

Applied Position: Back office Support

### PERSONAL DETAILS OF THE APPLICANT

FULL NAME(As per CNIC)	MISHAL HASAN														
FATHER'S NAME	SYED SHAHAB RAZA														
CURRENT ADDRESS	APT 102, Lakhani Pride II, Block 13, Johar														
MARITAL STATUS	SINGLE <input checked="" type="checkbox"/>				MARRIED				OTHER						
PERSONAL MOBILE	0312-2427013														
RESIDENCE NUMBER	-														
EMERGENCY CONTACT	0335-2828435								Name and Relation Sister (Zoha)						
Gender	Female														
D.O.B (DD/MM/YYYY)	14-7-2001														
RELIGION	HINDU			MUSLIM <input checked="" type="checkbox"/>			CHRISTIAN			OTHER:					
CNIC NO.	4	2	2	0	1	-	2	9	4	1	5	0	9	-	8
CNIC VALIDITY(DD/MM/YYYY)	18-11-2029														
EMAIL ID	smishihasan@gmail.com														
COVID VACCINATION STATUS	FIRST DOSE			YES		NO		SECOND DOSE			YES		NO		

### EDUCATIONAL QUALIFICATION

LAST DEGREE	BBA - Present
PASSING DATE	
GRADE/CGPA/%	
UNIVERSITY / INSTITUTE	Iqra University

### EMPLOYMENT HISTORY

LAST EMPLOYER	Algro Tech	
DESIGNATION	Sales Executive	
DURATION	FROM: DEC 2023	TO: FEB 24
LAST SALARY	60,000	
REASON FOR LEAVING	Salary not paid on time	

### Acknowledgement Section

In case any information provided by the candidate turns out to be fake, before or at the time of joining or even during the probation period, the company reserves the right to terminate services or change the Job Role or Salary Package.

I certify that the information contained in this application form is true and complete & I acknowledge that any misleading would cease the hiring process or may result in immediate termination of employment at any point if I am hired. I authorize the verification of any or all information listed above.

Date: 6/3/24

Signature of Applicant: Mishra



### Candidate Evaluation Form

English Proficiency & Comprehension Test Score	
Typing Test (WPM)	

1 <sup>st</sup> Interviewer Name	ARSALAN ALI		
Designation and Department	AM OPS	HR	
Detailed Remarks	Experienced ON call + Back Office tasks		
	Good communication		
Recommendation	<input checked="" type="checkbox"/> YES	<input type="checkbox"/>	<input type="checkbox"/> No

2 <sup>nd</sup> Interviewer Name				
Designation and Department				
Detailed Remarks				
Recommendation	YES		No	

Salary Recommended	
Date of Joining	

### Positional Information

Shortlisted For	
Campaign & Project	
Supervisor ( Direct & Indirect)	

## Onboarding Form

### General Form

#### Employee Details:

Employee Name: MISHAL HASAN Employee ID: 2531

Department: Back Office Support Designation: \_\_\_\_\_

Joining Date: 13-3-24 Trainer: \_\_\_\_\_

#### Emergency Contact Information:

In case of emergency, please mention Name/Address/Phone Number of the contact persons:

##### Primary Contact Person Details:

Name of the Primary Contact Person: Zoha Hasan

Address of the Primary Contact Person: Apt 102, Lakhani Pride II, Block 13, Johar

Mobile # of Primary Contact Person: 0335-2828435

Relationship with Primary Contact: Elder Sister

##### Secondary Contact Person Details:

Name of the Secondary Contact Person: Syed Shahab Raza Hasan

Address of the Secondary Contact Person: Lakhani Pride II, Block 13, Johar

Mobile # of Secondary Contact Person: 0335-2828435

Relationship with Secondary Contact: Father




### UNDERTAKING

**AFFIRMATION:** I SOLEMNLY AFFIRM THAT THE INFORMATION GIVEN BY MY GOODSELF IN MY CURRICULUM (CV) IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. ANY WRONG INFORMATION CAN RENDER ME LIABLE TO TERMINATION OF THE JOB. IF ANY INFORMATION IS CONTRARY TO THE ABOVE AND IS FOUND OUT LATER DURING MY SERVICE, I MAY BE DISMISSED FROM THE JOB.

NAME: Mishal Hasan

SIGNATURE: Mishal  
13-3-24

DATE: 13-3-24

THUMB IMPRESSION: 

## Employee Onboarding Check List

Employee Name: Mishal Hasan Employee ID: 2531  
 Designation: \_\_\_\_\_ Department: Back Office Operation  
 Date of Joining: 13-3-24 Contact No: 0312-2427013

Pre- Arrival Steps				
S.No	Step Description	Yes	No	Notes
1.	HR Interview (Telephonic)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2.	HR 2 <sup>nd</sup> Interview	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3.	Hiring Manager Interview	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4.	Education (Min Requirement)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5.	Experience Letter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6.	Last Salary withdrawn	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7.	Vaccinated Against Covid 19	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Documentation				
S.No	Step Description	Yes	No	Notes
1.	2 CNIC (Nadra)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2.	2 Photographs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3.	Resignation Acceptance	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Experience Letter	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Education Documents	<input type="checkbox"/>	<input type="checkbox"/>	
6.	Pay slips (If any)	<input type="checkbox"/>	<input type="checkbox"/>	
7.	Other	<input type="checkbox"/>	<input type="checkbox"/>	

Onboarding				
		Yes	No	Notes
1.	Orientation	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Credentials	<input type="checkbox"/>	<input type="checkbox"/>	