

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

Position Applied for: Accounts Position

1. PERSONAL INFORMATION		
1.1	Full Name	Muhammad Basharat Qayyum Niazi
1.2	CNIC No.	61101-3825428-1
1.3	Date of Birth	11-Sep-1999
1.4	Father's Name	Abdul Qayyum Niazi
1.5	Marital Status	Married
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 No/Email Address	0336-5729980/qayyumniazi.basharat@gmail.com

2. QUALIFICATIONS				
<i>List only last two academic qualifications</i>				
Year	Institution	Degree obtained	Main Subjects	Grade / Div.
2023	Bahria University Islamabad	BBA	Human Resources	CGPA:3.59
2019	Bahria College Islamabad	A-Levels	Business	62%

3. PREVIOUS EMPLOYMENT		
<i>Give details of your present employment.</i>		
<i>If you are currently unemployed, give these details in respect of the last employment held by you.</i>		
3.1	Employer Name and Address	Devomech Solutions Pvt. Ltd, H#1199, St#49, G-16/3, Islamabad
3.2	Duration	5.5 Months
3.3	Last Job Title	Trainee HR
3.4	Main Duties	Setting Interviews, Maintaining Personnel Files, Recording Data, Attendance Reports
3.5	Name & Title of your Immediate boss	Hasnain Abbas – HR Manager
4.7	Gross Monthly Pay	35,000/-

5. PAST WORK EXPERIENCE				
<i>List two previous jobs held by you, starting from the earliest.</i>				
From /To	Employer's Name and Address	Designation	Job Title	Main Duties
Aug 2023- Jan 2024	Devomech Solutions Pvt. Ltd, H#1198, St#49, G-16/3, Islamabad	Trainee HR	Trainee HR	Setting Interviews, Maintaining Personnel Files, Recording Data, Attendance Reports

Aug 2021- Oct2021	Firefly Marketing Pvt. Ltd, First Floor 44 East, Randhawa Plaza, Fazal-e-Haq Rd, G- 6/2 Blue Area, Islamabad	HR Intern	HR Intern	Developing Promotional Material, Undertook Administrative HR Tasks,
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#### 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?	Around 50k, basic benefits which include insurance, provident fund and transport allowance

#### 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	Muhammad Waqas Nawaz
		Organization Name and Address	Devomech Solutions Pvt. Ltd, H#1198, St#49, G-16/3, Islamabad
		Phone No and Email	0300-6187970/ waqas.nawaz@devomech.com
		Nature of association with you.	CEO
7.2	Second Referee	Name	Hasnain Abbas
		Organization Name and Address	Devomech Solutions Pvt. Ltd, H#1198, St#49, G-16/3, Islamabad
		Phone No and Email	0305-5134543
		Nature of association with you.	HR Manager

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: 10-Feb-2024

Candidate's Signature: Basharat Niazi