

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

## Application for Employment

Available  
on Monday

4.00

Approved  
as admin Officer.  
initially at 40K.  
later at 50K after  
probation  
15/11

### 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  
Admin & Logistics Officer

### 1. PERSONAL INFORMATION

1.1	Full Name	Asghar Khan		
1.2	NIC No.	15602-1591206-1		
1.3	Date of Birth	17-02-1986	Age on last birthday: 32	years
1.4	Father's Name	Akhtar Munir		
1.5	Marital Status	Married		
	Spouse or next of Kin			
	No. of Children			
1.6	Permanent Address	Tehsil & Village Barikot District Swat KPK		
1.7	Present Residential address	House 79/1 D, Street 32, F6/1 Islamabad		
1.8	Phone Numbers	Mobile 0345-8913057	Residence	Office
1.9	E-mail address			

### 2. Bank Details

Account Title (Name of Ac Holder)	Asghar Khan
Account No.	00802 10181785
Bank Name & Branch	Askari Bank

### 3. QUALIFICATIONS

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

Year	Institution	Cert. / Degree obtained	Main Subjects	Grade / Div.
2003	BISE Swat	Matric	Science	C
2006	BISE Swat	Intermediate	Statistics & Economics	D
2008	University of Malakand	BA	General	C
2018	Preston University	MBA	Finance	2 <sup>nd</sup>

### 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	SCHUNAIZIA
4.2	Employer's Address	House 164b, Street 77, E11/2 Islamabad
4.3	Date of Joining	1 <sup>st</sup> September 2016
4.4	Your Last Job Title	Divisional Logistics Coordinator
4.5	Main Duties	Supply stationary and logistics material for election trainings participants Collect and compile district data related to training and finalize training plan with UNDP, UNOPS & master trainers
4.6	Name & Title of your immediate boss	Asim wazir Executive Director Schunaizia
4.7	Gross Monthly Pay	Rs.

### 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
1-9-2016/31-3-2018	Schunaizia H 164B. St 32, E11/2 Islamabad	Admin Officer	Assist with all administrative and logistical arrangements for meetings, workshops conferences



1-8-2015/31-8-2016	Insaf Network Pakistan	Travel Arrangements safety & office security officer	<ul style="list-style-type: none"> <li>✓ Assist admin and operations department in travel arrangement.</li> <li>✓ Develop basic security protocols.</li> <li>✓ Develop and implement security protocols at head office.</li> <li>✓ Develop and implement strategy at field level.</li> <li>✓ Supervise the work of security guards</li> </ul>
1-12014/30-4-2015	Insaf Network Pakistan	Administrative Assistant	<p>Be responsible for day-to-day project correspondence</p> <p>Assist in processing of travel claims for staff, consultants and workshop participant</p>
1-3-2011/30-11-2013	UNOPS	Admin Assistant	<ul style="list-style-type: none"> <li>✓ Getting Security clearance from UNDSS for the staff</li> <li>✓ Assist in Logistical arrangements staff missions that include boarding and lodging, hotel arrangement in UNDSS cleared hotels/ guest houses of the respective area etc.</li> </ul>
1-2-2010/30-1-2011	WILSON'S PHARMACEUTICALS	Territory Manager	<p>Collect information about client's Financial Position.</p> <p>Draw Plan according to client's need.</p> <p>Managing clients</p> <p>Manage planning</p>

#### 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	Asim Wazir
		Address	House 164B, Street 77, E11/2 Islamabad
		Contact Phone No.	0315-7113939
		Nature of association with you.	Supervisor
5.2	Second Referee	Name	Fahad Sohail
		Address	UNOPS
		Contact Phone No.	0346-8557767
		Nature of association with you.	Colleague
5.3	Third Referee	Name	Usman Zahoor
		Address	UNDP
		Contact Phone No.	0345-5208025
		Nature of association with you.	Colleague

## 6. GENERAL INFORMATION

6.1	Do you suffer from any serious ailment, or disability? If so, give details.	-
6.2	Have you ever been tried or convicted for any crime? If so, give full details.	-
6.3	Give any other information not covered by this form which in your opinion is relevant to your application.	-
6.4	If an offer is made to you, how soon can you join us?	Immediately
6.5	What are your salary and benefits expectation?	50,000

#### 6. SUITABILITY TO THE POSITION

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

I believe that my knowledge, attribute, skills, working experience, and inspiration that the position required makes me suitable candidate for this post. I can confidently carry out the task mentioned in your job description. I consider myself a committed team player who also relishes challenges and readily assumes responsibility and accountability in a personal performance role where initiative is vital. I can add value and make a worthwhile contribution to the Organization growth with technical essentials which I have gained during my past service career. My attitude and temperament best suits the nature of the job. And therefore, I am eager to enter in a new working environment. I would like the opportunity to contribute to the efficient operation of a well known company and to earn advancement through on-the-job performance.

#### 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

4/60

Candidate's  
Full  
Signature

Andrew