salary 42,000/=

• Fuel allowance with max limit of 10,000/=

CHIP Training & Consulting (Pvt) Ltd					
INTERVIEW ASSESSMENT SHEET					
Candidate's Name	Hamza Ali				
Position	Field Facilitator				
Location	East-Karachi				
Monthly Remuneration Package	42000 10,000 fuel allowance (actual bills)				
Date of Interview	7 <sup>th</sup> October 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		
Conduct during Interview	General conduct/Communication with coordinators and penal members	Satisfactory=3, Normal=1, Poor=0	3		
Qualification	Relevant qualification as per TORs or Master level qualification however not relevant	Relevant Qualification= 5, Not Relevant= 2	5		B.com (in process)
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		3yrs (field)
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		
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		
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		
Personal Attributes	Competencies (Integrity, ambition, initiative, learning aptitude)	As per Panel members judgment	5		
Communication Skills	Effectively expressing and conveying Ideas in response to questions	Ask questions on strength and weaknesses & mark accordingly	8		
Total Score			50		
Overall Remarks	Total no. of experience 3 yrs , operation based tasks, microplan, left previous job due to workload, & distance, He's having average command on excel, having own bike and laptop (w.r.t Dr. Kabash) can be considered for east.				
Interviewer's Signature	 Final Interview conducted by Salman				



## Chip Training & Consulting (Pvt) Ltd Initial Employment Application Form

Position Applied for: \_\_\_\_\_ FIELD FACILITATOR DISTRIC EAST  
KARACHI \_\_\_\_\_

### 1. PERSONAL INFORMATION

1.1	Full Name	MUHAMMAD HAMZA ALI QADRI
1.2	CNIC No.	42201-8255187-1
1.3	Date of Birth	17-JANUAERY-2000
1.4	Father's Name	MUHAMMAD AYOOB
1.5	Marital Status	SINGLE
1.6	Permanent Address	HOUAE NO 42 SERVWY NO 912 JINNAH SQUAIR KARCHI
1.7	Present Residential address	HOUAE NO 42 SERVWY NO 912 JINNAH SQUAIR KARCHI
1.8	Phone No/Email Address	HUMZAALI600@GMAIL.COM

### 2. QUALIFICATIONS

*List only last two academic qualifications*

Year	Institution	Degree obtained	Main Subjects	Grade / Div.
2019	GOVT SUPETIOR SCIENCE COLLEGE	PRE ENGINEERING	PRE ENGINEERING	B
2024	B .COM	IN PROCESS	B .COM	

### 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.*

2.1	Employer Name and Address	MUHAMMAD HAMZA ALI QADRI AND HOUSE NO 42 SERVEY NO 912 JINNAH SQUAIR KARACHI
2.2	Duration	2 YEAR
2.3	Last Job Title	UNION COUNCIL SUPPORTIVE PERSON
2.4	Main Duties	OPERATION OFFICER
2.5	Name & Title of your Immediate boss	DR KELASH BABU ANG (DDPO)
2.6	Gross Monthly Pay	5,5000

### 4. 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
2018/2019	Hamza Ali Qadri and Sadar	TTSP	WHO	POLIO TEAM MONITORING



# Curriculum Vitae

Name :

Address :

Email :

Phone :

## Muhammad Hamza Ali Qadri

House No.42 survey No 912, Jinnah Square,  
Malir Colony Karachi-  
E-mail : [humzali600@gmail.com](mailto:humzali600@gmail.com)  
0310-1006385



### Personal Details

Place / Date of Birth:

Gender:

Marital Status:

Nationality:

Karachi, 17-January-2000

Male

Single

Pakistani

### Formal Education

Electrical course level 1 NAVTAC

DAE from Technical Board.

Intermediate from Govt. Superior Science College.

Graduate (Complete in 2025)

### Experience

1. Having 1 year experience as a TTSP (Tehsil Campaign Support Person) Deparmnet in Pakistan WHO.
2. Having 1.5 year experience as a **UCSP** .
3. Having 2 years experience as a CCTV Computer Operator in parivte base

### Skills & Activitie

1. Skills in office software MS.Office (word powerpoint excel out look etc)
2. Skills of organizing and managing different events.
3. Ability to handle task independently, target oriented.
4. Proficient linguistic abilities in English and urdu.
5. Teaching skills.

### Reference

Reference will be furnished on demand