

14th May 2024.

To,
The Director
CTC, Islamabad.

Subject: Internal Approval for Creating Offer Letter for New Staff

Dear Madam,

Your approval is required to create and issue the offer letter for the newly hired staff in Peshawar.

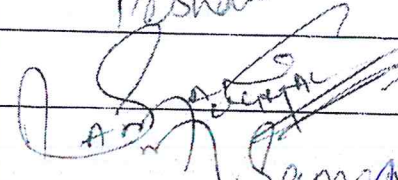
Name	Designation	Location	Salary and Allowances (PKR)
Haris Najeem	Field Facilitator	Peshawar	<ul style="list-style-type: none"> Gross Salary 42,000/- Fuel Allowance: Maximum Limit 10,000/- (Payment on actual bills) Post-paid sim 2,000/-

Approved by:



Sarah Farooqui
Director - CTC



CHIP Training & Consulting (Pvt) Ltd					
INTERVIEW ASSESSMENT SHEET					
Candidate's Name	Haris				
Position	FF - Pesh				
Date of Interview	14-5-24				
Areas of Assessment	Guiding Points	Marking Criteria	Max Marks*	Marks Awarded	Remarks, if any
Personality	Appearance, Dressing	Interviewer should assess whether s/he properly dressed up for the interview=2, Not=0	2	2	good
Conduct during interview	General conduct/Communication with coordinators and panel members	Satisfactory=3, Normal=1, Poor=0	3	2	
Qualification	Relevant qualification as per TORs or Master level qualification however not relevant	Relevant Qualification= 5, Not Relevant= 2	5	3	Self Engineering
Experience	Relevant Experience as per TORs and general experience	One mark per year for relevant experience while for general experience not relevant to the position total marks will be max.2	5	3	1.5 Year of data related
Job Competence Assessment	Competence assessment through scenario-based questions taken from TORs	Ask 5 scenario-based questions relevant to the position, (2 marks each * 5 questions)	10	5	
Job Knowledge	Knowledge of the position and TORs s/he has applied for	Ask three questions on the job position and TORs (2 marks each * 3 questions)	6	4	
Computer Proficiency	Competence assessment through scenario-based questions taken from TORs	Ask 3 scenario-based questions relevant to the position, (2 marks each * 3 questions)	6	5	
Personal Attributes	Competencies (Integrity, ambition, initiative, learning aptitude)	As per Panel members judgment	5	4	
Communication Skills	Effectively expressing and conveying Ideas in response to questions	Ask questions on strength and weaknesses & mark accordingly	8	6	
Total Score			50	34	
Overall Remarks	Laptop + Bike available Peshawar local - to city Tehsil Car join Immediate joining				
Interviewer's Signature					
Interviewer's Name	Salman Khan				

14/May/24

(Salman Khan)
Project Manager



HARIS NAJEEM

About Me

I am a highly motivated and results-oriented business development professional with a proven track record of growing businesses. I excel at building strong client relationships, identifying new opportunities, and negotiating deals to achieve or surpass sales goals.

WORK EXPERIENCE

1st Jan 2023 - present

Business Development Executive | iTecExperts

- Grew business by building strong relationships and securing new clients.
- Identified and developed promising business opportunities.
- Negotiated and closed deals to meet or exceed sales goals.

EDUCATION

BS Software Engineering
City University of Science & Information Technology
In Progress

FSC
Government College Peshawar
2016 - 2018

SSC
Peshawar Model School
2013-2015

SKILLS

- MS Office
- Data Entry
- Data Scrapping
- Designing (Canva-Tool)
- Sales
- Lead Generation
- Client Hunting

LANGUAGE

English (Fluent)

Urdu (Fluent)

CERTIFICATIONS

Flutter Mobile App development
CODVETS
2021

Data Visualization using Python
AngelHack
2022

Business Developer (Internship)
iTecExperts
1st Nov 2022-1st Jan 2023

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	Haris Najeem
1.2	NIC No.	17301-8759007-7
1.3	Date of Birth	23-10-1999
1.4	Father's Name	Muhammad Najeem
1.5	Marital Status	Single
1.5	Spouse or next of Kin	
	No. of Children	-
1.6	Permanent Address	Pathan Gali P.O Box Kukumang Abbottabad.
1.7	Present Residential address	Dalazak Road Iqbal Colony Peshawar.
1.8	Phone Numbers	0313-5858049
1.9	E-mail address	Harisnajeem@gmail.com

2. Bank Details

Account Title (Name of Ac Holder)	Haris Najeem
Account No.	
Bank Name & Branch	Sonehri Masjid Saddar Peshawar (HBL)

3. QUALIFICATIONS

List your last two academic qualifications

Year	Institution	Cert. / Degree obtained	Main Subjects	Grade / Div.
2023	City University of Science & Information Technology	BS (SE)	Programming, Probability, OOP.	2.72
2018	Governments College Peshawar	FSC	Pc, Engineering	79.5

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	Haris Noyeen
4.2	Employer's Address	Dabarak Road Iqbal Colony
4.3	Duration	1.5 years
4.4	Your Last Job Title	Business Development Executive (Currently working)
4.5	Main Duties	Sales, Client Hunting, Lead Generation
4.6	Name & Title of your immediate boss	Ali Raza (CEO)
4.7	Gross Monthly Pay	20000

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
1st Jan Present	Haris Noyeen Dabarak Road Iqbal Colony	Business Development Executive	Sales, Client hunting, Lead generation Data entry, Data scraping.

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?	As soon as possible
6.4	What are your salary and benefits expectation?	4000 20000 only

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	Mans Nayeem
		Nature of association with you.	Software Firm CTO
		Organization Name and Address	ElecExports Pvt. Ltd Deans Deshwaren
		Phone Number	0391-9195952
		Email Address	Mehran@elecexports.com
7.2	Second Referee	Name	Aqib
		Nature of association with you.	Software Firm Lead Designer
		Organization name and Address	ElecExports Pvt. Ltd Deans Deshwaren
		Phone Number	0300-5683260
		Email Address	Aqib@elecexports.com

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: 14-5-2024.

Candidate's Signature:

(Signature)



CITY UNIVERSITY

of Science and Information Technology, Peshawar


May 14, 2024

To Whom It May Concern

This is to certify that **Mr. Haris Najeem S/o Mr. Muhammad Najeem** Registration CUP-18FL-0246-9653 is a bonafide student of Bachelor of Science (Software Engineering), currently enrolled in 8th semester at this University. He has completed his course work with CGPA 2.72/4.00 and is currently working on his final year project.

Bachelor of Science ((Software Engineering)), is a four years bachelor degree, comprising of 8 semesters and 130+ credit hours.

This certificate has been issued for the purpose of job.


May 14, 2024
Deputy Registrar
DEPUTY REGISTRAR
CITY UNIVERSITY
OF SCIENCE & I.T. PESHAWAR