

October 25, 2024.

To,  
The Director  
CTC, Islamabad.

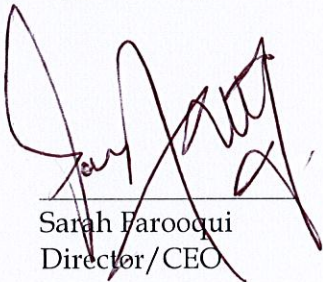
**Subject: Internal Approval for Creating Offer Letter for New Staff**

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 Soman Ali	Field Facilitator	Karachi - Malir	<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> <li>Death &amp; Disability Insurance 3,000,000/-</li> </ul>
Sumair Kashif	Field Facilitator	Karachi - West	<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> <li>Death &amp; Disability Insurance 3,000,000/-</li> </ul>



Approved by:



Sarah Farooqui  
Director/CEO





CHIP Training & Consulting (Pvt) Ltd					
INTERVIEW ASSESSMENT SHEET					
Candidate's Name	Sumair Kashif				
Position	Field Facilitator				
Location	West-Karachi				
Monthly Remuneration Package	Salary 42000 Allowance 10,000				
Date of Interview	22nd Oct 2024				
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	
Conduct during Interview	General conduct/Communication with coordinators and penal 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	B.com in process
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	4 yrs
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 aptitude)	As per Panel members judgment	5	3	
Communication Skills	Effectively expressing and conveying Ideas in response to questions	Ask questions on strength and weaknesses & mark accordingly	8	5	
Total Score			50	30	
Overall Remarks	He's currently working as Senior Supervisor and serving notice period, He's having 4yrs experience, good communication skills and above avg knowledge of excel.				
Interviewer's Signature	 Salman Khan  Farah Abbas				





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

Position Applied for: Field Facilitator West

### 1. PERSONAL INFORMATION

1.1	Full Name	Sumair Kashif
1.2	CNIC No.	42301-6411118-7
1.3	Date of Birth	19-05-2003
1.4	Father's Name	Kashif
1.5	Marital Status	Single
1.6	Permanent Address	Bed rock Appt black A flat A-4 Clifton/Karachi
1.7	Present Residential address	Bed rock Appt black A flat A-4 Clifton/Karachi
1.8	Phone No/Email Address	03352174861/sumairkashif0@gmail.com

### 2. QUALIFICATIONS

*List only last two academic qualifications*

Year	Institution	Degree obtained	Main Subjects	Grade / Div.
2020	Jennings Private Secondary School	Matriculation	Computer Science	B
2022	Islamia Govt Arts & Commerce College	Intermediate	Commerce	C

### 3. 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.*

2.1	Employer Name and Address	FS Abayas Clothing Brand- PVT
2.2	Duration	2022-Present
2.3	Last Job Title	Senior Supervisor
2.4	Main Duties	To supervise Team and Manage Inventory.
2.5	Name & Title of your Immediate boss	Fareha Salman - CEO
2.6	Gross Monthly Pay	45,000/-

### 4. PAST WORK EXPERIENCE

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

From /To	Employer's Name and Address	Designation	Job Title	Main Duties
22-Present	FS Abayas Clothing Brand- PVT	Senior Supervisor	Senior Supervisor	Lead a team of 17 workers, and manage inventories.
2020-2022	FS Abayas Clothing Brand- PVT	Junior Data coordinator	Junior Data coordinator	Analysing and organising data for reporting. Maintaining accurate and up-to-date records.

### 5. GENERAL INFORMATION

3.1	Do you suffer from any serious ailment, or disability? If so, give details.	NO
3.2	Have you ever been tried or convicted for any crime/sexual exploitation and abuse? If so, give full details.	NO
3.3	If an offer is made to you, how soon can you join us?	Immediate
3.4	What are your salary and benefits expectation?	50,000 and fuel allowances.
3.5	Do you have your own bike and laptop as it is mandatory for the applied position?	YES

### 6. PROFESSIONAL REFEREES

*Give details of two referees, preferably your previous employer(not friends or family), who can vouch for your character and work experience*

4.1	First Referee	Name	
		Organization Name and Address	FS Abayas Clothing Brand- PVT. Khayaban-e-Mujahid
		Phone No	0330-3676611
		Email	Fsabayas87@gmail.com
		Nature of association with you.	Boss
4.2	Second Referee	Name	
		Organization Name and Address	
		Phone No	
		Email	
		Nature of association with you.	

**Note:** CTC reserves the right to reject any or all applications without assigning a reason(s) or redo the recruitment process if a suitable candidate is not identified during the process. As an employer, CTC maintains a zero-tolerance policy for all kinds of sexual misconduct. Therefore, all potential candidates will be subjected to rigorous background checks and controls.

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.



He is currently working as Supervisor - 40,000 + 5K allowance

# SUMAIR KASHIF

notice period  
1-2 days

0335-2174861 | Karachi, Pakistan | [sumairkashif@gmail.com](mailto:sumairkashif@gmail.com) | LinkedIn <https://www.linkedin.com/in/sumair-kashif-38508928a>

Experienced supervisor adept at overseeing stitching materials and logistics within a dynamic factory environment. Proficient in inventory management, ensuring optimal levels of supplies for seamless production operations. Committed to maintaining quality standards while maximizing efficiency at Fs Abayas. I've played a pivotal role in elevating the company's position in the competitive fashion industry.

## WORK & RELEVANT EXPERIENCE

### Senior Supervisor : FS Abayas PVT LTD

August/2022-Present

- Led 17 employees in stitching department, optimizing workflow and achieving 33% increase in daily output over six-month period.
- Conducted performances evaluations, training programs, and provided feedback to enhance team performance.
- Utilized inventory management software to optimize stock levels and forecast demand resulting in improved inventory accuracy and reduced stockouts.
- Developed and maintained relationships with suppliers to negotiate favorable terms, pricing and delivery schedules, optimizing procurement processes and minimizing costs.
- Provided leadership and direction to a diverse team of stitching professionals, fostering a collaborative and high-performance work environment.
- Stayed updated on industry trends and integrated innovative approaches into departmental processes.

### Junior Data Coordinator : FS Abayas PVT LTD

February/2021 – August /2022

- Proficient in data management tools like Excel, SQL, and database systems.
- Produces reports and dashboards to visualize key metrics and trends, using tools like Tableau or Excel.
  - Strong problem-solving skills for troubleshooting data issues independently.
- Adapted quickly to new tools and technologies, staying up-to-date with industry trends and best practices.
- Communicated effectively with team members and stakeholders, providing updates on data projects and presenting findings.
- Collaborated with cross-functional teams to support data-driven initiatives and projects.

## CERTIFICATIONS

- **Learning PPC with Google Ads (PPC)**  
Issued by DUANE BROWN-LINKEDIN  
Date Earned: 3/9/2023
- **Social Media Marketing**  
Issued by Sheikh Sajawal

Date Earned: 12/8/2023

- **Web Development Certification**

Issued by INFRA

Date Earned: 8/2/2023

## **EDUCATION**

**Bachelor of Commerce (BCom) – 2024 – Present:** Karachi University

**Intermediate – 2022 :** Islamia Government Arts & Commerce College

**Matriculation – 2020 :** Jennings’s Private Secondary School

## **SKILLS**

- Product Listings Management
- E-Commerce Merchandising
- Digital Marketing
- Facebook Ads
- Google Ads PPC
- MS Office (Word, Excel & PowerPoint)
- Data Management
- Team Management
- Proficient User of Internet (Browsing Emailing, ETC)

## **ACHIEVEMENTS**

- Implemented new workflow processes that resulted in a 33% increase in production efficiency.
- Led a quality assurance initiative at FS abayas, resulting in a 17% reduction in product defects and customer complaints.
- Followed script for consistent, timely responses, ensuring efficient issue resolution and surpassing service targets.
- Implemented script-prescribed image standards, improving visual appeal and aiding customer decisionmaking.

## **LANGUAGES**

- ENGLISH
- URDU

## **Personal Information**

- **Marital Status:** Single
- **Date of Birth:** 19 May 2003
- **Nationality:** Pakistani
- **Religion:** Islam