

CURRICULUM VITAE

SAQIB RAO

PERSONAL INFORMATION:

Father's Name : Khilafat Ali
Date of Birth : 10-12-1987
Domicile : Punjab
N.I.C. # : 35202-8752797-1
Marital Status : Married
Nationality : Pakistan
Religion : Islam
Contact # : 0301-6615537

Qualifications:

Matric

OBJECTIVES:

- ✚ I want to accept a challenge work environment where I put my Academic and Professional qualification, efficiently for the growth of both perspective of employee and myself.

EXPERIENCE:

- ✚ Having experience approximately 20 years as a booking clerk and officer in complaint office at Niazi Terminal named Niazi Express Pvt. Ltd.

COMMUNICATION SKILLS:

✚ Highly proficient in reading, writing, listening and speaking abilities of following languages :

- Urdu
- Punjabi

PERSONAL ATTRIBUTES:

✚ Positive, Patience and Objective in situations involving in negotiations
Optimist motivate, passionate and job focused.

✚ Committed to quality and highest standards of excellence.

✚ Ability to collaborate with colleagues skillfully by creating a team work environment.

✚ Motivate, Mobilize and Stimulate people for effective and abrupt action.

REFERENCE

✚ Will be provided on demand.

Application for Employment with CTC

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. A copy of CV and CNIC is mandatory.
- 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.



صرف دفتر ہی استعمال کے لئے (سی آئی ٹی سٹاف کی جانب سے پھرا جائے گا) (For official use only to be filled by CTC Staff)

عہدہ کا نام جس کے لئے درخواست دی گئی: (Position applied for)
منتخب ہونے پر توفیقی تربیت کی متوقع تاریخ: (سال/مہینہ/دن)
(Expected Date of Induction Training if selected)

(Personal Information) 1- ذاتی معلومات	
SAQIB RAO	1.1 مکمل نام (Full Name)
35202-8752797-1	1.2 شناختی کارڈ کا نمبر (CNIC No.)
N/A	1.3 دیگر شناختی نمبر (شناختی کارڈ بھرنے کی صورت میں) (Other Identification number if CNIC is not available)
10-12-1987	1.4 تاریخ پیدائش (سال/مہینہ/دن) (Date of Birth (YYYY/MM/DD))
<input type="checkbox"/> تاریخ پیدائش معلوم نہیں (DOB not Mentioned) <input type="checkbox"/> صرف سال معلوم ہے (Only Year available) <input checked="" type="checkbox"/> دن، مہینہ، سال معلوم ہے (Day, Month, Year Available)	1.4.1 تاریخ پیدائش کا جائزہ لیں (کسی ایک پر نشان لگائیں) (Check DOB) (Tick any One)
Khilafat Ali	1.5 والد/شوہر/قانونی رشتہ دار کا نام (Father's/Husband Name/ Name of i.e. Next Kin)
FATHER	1.6 امیدوار کے ساتھ رشتہ (Relationship with Applicant)
MARRIED	ازدواجی حیثیت (Marital Status)
MALE	صنف (Gender)
RAJPOOT	قبیلہ (Tribe)
RAJPOOT	ذات (Ethnicity)
URDU	زبان (Language)
MAQBRA-MOR, SHAHDRA.	1.8 مکمل پتہ (Permanent Address)
LAHORE	ضلع/یونین کونسل (District and Union Council)
MAQBRA-MOR, SHAHDRA.	1.9 موجودہ پتہ (Present Address)
0301-6615537 (Residence) برقی نمبر (E-mail) برقی پتہ	1.9.1 (Mobile) برقی نمبر (Office) برقی پتہ
	2.0 رابطہ کی تفصیل (Contact Detail)
Metric - Board of Secondary Education, Karachi.	2.1 آخری تعلیمی سند (Last Qualification)

2- تعلیمی قابلیت (Qualification)

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

تمام تعلیمی و فنی قابلیت کی اسناد کی فہرست لکھیں (میٹرک سے شروع کریں)

گریڈ/ڈویژن (Grade/Division)	اہم مضامین (Major Subjects)	سرٹیفکیٹ حاصل کردہ ڈگری (Certificate/ Degree Obtained)	ادارہ (Institution)	سال (Year)
B Grade	SINDHI SALEES.	523	Govt Boys Secondary School Nazimabad - Karachi	2004

3- موجودہ ملازمت (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).)

اگر آپ فی الحال بے روزگار ہیں تو گزشتہ ملازمت کی تفصیلات فراہم کریں

SAQIB RAO	(Name of Employer)	آجر کا نام	3.1
MAQBRA - MOR, SHAHDRA.	(Employer's Address)	آجر کا مکمل پتہ	3.2
01-JUNE-2022	(Date of Joining)	تاریخ تعیناتی	3.3
SAFETY WARDEN	(Your Last Job Title)	آخری عہدہ	3.4
DEALING WITH CUSTOMERS FOR SAFETY.	(Main Duties)	اہم ذمہ داریاں	3.5
Dr. TARIQ	(Name & Title of your Immediate Boss)	مجاز آفیسر کا نام اور عہدہ	3.6
34,000/2	(Gross Monthly Pay)	مجموعی ماہانہ عہدہ (روپے میں)	3.7

4- سابقہ کام کا تجربہ (Past Work Experience)

(List all the previous jobs held by you, starting from the earliest).

آپ کی تمام سابقہ ملازمتوں کی فہرست کی تفصیل، آخری ملازمت سے شروع کریں

اہم ذمہ داریاں (Main duties performed by you)	عہدہ آخری عہدہ جب ملازمت چھوڑی (Position held by you when you left this employer)	آجر کا نام اور پتہ (Employer's Name & Address)	دورانیہ دن - مہینہ - سال تا دن - مہینہ - سال (From/To) (D/M/Y to D/M/Y)
I was deal customers when they were in trouble during travelling and solved as soon as possible.	COMPLAINT OFFICER.	SAGIB RAO S/O KHLAFAT ALI R/O MAQBRA - MOR, SHAHDRA - LAHORE.	2004 تا 2022

5-حوالہ جات (References)

Give details of 3 references, not related to you by blood or marriage, who can vouch for your character and work experience. آپ کو کم از کم تین (3) حوالہ جات دیں، جن کا تعلق آپ کے کسی نوٹی یا شادی سے نہ ہو، بلکہ جو آپ کے کردار اور کام کے تجربے سے واقف ہیں۔

1.	RANA QAMAR- UZ- ZAMAN	(Full Name) مکمل نام	5.1
		(Full Address) مکمل پتہ	First Reference
	0300- 490 4331	(Contact Number) رابطہ نمبر	
	MANAGER	(Nature of association with you) آپ کے ساتھ کام کی نوعیت	
2.	HAFIZ AMEEN	(Full Address) مکمل نام	5.2
		(Full Address) مکمل پتہ	Second Reference
	0302- 1428645	(Contact Number) رابطہ نمبر	
	EMPLOYEE	(Nature of association with you) آپ کے ساتھ کام کی نوعیت	
3.	MUHAMMAD SHAFIQUE	(Full Name) مکمل نام	5.3
		(Full Address) مکمل پتہ	Third Reference
	0306- 7193094	(Contact Number) رابطہ نمبر	
	EMPLOYEE	(Nature of association with you) آپ کے ساتھ کام کی نوعیت	

6-عمومی معلومات (General Information)

NO	6.1	کیا آپ کو کوئی معذوری یا پابندی تو نہیں ہے، اگر ہاں تو تفصیل بتائیں Do you suffer from any serious ailment or disability? If so, give details.
NO	6.2	کیا آپ کبھی کسی کام کے سلسلے میں مجرم تو قرار نہیں پائے، اگر ہاں تو تفصیل بتائیں Have you ever been tried or convicted for any crime? If so, give full details.
NO	6.3	آپ کے خیال میں درخواست سے متعلق کوئی ایسی معلومات جو اس فارم میں موجود نہیں آپ میں ہاں سکتے رہتی ہیں۔ Give any other information not covered by this form which in your opinion is relevant to your application.
AS SOON AS POSSIBLE.	6.4	اگر ہمارے آپ کو پتہ ادارے میں کام کرنے کے لئے بلائیں، آپ کتنے عرصہ میں ہمارے ساتھ کام کر سکتے ہیں؟ If an offer is made to you, how soon can you join to us?
Salary expected 45000, Free Medical and Bonus.	6.5	آپ کی متعلقہ تنخواہ اور دیگر فوائد کی کیا امید رکھتے ہیں؟ What are your salary and benefits expectations?

7- عہدہ کی موزونیت (Suitability to the Position)

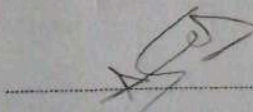
(Briefly explain why you consider yourself suitable for the position you have applied for). آپ کے خیال میں آپ کیوں اس عہدہ کے لئے زیادہ موزوں ہیں؟

I have the ability to dealing customers better than others, and i can supervise and control the customers and other employee.

درخواست گزار کا حلف نامہ

میں تصدیق کرتا ہوں کہ اوپر دی گئی تمام معلومات میرے علم اور یقین کے تحت صحیح ہیں، درست اور مکمل ہیں، بعد میں کسی بھی معلومات کے خلاف ہونے کی صورت میں تاجسی کارروائی کی ذمہ داری قبول کرتا کرتی ہوں۔

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 be subsequently discovered.



امیدوار کے دستخط
(Candidate's Signature)

17-01-2024

تاریخ (Date)



CHIP Training & Consulting (Pvt). Ltd
Declaration Form of Candidate for Residential Address
(To be filled & signed by Candidate)

Name of Candidate as per CNIC:	SAQIB RAO	
✓ S/D/W of;	S/O KHELAFAT ALI	
CNIC NO:	3 5 2 0 2 8 7 5 2 7 9 7 1	
Position Applied:	SAFETY WARDEN	
Permanent address as per CNIC:	House No:	N/A
	Street #:	10
	Mohallah:	MUGHALIA PARK
	Village:	MAQBRA - MOR
	Sector/UC:	N/A
	Town /Tehsil:	LAHORE
	District	LAHORE
Current Residential Address: <i>(Kindly don't fill this section if permanent and residential addresses are same)</i>	House No:	N/A
	Street#	STREET NO. 10-
	Mohallah:	MUGHALIA PARK
	Village:	MAQBRA - MOR
	Sector/UC	N/A
	Town /Tehsil:	LAHORE
	District	LAHORE
Signature & Date:	Date of Form Filling:	Signature of Applicant:
	17-01-2024	



Disclosure of Relationship Form

(To be filled by Candidate)

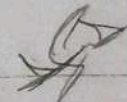
I SAQIB RAO, S/D/W/O KHLAFAT ALI, Holding CNIC 35202-0752797-1
Resident of MAQBRA MOR, SHAHDRA, UC LAHORE,
Tehsil LAHORE, District LAHORE. Candidate for
the position of SAFETY WARDEN with CHIP Training & Consulting (Pvt.)
Ltd. under its third party contract for PTPP project, do hereby declare as under:

1. That none of my blood/close relations which may include inter alia parents, brother, sister, husband, wife, spouse, children, maternal and paternal uncle, aunt, niece, nephew, brother/father/mother/sister-law or any other relationship which could come into the standard definition of "blood/close relation" is employed under PTPP project in the same district or PTPP or CTC offices in the same province where I am candidate for this position.
2. That, if selected for this position, I shall be bound to declare - during the course of my employment - any of my above said relationship if the same joins PTPP, CTC or/and WHO to CTC at the earliest.
3. The following blood/close relations (as mentioned in article 01 above) are employed within PTPP CTC or WHO as of the date mentioned below:

Name	Designation	Organization	Province/District	UC	Relationship

Declaration; I do hereby solemnly affirm and declare that the information provided above is true and correct and nothing has been concealed therein.

Signature:


Date: 17-01-2024.



DECLARATION FORM

(TO BE FILLED BY THE EMPLOYEE)

I SAQIB RAO ^{S/D/W/O} KHELAFAT ALI, holding CNIC
35202-0752797-1, Resident of MAQBERA MORR SHAHRA UC
LAHORE, Tehsil LAHORE, District LAHORE. Employee for the
position of SAFETY WARDEN With CHIP Training & Consulting (Pvt) Ltd under its third party
contract for PTPP Project, do hereby declare as under:

1. That, I have not enrolled myself in any program in any college/university which comes under the category of regular studies and that currently I am not taking any regular classes.
2. That, I am not employed by any government department or private organizations neither have I any private business registered in my name nor am active partner in family business.
3. I shall be bound to declare - during the course of my employment - any of the above mentioned scenarios.
4. If found making a false or misleading statement when applying for this position with the company, I will be liable to instant dismissal, without benefits, on discovery of such falsehood or misrepresentation.

The following are the details of my regular studies or dual job, if any:

Name	Regular Student Of	Department/ Institute Name	Working as employee with (Govt/Private)	Department/ Organization name	Private business, if any	Any other part time job

Declaration: I do hereby solemnly affirm and declare that the information provided above is true and correct and nothing has been concealed therein.

Signature

Date: 17-01-2024




Bank Account Information

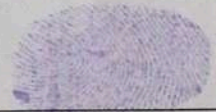
Name of Employee	SAQIB RAO
Designation	SAFETY WARDEN
Union Council / Area	SHAHDRA STATION
District / Agency	LAHORE
Contact No.	0301-6615537
CNIC No.	35202-8752797-1

Bank Account Title	SAQIB RAO - ASAAN ACCOUNT
Bank Name	MCB - LIMITED
Bank Address	0217- FRUIT MARKET BRANCH - RAVI ROAD LAHORE.
Bank Branch Code	0217
Bank Account Number (With IBAN)	1449 4521 3100 5819

I will be responsible for the results occurring due to any mistake/error in the above information and there will be no liability on Chip Training and Consulting Pvt. Ltd for any dues/funds payable to me.



Employee Signature
(Mandatory)



Employee Thumb Impression
(Mandatory)

Dated: 17-01-2024

Note:

Employee will provide the bank account maintenance certificate with this letter for next salary processing.



[CTC - HRO - PTPP - Recruitment & Selection - 7.8.5-c-037]
[Field Joining Form - Jan 2020]

CHIP TRAINING & CONSULTING

JOINING REPORT BY A NEW EMPLOYEE

Name of the Employee	SAQIB RAO
Position appointed to	SAFETY WARDEN
Department and/or Location of appointment	BADAMI BAGH, SABAZ MANDI - LAHORE.
CNIC#	35202 - 87527917-1
CNIC Expiry Date	
Date of Joining	01-JUNE - 2022
Date and Ref. No. of appointment letter	
Supervisors Comments	
Supervisors Signature	



حکومت پاکستان

کومی شناختی کارڈ
35202-8752797-1

نام: شاقب راو
پتہ: ...
شناختی نمبر: ...
تاریخ پیدائش: 10/12/1987



Branch Manager
MCB Bank Limited
Fruit Market Br. Lahore-0217

دستخط مال کارڈ



2022-09-09

Branch Manager
MCB Bank Limited
Fruit Market Br. Lahore-0217
35202-8752797-1



شناختی نمبر: 35202-8752797-1
نام: شاقب راو

پتہ: ...
شناختی نمبر: ...
تاریخ پیدائش: ...

27/03/2032
27/03/2022

تاریخ منسوخ: ...
تاریخ کارڈ کی تجدید: ...



2022-09-09

SERIAL NO 0045221

BOARD OF SECONDARY EDUCATION KARACHI

STATEMENTS OF MARKS

S. S. C EXAMINATION

(FOR SUCCESSFUL CANDIDATES ONLY)

EXAMINATION ANNUAL 2004

ROLL NUMBER 389901

GROUP GENERAL

NAME SAQIB RAO

FATHER'S NAME RAO KHELAFAT

SCHOOL/PRIVATE GOVT. BOYS SECONDARY SCHOOL
NAZIMABAD NO.2, KARACHI.

SUBJECTS				
COMPONENT I		MARKS	COMPONENT II	MARKS
SINDHI SALEES	45	96	GENERAL SCIENCE	46
URDU NORMAL	51	/150		/100
ENGLISH (COMP) PAPER I	50	110	GENERAL MATHEMATICS	75
ENGLISH (COMP) PAPER II	60	/150		/100
PAKISTAN STUDIES		55	CIVICS ELECTIVE	56
		/75		/100
ISLAMIAT		45	ECONOMICS	40
		/75		/100

GRAND TOTAL: 523 OUT OF 850

GRADE :

B

GRADE IN COMPONENT III
AWARDED BY THE SCHOOL IN

XXXXXXXXXXXXXXXX

GRADE: XX

DATED 31-07-2004

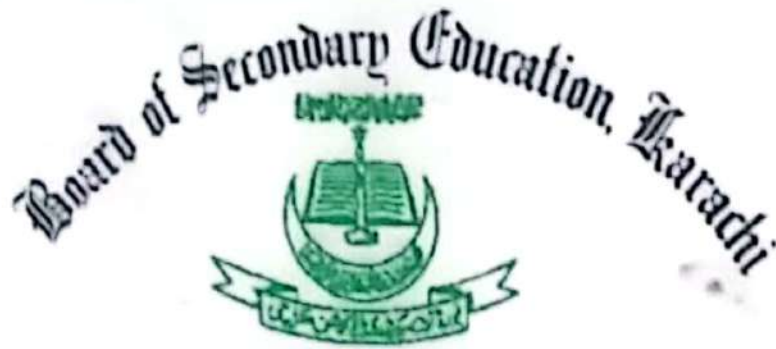
(MUHAMMAD SALEEM KHAN)

CONTROLLER OF EXAMINATIONS

E. & O E

Sl No.
067783

Roll No.
389901



Secondary School Certificate Examination, 2004
GENERAL GROUP

Certified that SAQIB RAO
Son/Daughter of RAO KHELAFAT
Whose date of birth is TENTH DECEMBER one thousand nine hundred
EIGHTY SEVEN has duly passed the Secondary School Certificate Examination held in
the month of APRIL 2004 as a REGULAR Candidate in the subjects mentioned
below and has been placed in GRADE He/She obtained Marks.

COMPONENT I

SINDHI SALEES
URDU
ENGLISH
PAKISTAN STUDIES
ISLAMIAT

COMPONENT II

GENERAL SCIENCE
MATHEMATICS
CIVICS ELECTIVE
ECONOMICS

COMPONENT III

He/She offered XXXXXXXXXXXXX
as Vocational Subjects and has been awarded grade
by his/her Institution on the basis of Internal Assessment.

DATED 28-12-2006

Note: This certificate is issued without alteration or erasures.
Please refer back on the reverse.


(SHAFIULLAH)
Secretary