

October 24, 2024.

To,
The Director
CTC, Islamabad.

Subject: Internal Approval for Creating Offer Letter for New Staff

Dear Madam,

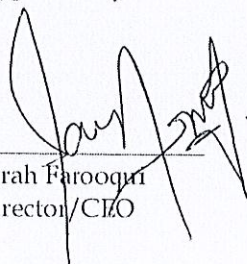
Your approval is required to create offer letter for the newly hired staff in Karachi.

Name	Designation	Location	Salary and Benefits (PKR)
Umaina Shahid	Project HR Associate	Karachi	<ul style="list-style-type: none"> Gross Salary 50,000/- Post-paid sim 2,000/- Death & Disability Insurance 3,000,000/-

Following is the staff member who has been promoted, effective October 15, 2024.

Name	Designation	Location	Gross Salary (PKR)
M. Azeem	Field Facilitator to Project HR Associate	Karachi	42,000/- to 50,000/-

Approved by:


Sarah Farooqui
Director/CIO

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

Position Applied for: HR Associate

1. PERSONAL INFORMATION

1.1	Full Name	Muhammad Azeem
1.2	CNIC No.	42501-8224283-3
1.3	Date of Birth	5-4-1998
1.4	Father's Name	Raza Muhammad
1.5	Marital Status	Single
1.6	Permanent Address	Lahno Faqir Jotoi, Po Phull, Taluka and District Naushahro Feroze
1.7	Present Residential address	House#309, St#8, Muhala Baba Razzak Town, Khuldabad, Bin Qasim, Malir
1.8	Phone No/Email Address	Mohammadazeem640@gmail.com

2. QUALIFICATIONS

List only last two academic qualifications

Year	Institution	Degree obtained	Main Subjects	Grade / Div.
2017	SALU Khairpur	Graduation	Mathametics, Physics	2 nd Div
2019	GDC N. Feroze	Intermediate	Mathametics, Physics, chemistry	B

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	Muhammad Azeem,
2.2	Duration	1 Year
2.3	Last Job Title	Field Facilitator
2.4	Main Duties	Managing Attedance of Staff, Contract Distribution and DA issues
2.5	Name & Title of your Immediate boss	Muzammil Sheikh Hr Officer
2.6	Gross Monthly Pay	42000

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
2017 to 2019	Ali Dost, Murtaza Chorangi, Landhi	Production Manager	Reporter	Maintaining Product Reports

2020 to 2022	Jameel Ahmed	Supervisor	RO	Recoveries of Loan
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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?	Same Day when you offer
3.4	What are your salary and benefits expectation?	60000

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	Muzammil Sheikh
		Organization Name and Address	Chip Training and consulting, Business arcade 2 nd floor office 201
		Phone No and Email	Hiringassociate@chipconsulting.org , 03460030159
		Nature of association with you.	Great
4.2	Second Referee	Name	Jameel Ahmed
		Organization Name and Address	Landhi 4, Near Babar Market Korangi District Korangi
		Phone No and Email	Mohjameel110@gmail.com , 03009254758
		Nature of association with you.	Good

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.

Date: 24-09-2024

Candidate's Signature: 

Curriculum Vitae



MUHAMMAD AZEEM

Address: Street # 08, Mohallah Baba Razzaq Town Quaidabad,

District, Malir Karachi.

Cell No: 0305-2612639

Email: mohammadazeem640@gmail.com

Objective

To work in an organization where I can fully utilize my knowledge to achieve the highest efficiency, strive to promote the status of organization and standardize the education level in skilled manners.

Personal Information

- ❖ Father's Name : RAZA MUHAMMAD CHANDIO
- ❖ CNIC : 42501-8224283-3
- ❖ Date of Birth : 05/04/1998
- ❖ Religion : Islam
- ❖ Nationality : Pakistani
- ❖ Marital Status : Single

Qualification

- | | | |
|-----------------|-----------|-----------------------------|
| ❖ Matriculation | 2012-2013 | B.I.S.E Sukkur |
| ❖ Intermediate | 2014-2015 | B.I.S.E Sukkur |
| ❖ B.Sc | 2016-2017 | Shah Abdul Latif University |

Computer Skills

- ❖ Ms. Office Course From Global Computer Institute Quaidabad Karachi.
- ❖ C.I.T Course From Govt. Degree College Naushero Feroze.
- ❖ Elementary / Inter Grade Drawing Course From Naushero Feroze.
- ❖ Middle Standard Scholarship From Naushero Feroze.

Extra Curricular Activities

- ❖ Reading Newspaper & Magazines.
- ❖ Hardworking, Detail Oriented, Able to Perform Multi-Task.
- ❖ Able to learn and apply quickly & Affectively.
- ❖ Friendly and co-operative nature.
- ❖ Self Confidence and motivation.

Experience

- ❖ Worked In Artistic Garments industry as a Quality Reporter for 1 year, Maintained Production Data and categories of Products
- ❖ Worked in Bahria Town Karachi as a sales Executive in State
- ❖ Currently working in Chip Training and Consulting as a Field Facilitator from last 1 Year maintaining HR Records Attendance and other HR related data.

	Reference
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❖ Will be furnished on request.