

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:

1. PERSONAL INFORMATION

1.1	Full Name	Muhammad Basharat Qayyum Niazi
1.2	NIC No.	61101-3825428-1
1.3	Date of Birth	11-Sep-1999.
1.4	Father's Name	Abdul Qayyum Niazi
	Marital Status	Married.
1.5	Spouse or next of Kin	Kinza Gilani Shah.
	No. of Children	-
1.6	Permanent Address	H#48-A, St#13, F-15/1, Islamabad
1.7	Present Residential address	H#48-A, St#13, F-15/1, Islamabad.
1.8	Phone Numbers	0336-5729980
1.9	E-mail address	qayyumniazi-basharat@gmail.com

2. Bank Details

Account Title (Name of Ac Holder)	Muhammad Basharat Qayyum Niazi
Account No.	03180105372310, IBAN: PK44MEZN0003180105372310
Bank Name & Branch	Meezan Bank - G-15 Islamabad.

3. QUALIFICATIONS

List your last two academic qualifications

Year	Institution	Cert. / Degree obtained	Main Subjects	Grade / Div.
2023	Bahria University Islamabad	BBA	Human Resources	CGPA 3.59
2019	Bahria College Islamabad	A-Levels	Business	62%

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	Devomech Solutions Pvt. Ltd.
4.2	Employer's Address	H#1999, ST#49, C-16/3, Islamabad
4.3	Duration	5.5 months
4.4	Your Last Job Title	Trainee HR
4.5	Main Duties	Setting interviews, Maintaining Personnel files, Recording data, Attendance Reports
4.6	Name & Title of your immediate boss	Hasnain Abbas - HR Manager
4.7	Gross Monthly Pay	35,000/-

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
Aug 23 - Jan 24	Devomech Solutions Pvt. Ltd, H#1999, ST#49, C-16/3	Trainee HR	Setting interviews, Maintaining Personnel Files
Aug 21 - Oct 21	Firefly Marketing Pvt. Ltd, Fazal-e-Hayat road, Blue Area.	HR Intern	Developing promotional material, undertake Administrative task

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?	
6.4	What are your salary and benefits expectation?	

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 Wajaz Nawaz
		Nature of association with you.	CFO
		Organization Name and Address	Devomech Solutions Pvt. Ltd H#1999, SE#49, G-16/3, Isb
		Phone Number	0300-6187970
		Email Address	wajaz.nawaz@devomech.com
7.2	Second Referee	Name	Hasnain Abbas
		Nature of association with you.	Devomech Solutions Pvt. Ltd H#1999, SE#49, G-16/3, Isb
		Organization name and Address	HR Manager
		Phone Number	0305-5134543
		Email Address	

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: 20/2/2024

Candidate's Signature: 