

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

Position Applied For: Project Officer- Legal Karachi

1. PERSONAL INFORMATION

1.1	Full Name	Raiba Ali
1.2	CNIC No.	4140960794648
1.3	Date of Birth	03-10-2001
1.4	Father's Name	Mushtaq Ali Soomro
1.5	Marital Status	Single
1.6	Permanent Address	House # B111 Hashimabad Housing Society Makli District Thatta
1.7	Present Residential address	Plot R 29 Defence View Housing Society Phase 1 Karachi
1.8	Phone No/Email Address	raibaali01@gmail.com

2. QUALIFICATIONS

List only last two academic qualifications

Year	Institution	Degree obtained	Main Subjects	Grade / Div.
2022	University of London	LLB	Criminal Law, Legal systems and methods, Contract Law, Public Law, Property Law, Tort Law, Administrative Law, European Union Law, Company Law, Islamic Law, Equity & Trust, Jurisprudence	
2019	The Concept School and college system Makli Thatta	Higher Secondary Certificate	English, Urdu, Sindhi, Islamic Education, Pakistan Studies, Physics, Chemistry, Biology	

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.

3.1	Employer Name and Address	Gadoon Textile Mills Ltd (YBG) 7A- Aziz Hashim Tabba Street MACHS Karachi
3.2	Duration	October 2022- Present
3.3	Last Job Title	Law Associate
3.4	Main Duties	Gadoon Textile Mills Ltd is a subsidiary of Yunus Bothers Group (YBG). I work under the Company Secretary's office where I am tasked with ensuring that the Company's transactions comply with corporate laws and regulations. My duties include drafting litigation documents, reviewing court documents, corresponding with legal councils, and maintaining a database of all the legal matters. Furthermore, I vet contracts and agreements such as service level agreements and employment contracts to identify potential risks.
3.5	Name & Title of your Immediate boss	Muhammad Umair (Company Secretary)
4.7	Gross Monthly Pay	66K

5. 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
October 2022- Present	Gadoon Textile Mills Ltd (YBG) 7A- Aziz Hashim Tabbu Street MACHS Karachi	Law Associate	Law Associate	I work under the Company Secretary's office where I am tasked with ensuring that the Company's transactions comply with corporate laws and regulations. My duties include drafting litigation documents, reviewing court documents, corresponding with legal councils, and maintaining a database of all the legal matters. Furthermore, I vet contracts and agreements such as service level agreements and employment contracts to identify potential risks.
February 2022- March 2022	Institute of Chartered Accountants of Pakistan (ICAP) Chartered Accountants Avenue, Block 8 Clifton, Karachi	Legal & Corporate Affairs Intern	Legal & Corporate Affairs Intern	I worked under the Executive Director's Office and my work mainly included; Legal research, drafting, vetting, correspond with external counsels over legal issues and provide assistance to the Institute.

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 and abuse? If so, give full details.	No
6.3	If an offer is made to you, how soon can you join us?	30 days
6.4	What are your salary and benefits expectation?	To be discussed

7. PROFESSIONAL REFEREES*Give details of two referees, not related to you by blood or marriage, who can vouch for your character and work experience*

7.1	First Referee	Name	Abdul Rafay
		Organization Name and Address	Advocate- Sindh Bar Council
		Phone No and Email	03333014010/ legalnetwork.arb@gmail.com
		Nature of association with you.	Fellow Practitioner
7.2	Second Referee	Name	Yusra Mohiuddin
		Organization Name and Address	Advocate- Sindh Bar Council
		Phone No and Email	03122915929/ yusramohiuddin24@gmail.com
		Nature of association with you.	Fellow Practitioner

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: 30-08-2023Candidate's Signature: Raiba Ali