

Applied Position: Back office executive

**PERSONAL DETAILS OF THE APPLICANT**

FULL NAME(As per CNIC)	Isha Mujeeb																	
FATHER'S NAME	Mujeeb - ur - Rehman																	
CURRENT ADDRESS	D-315/7, Al-Rauf royal city, gulistan-e-Johar (Block 19)																	
MARITAL STATUS	SINGLE				MARRIED <input checked="" type="checkbox"/>				OTHER									
PERSONAL MOBILE	0336-3185048																	
RESIDENCE NUMBER	Flat # D-315/7																	
EMERGENCY CONTACT	0332-1205398								Name and Relation (Mother)									
Gender	Female																	
D.O.B (DD/MM/YYYY)	23-01-1998																	
RELIGION	HINDU			MUSLIM <input checked="" type="checkbox"/>			CHRISTIAN			OTHER:								
CNIC NO.	4	2	4	0	1	-	6	9	7	1	2	7	2	-	4			
CNIC VALIDITY(DD/MM/YYYY)	24-02-2026																	
EMAIL ID	isha.mujeeb23@gmail.com																	
COVID VACCINATION STATUS	FIRST DOSE			<input checked="" type="checkbox"/> YES			NO			SECOND DOSE			<input checked="" type="checkbox"/> YES			NO		

**EDUCATIONAL QUALIFICATION**

LAST DEGREE	Intermediate (Pre-medical)											
PASSING DATE	2016											
GRADE/CGPA/%	C											
UNIVERSITY / INSTITUTE	Govt. degree girls college, gulistan-e-johar (Block-13)											

**EMPLOYMENT HISTORY**

LAST EMPLOYER	Ibex Pakistan											
DESIGNATION	Customer Services specialist											
DURATION	FROM: June 2023						TO: November 2023					
LAST SALARY	basic = 65,000 , incentives = 25,000											
REASON FOR LEAVING	Marriage was scheduled											

Position applied for: Back-office executive

Salary Desired: 65,000 Last Salary Withdrawn: 90,000

Have you ever been convicted of any offence? / Do you have any past criminal record?

YES ☐ NO ☒

Any medical ailment which could constraint your performance: None

Do you have any **sibling/relative/friend** currently working for Appedology Pvt. Ltd? If yes, state name, position & relation with the employee:

Dharmendra Varasia (friend)

Preferred date of joining: 15-03-2024

**CONTACT DETAILS OF PREVIOUS EMPLOYER**

Company Name: Ibex Pakistan

HR Email: —

HR Contact Number: —

LinkedIn Profile: —

Address: Shahrah-e-Faisal near FTC building  
Karachi -

### 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: 13-03-2024

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

A handwritten signature in blue ink, consisting of a large loop followed by a stylized 'B' or similar character, written over a horizontal line.

### Candidate Evaluation Form

English Proficiency & Comprehension Test Score	
Typing Test (WPM)	

1 <sup>st</sup> Interviewer Name	AM OPS (ARSALAN ALI)			
Designation and Department	Good communication		HR	
Detailed Remarks	Preferred for OPS as soon as we have			
	a position.			
	Relevant experience			
Recommendation	<input checked="" type="checkbox"/> YES		<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	IMD (Back Office Operations)
Campaign & Project	IMD (Backfill for Sasan Shah)
Supervisor ( Direct & Indirect)	<del>Assad</del> Nouman / Arsalan