

11<sup>st</sup> July 2024.

To,  
The Director  
CTC, Islamabad.

**Subject: Internal Approval for Creating Offer Letter for New Staff**

Dear Madam,

Your approval is required to create offer letter for the newly hired staff in Karachi.

Name	Designation	Location	Salary and Benefits (PKR)
Syed M. Ali Rizvi	Field Facilitator	Karachi (Central)	<ul style="list-style-type: none"> <li>Gross Salary 42,000/-</li> <li>Fuel Allowance: Maximum Limit 10,000/- (Payment on actual bills)</li> <li>Post-paid sim 2,000/-</li> </ul>
Zain Ul Abedin	Field Facilitator	Karachi (Kemari)	<ul style="list-style-type: none"> <li>Gross Salary 42,000/-</li> <li>Fuel Allowance: Maximum Limit 10,000/- (Payment on actual bills)</li> <li>Post-paid sim 2,000/-</li> </ul>

Approved by:

  
\_\_\_\_\_  
Sarah Farooqui  
CEO



CHIP Training & Consulting (Pvt) Ltd					
INTERVIEW ASSESSMENT SHEET					
Candidate's Name	Syed Muhammad Ali Rizvi (Central)				
Position	Field Facilitator - Khe				
Date of Interview	09-07-24				
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	1	
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	
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	
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	6	
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	3	
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	3	
Personal Attributes	Competencies (Integrity, ambition, initiative, learning attitude)	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	5	4	
Total Score			50		
Overall Remarks	Strongly recommended as a Field Facilitator center 1.				
Interviewer's Signature	Sundas Tahir				
Interviewer's Name	Sundas Tahir				

# Syed Muhammad Ali Rizvi

Karachi

aliapex00@gmail.com

03332377899

## Work Experience

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### **Assistant National logistics and procurement Managers**

Apex Consulting Pakistan - Karachi

November 2018 to January 2022

### **Area sale managers**

Shezan International - karachi sindh Pakistan

November 2015 to March 2017

### **sale officer**

Shield Corporation Limited(primer agency) - karachi sindh Pakistan

January 2013 to August 2015

### **W.D.O (workshops developer officer)**

APEX MARKETING SERVICES distributors of shell lubricant Pakistan - Karachi

May 2010 to September 2013

### **sale executive**

APEX MARKETING SERVICES distributors of PACKAGES LIMITED LAHORE, PAKISTAN - Karachisindh Pakistan

March 2008 to April 2010

### **sale supervisor**

Apex Marketing karachi Unilever Distributor - Karachi sindh Pakistan

July 2006 to February 2008

### **care taker officer in residence of Japan Ambassador**

Japan Embassy - Islamabad Pakistan

May 2000 to June 2002

## Education

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### **Bachelor's in B.Com**

karachi university - karachi sindh Pakistan

October 1999 to July 2001

### **computer short course in computer short course**

Akzi computer college - Islamabad

August 1999 to November 1999

### **Intermediate in F.A in Art subjects**

safi college North Nazimabad - karachi sindh Pakistan

November 1996 to June 1998

### **High School in matric in Art subjects**

Governments High School Sahiwal Punjab Pakistan - Sahiwal Punjab Pakistan

April 1991 to May 1995

### **Middle School in primary**

Pakistan model middle school Sahiwal Punjab Pakistan - Sahiwal Punjab Pakistan

April 1989 to March 1995

### **None**

### **Skills**

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- Best communication and strong relationship in business community sales and purchase best event planner best services in hospitality industry In Pakistan and many more etc Allah blessing skills top of hard worker with smart working

### **Languages**

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- English - Intermediate
- Urdu - Expert
- punjabi - Expert
- Farsi - Intermediate
- Arabic - Intermediate

### **Certifications and Licenses**

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#### **driving license**

March 2021 to March 2026



Annexure D: Application for Employment with CTC

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:

Field Facilitator Central KHI

1. PERSONAL INFORMATION		
1.1	Full Name	S. M. Ali Raza
1.2	NIC No.	36502-6461809-1
1.3	Date of Birth	24th Jun 1978
1.4	Father's Name	S. Z. Zor ul Abbas (Late)
	Marital Status	Yes
1.5	Spouse or next of Kin	
	No. of Children	3
1.6	Permanent Address	5/14, Firdos Colony Gulbher, Central KHI NCC - Chaudhary
1.7	Present Residential address	5/14, Firdos Colony Gulbher Central KHI NCC - Chaudhary
1.8	Phone Numbers	0333-2377899
1.9	E-mail address	ali.raza@ctc.com

2. Bank Details	
Account Title (Name of Ac Holder)	Syed Muhammad Ali Raza
Account No.	PK89 HABB 000024 7900 542003
Bank Name & Branch	Habib Bank Ltd (Punjab Old Branch) NCC - Chaudhary

### 3. QUALIFICATIONS

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

Year	Institution	Cert. / Degree obtained	Main Subjects	Grade / Div.
2001	K-U	B Com	Commerce	D

### 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	
4.2	Employer's Address	
4.3	Date of Joining	
4.4	Your Last Job Title	
4.5	Main Duties	
4.6	Name & Title of your immediate boss	
4.7	Gross Monthly Pay	

### 5. PAST WORK EXPERIENCE

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

From/ To	Employer's Name & Address		
2018 2021	APEX Consulting Bokiro		

### 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 Address Contact Phone No. Nature of association with you.
5.2	Second Referee	Name Address Contact Phone No. Nature of association with you.
5.3	Third Referee	Name Address Contact Phone No. Nature of association with you.

### 7. 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?
6.5	What are your salary and benefits expectation?



#### 6. SUITABILITY TO THE POSITION

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

I am jobless & I have 6 years experience

#### 8. 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 9th July 2024

Candidate's  
Full  
Signature







# ZAIN UL ABEDIN

## About Me

*Belive in putting dedicated hard work and robust performance to accelerate with and optimistic approach with my skill and abilities for the progressive growth my career and the organization.*

## Contact



03482531607



zainulabedin89614@gmail.com



Sector 15/D Orangi Town  
Karachi

## Skills Summary

- ◆ Microsoft Office
- ◆ Problem Solving
- ◆ Management
- ◆ Strategy
- ◆ Creativity

## Experience

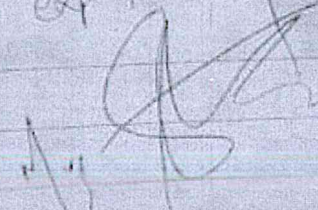
- ◆ 01 Year Experience as a "COMPUTER OPERATOR" in Digital Garments.
- ◆ 02 Year Experience as a "HR COMPLIANCE" & "ADMIN" in Eastern Garments.

## Education

- ◆ 4-year BBA program continue from Virtual University of Pakistan.
- ◆ Intermediate from commerce in 2020.
- ◆ Matriculation from science Karachi in 2018.
- ◆ 07 Months Computer Information Technology Course from "Sir Jamal Institution."



CHIT Training & Consulting (Pvt) Ltd  
 INTERVIEW ASSESSMENT SHEET

Candidate's Name	Zain-ul-Abidin (west) (Kemas)				
Position	Field Executive				
Date of Interview	09-07-24				
Areas of Assessment	Guiding Points	Marking Criteria	Max Marks*	Marks Awarded	Remarks, if any
Personality	Appearance, Dressing	Interviewer should assess whether candidate is properly dressed up for the interview. (Noted)	2	1	
Conduct During Interview	General conduct/Communication with coordinators and staff members	Satisfactory, Not noted: Poor-2	2	2	
Qualification	Relevant qualification as per TORs or Master level qualification however not relevant	Relevant Qualification-5, Not Relevant-2	5	3	
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	
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	6	
Job Knowledge	Knowledge of the position and TORs s/he is applied for	Ask three questions on the job position and TORs (2 marks each * 3 questions)	6	3	
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	3	
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	4	
Total Score			50		
Overall Remarks	Recommended! have 2 years exp in HR.				
Interviewer's Signature					
Interviewer's Name					



Annexure D: Application for Employment with CTC

Chip Training & Consulting (Pvt) Ltd  
Application for Employment

**Instructions:**

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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:

Field Facilitator

1. PERSONAL INFORMATION		
1.1	Full Name	Muhammad Zain-ul-Abedin
1.2	NIC No.	42401-3730886-7
1.3	Date of Birth	05-01-2001
1.4	Father's Name	Muhammad Ashtaque
	Marital Status	Single
1.5	Spouse or next of Kin	
	No. of Children	
1.6	Permanent Address	House # 1022 Sector 15/D Throni goth Karachi
1.7	Present Residential address	House # 1022 Sector 15/D Orangi Town Karachi
1.8	Phone Numbers	0348-2531607
1.9	E-mail address	Zainulabedin8964@gmail.com

2. Bank Details	
Account Title (Name of Ac Holder)	Muhammad Zain-ul-Abedin
Account No.	99770105136510
Bank Name & Branch	Meezan Bank Pvt. Ltd

### 3. QUALIFICATIONS

Year	Institution	Qualification	Grade
2018	Pak islamia school Karachi	Basic Science	Grade "A"
2020	Finmah govt college BSBK Karachi	Commerce	Grade "C"
2021	Sib Jamal	Sib Jamal computer course	--

### 4. PREVIOUS EMPLOYMENT

Sl. No.	Name of Employer	Address	Period of Employment	Designation	Remarks
11	Zain ul Abedin	House # 1522 Sector 15/D Orange Park Karachi	2022	HR compliance	Document handling worker Training etc.
12	Muhammad Sahad	House # 40000			

### 5. PAST WORK EXPERIENCE

Sl. No.	Name of Employer	Address	Period of Employment	Designation	Remarks
1	Zain-ul-Abedin	House # 1522 Sector 15/D			
2	zain	Digital Apparel Site Thana near Master Pot Ltd. company			



### 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	Mani
		Address	Block A J <sup>n</sup> Section 11 <sup>1/2</sup> Orangi Town
		Contact Phone No.	<del>0311-895</del> 0311-2068005
		Nature of association with you.	Best friend
5.2	Second Referee	Name	Waqar
		Address	Diskomon Orangi Town Karachi
		Contact Phone No.	0343-3434858
		Nature of association with you.	friend
5.3	Third Referee	Name	Daim
		Address	Orangi Town Section 11 <sup>1/2</sup> Karachi
		Contact Phone No.	0315-8335734
		Nature of association with you.	friend

### 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? If so, give full details.	NO Never
6.3	Give any other information not covered by this form which in your opinion is relevant to your application.	No Everything mention in this form
6.4	If an offer is made to you, how soon can you join us?	Yes
6.5	What are your salary and benefits expectation?	current Eba

AGG &  
SUITING

#### 6. SUITABILITY TO THE POSITION

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

ALhamdulillah I have a working experience for  
your requirement so if you ~~have~~ give a chance  
working with you - so i try my level Best.

#### 8. 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 07-07-2024

Candidate's  
Full  
Signature





**PAKISTAN**

ISLAMIC REPUBLIC OF PAKISTAN

**National Identity Card**



Name

**Muhammad Zain Ul Abedin**

محمد زین العابدین

Father Name

**Muhammad Ashfaq**

محمد اشفاق

Gender

**M**

Country of Stay

**Pakistan**

Identity Number

**42401-3930556-7**

Date of Birth

**05.01.2001**

Date of Issue

**20.03.2019**

Date of Expiry

**20.03.2029**



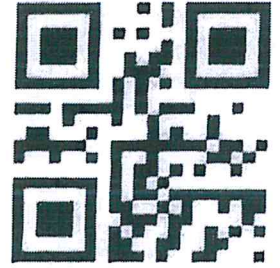
*Zain*

Holder's Signature



42401-3930556-7 موجودہ پتہ: مکان نمبر 2-K-1022، سیکٹر 15/ ڈی، محلہ تھورانی گوٹھ

اورنگی ٹاؤن، کراچی غربی



مستقل پتہ مکان نمبر 2-K-1022، سیکٹر 15/ ڈی، محلہ تھورانی گوٹھ

اورنگی ٹاؤن، کراچی غربی

505431692156

Usman H. Molavi  
Registrar General of Pakistan

گمشدہ کارڈ ملنے پر قریبی لیڈ بکس میں ڈال دیں



624881



# BOARD OF INTERMEDIATE EDUCATION KARACHI

H.S.C PART - I & II INTERMEDIATE EXAMINATION ( Annual - 2020 )

## Statement of Marks

Marks Sheet No. 00614849-0  
 Group COMMERCE  
 Roll No. 211217  
 Enrolment /Registration No JCN1/CME-0426/2019  
 Name MUHAMMAD ZAIN UL ABEDIN  
 Father's Name MUHAMMAD ASHFAQUE  
 College / Private JINNAH GOVT. COLLEGE NAZIMABAD



Subject	Part I Marks		Part II Marks		Combined		o/o	Remarks
	Max.	Secured	Max.	Secured	Max.	Secured		
URDU NORMAL	100	45	-	-	-	-	-	Pass
ENGLISH NORMAL	100	50	-	-	-	-	-	Pass
ISLAMIC EDUCATION	50	35	-	-	-	-	-	Pass
PAKISTAN STUDIES	-	-	-	-	-	-	-	Pass
PRINCIPLE OF ACCOUNTING	100	70	-	-	-	-	-	Pass
PRINCIPLE OF COMMERCE	75	32	-	-	-	-	-	Pass
COMMERCIAL GEOGRAPHY	-	-	-	-	-	-	-	Pass
PRINCIPLE OF ECONOMICS	75	29	-	-	-	-	-	Pass
BUSINESS MATHEMATICS (MATHEMATICS/STATISTICS)	50	37	-	-	-	-	-	Pass
Total	Max Marks I	Secured Marks I	Max Marks II	Secured Marks II	Total Max. Marks	Total Sec. Marks	Over All %	Grade
	550	298	550	307	1100	605	55.00	C
In Words	Six Hundred Five Only							
Grade/Grade Raised								

NOTE: The regular and private candidates promoted/declared pass due to the outbreak of COVID-19 pandemic and the marks awarded for HSC Annual Examination 2020 (Part I & II) is the best prediction of candidate's performance and formulae and guidelines approved vide (Amended) Act of 2020 adopted by the Sindh Education Boards and recognized by the Inter Boards Committee of Chairman (IBCC).

Prepared By IT Department

E. & O.E.

CONTROLLER OF EXAMINATIONS

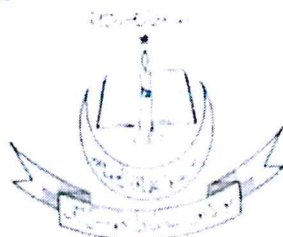
Checked By

Date : October 27, 2020

Sl.No.  
ZG-050753

Roll No  
368206

# Board of Secondary Education, Karachi



## Secondary School Certificate Examination, 2018

### SCIENCE GROUP

Certified that **MUHAMMAD ZAIN UL ABEDIN**

Father/Guardian's Name **MUHAMMAD ASHFAQUE**

whose date of birth is **FIFTH DAY OF JANUARY TWO THOUSAND**

**ONE** has duly passed the Secondary School Certificate Examination held in the month of **MARCH - 2018** as a **REGULAR** Candidate in the subjects mentioned below

and has been placed in GRADE **A** He/She obtained **612** Marks out of **850**

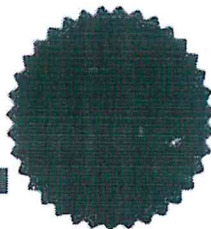
COMPONENT I	COMPONENT II
SINDHI SALEES	MATHEMATICS
URDU NORMAL	BIOLOGY
ENGLISH	PHYSICS
PAKISTAN STUDIES	CHEMISTRY
ISLAMIAT	

#### COMPONENT III

He/She offered  
XXXXXXX

as Vocational Subjects and has  
been awarded grade **XXX**  
by his/her Institution on the  
basis of Internal Assessment

DATED **09/12/2019**



**Syed Muhammad Ali Shaq**  
Secretary

Note: This certificate is issued without alteration or addition.  
Please also see on the reverse.