

## Onboarding Form

### General Form

#### Employee Details:

Employee Name: USAMA Employee ID: \_\_\_\_\_  
Department: \_\_\_\_\_ Designation: Back office operations Executive  
Joining Date: 13-MAR-2024 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: Muneez Ahmed  
Address of the Primary Contact Person: House 4065 Street 4B Sector D2 Hijrat Colony Karachi  
Mobile # of Primary Contact Person: 0327-2460826  
Relationship with Primary Contact: Father

##### Secondary Contact Person Details:

Name of the Secondary Contact Person: Jamshed Abbasi  
Address of the Secondary Contact Person: Chak 78/p Rahim Yar Khan  
Mobile # of Secondary Contact Person: 0300-6733378  
Relationship with Secondary Contact: \* Uncle

### 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: USAMA

SIGNATURE: 

DATE: 13-03-2024

THUMB IMPRESSION: 



Applied Position: Customer Services

### PERSONAL DETAILS OF THE APPLICANT

|                           |   |   |   |  |         |   |           |   |                          |             |   |   |   |   |   |
|---------------------------|---|---|---|--|---------|---|-----------|---|--------------------------|-------------|---|---|---|---|---|
| FULL NAME(As per CNIC)    | USAMA   |   |   |  |         |   |           |   |                          |             |   |   |   |   |   |
| FATHER'S NAME             | Muneer Ahmed  |   |   |  |         |   |           |   |                          |             |   |   |   |   |   |
| CURRENT ADDRESS           | House 4065- Street 43 Sector D-2 Hijraat Colony Karachi |   |   |  |         |   |           |   |                          |             |   |   |   |   |   |
| MARITAL STATUS            | SINGLE <input checked="" type="checkbox"/>              |   |   |  | MARRIED |   |           |   | OTHER                    |             |   |   |   |   |   |
| PERSONAL MOBILE           | 0303-2845756  |   |   |  |         |   |           |   |                          |             |   |   |   |   |   |
| RESIDENCE NUMBER          | 0303-2845756  |   |   |  |         |   |           |   |                          |             |   |   |   |   |   |
| EMERGENCY CONTACT         | 0303-2605462  |   |   |  |         |   |           |   | Name and Relation Father |             |   |   |   |   |   |
| Gender                    | MALE  |   |   |  |         |   |           |   |                          |             |   |   |   |   |   |
| D.O.B (DD/MM/YYYY)        | 26 Feb 1999   |   |   |  |         |   |           |   |                          |             |   |   |   |   |   |
| RELIGION                  | HINDU   |   |   | MUSLIM <input checked="" type="checkbox"/> |         |   | CHRISTIAN |   |                          | OTHER:      |   |   |   |   |   |
| CNIC NO.                  | 3   | 1 | 3 | 0  | 1       | - | 1         | 9 | 9                        | 6           | 5 | 8 | 0                                       | - | 3 |
| CNIC VALIDITY(DD/MM/YYYY) | 15 Nov 2027   |   |   |  |         |   |           |   |                          |             |   |   |   |   |   |
| EMAIL ID                  | usama27muneer@gmail.com                                 |   |   |  |         |   |           |   |                          |             |   |   |   |   |   |
| COVID VACCINATION STATUS  | FIRST DOSE  |   |   | YES <input checked="" type="checkbox"/>    |         |   | NO        |   |                          | SECOND DOSE |   |   | YES <input checked="" type="checkbox"/> |   |   |

### EDUCATIONAL QUALIFICATION

|                        |   |
|------------------------|---|
| LAST DEGREE            | Intermediate                            |
| PASSING DATE           | 2017                                    |
| GRADE/CGPA/%           | B                                       |
| UNIVERSITY / INSTITUTE | Punjab Group of Colleges Rahim Yar Khan |

### EMPLOYMENT HISTORY

|                    |                                  |              |
|--------------------|----------------------------------|--------------|
| LAST EMPLOYER      | DARAZ                            |              |
| DESIGNATION        | User generated Content Associate |              |
| DURATION           | FROM: Apr'2021                   | TO: 2024-Feb |
| LAST SALARY        | 10000                            |              |
| REASON FOR LEAVING | Layoff's                         |              |

### 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: 05 MAR 2024

Signature of Applicant: \_\_\_\_\_





### Candidate Evaluation Form

|  |  |
|--|--|
| English Proficiency & Comprehension Test Score |  |
| Typing Test (WPM)                              |  |

|                                  |   |                          |                             |
|----------------------------------|---|--------------------------|-----------------------------|
| 1 <sup>st</sup> Interviewer Name | ARSLAN ALI                              |                          |                             |
| Designation and Department       | AM OPS                                  | HR                       |                             |
| Detailed Remarks                 | Good Profile with decent communication  |                          |                             |
|                                  | Experienced in working on Back Office   |                          |                             |
|                                  | Tasks                                   |                          |                             |
| 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                   | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> | <input type="checkbox"/> No |

|                    |  |
|--------------------|--|
| Salary Recommended |  |
| Date of Joining    |  |

### Positional Information

|                                 |  |
|---------------------------------|--|
| Shortlisted For                 |  |
| Campaign & Project              |  |
| Supervisor ( Direct & Indirect) |  |



## Employee Onboarding Check List

Employee Name: USAMA Employee ID: \_\_\_\_\_  
 Designation: Back office Exec. Department: \_\_\_\_\_  
 Date of Joining: 13-03-2024 Contact No: 0303-2845756

| 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 type="checkbox"/>            | <input type="checkbox"/> |       |
| 5.                 | Experience Letter            | <input type="checkbox"/>            | <input type="checkbox"/> |       |
| 6.                 | Last Salary withdrawn        | <input type="checkbox"/>            | <input type="checkbox"/> |       |
| 7.                 | Vaccinated Against Covid 19  | <input 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 checked="" type="checkbox"/> | <input type="checkbox"/> |       |
| 4.            | Experience Letter      | <input type="checkbox"/>            | <input type="checkbox"/> |       |
| 5.            | Education Documents    | <input checked="" type="checkbox"/> | <input type="checkbox"/> |       |
| 6.            | Pay slips (If any)     | <input checked="" 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"/> |       |