

**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	0333529 1972 / muhammadaafzal-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



### 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?	120000

### 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	Malik Shezad sb
		Organization Name and Address	
		Phone No and Email	03335104243
		Nature of association with you.	Financial Consultant
7.2	Second Referee	Name	
		Organization Name and Address	
		Phone No and Email	
		Nature of association with you.	

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.

**Note:** CTC reserves the right to reject any or all applications without assigning a reason(s) or redo the recruitment process if a suitable candidate is not identified during the process. As an employer, CTC maintains a zero-tolerance policy for all kinds of sexual misconduct. Therefore, all potential candidates will be subjected to rigorous background checks and controls

Date: 3rd October 2024

Candidate's Signature: \_\_\_\_\_