

# PAKISTAN HOSIERY MANUFACTURERS & EXPORTERS ASSOCIATION

TO BE FILLED IN CANDIDATE'S OWN HANDWRITING  
ANSWER ALL QUESTIONS ON PAGE 1-3

## EMPLOYMENT STATUS

1. Post applied for: Management Trainee
2. Date of Availability, if hired: \_\_\_\_\_
3. Are you willing to accept other position if the position you seek is not available?  
 YES  NO
4. Minimum gross salary acceptable Rs. 30,000/-

## PERSONAL DATA

5. Full Name: Karamat Ullah Shaikh
6. Father's / Husband's Name: Sakhawat Ullah Shaikh (Late)
7. Residential Address: AB-18/4, Eastern Pride, Block-15,  
Gulistan-e-Jauhar, Karachi.
- Phone (Res): \_\_\_\_\_ (Business) \_\_\_\_\_
8. Place of Birth: Shikarpur 9. Date of Birth: 06-09-1981
10. Nationality: Pakistani 11. Religion: Islam
12. National Identity Card No. 42000-3585195-5
13. Marital Status  Single  Married  Divorced  Widow(er)
14. No. of Dependents: 

Son(s)	Brother(s)	Parents	<b>Total</b>
_____	<u>2</u>	<u>1</u>	
Daughter(s)	Sister(s)	Others	
_____	<u>2</u>	_____	
15. Which language can you speak / read / write with sufficient command.

Language	Speak	Read	Write
English	Good	Good	Good
Urdu	"	"	"
Sindhi	"	"	

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16. EDUCATIONAL DATA: (Start with the most recent qualification)

YEAR	CERTIFICATE / DEGREE	INSTITUTION	SUBJECTS	MARKS OBTAIN
2009	MBA - FINANCE	PAF - KIET	FINANCE	2.73 CGPA
2005	BBA	KU	PASS	2.73 "
2002	HSC	FED. URDU SCIENCE COLL	PRE-ENG	D GRADE
1998	SSC	MUSLIS BOYS SEC SCHOOL	SCIENCE	B GRADE
Specify the certificate / diploma degree (e.g. SSC, HSC, BA, BE etc)				

17. PRESENT JOB

- a) Name of the Organization: ~~United Media~~ PRIVATE TEACHER
- b) Date of Joining: Jan - 2007
- c) Designation (at the time of joining): TEACHER
- d) Present Designation: "
- e) Present Salary: 30,000/= Benefits \_\_\_\_\_ Total: \_\_\_\_\_
- f) Nature of duties: STUDY, PREPARATION.
- g) Experience: (In chronological order, starting with present / last employment)

YEAR		NAME OF THE ORGANIZATION	DESIGNATION WHEN		GROSS SALARY WHEN		REASONS FOR LEAVING
FROM	TO		JOINED	LEFT	JOINED	LEFT	
2002	PRESENT	PRIVATE TEACHER			30000/=	30000/=	
MAY 2005	JULY 2007	UNITED MEDIA	TRINEE OF	TRINEE OF	15000/=	15000/=	PERSONAL

19. What are your Hobbies? Reading Newspaper, Listening Songs, Movies.
20. What games do you play: CRICKET
21. Which civic / professional / social organization do you belong to: "BCS"  
THE BRITISH COMPUTER SOCIETY.
22. List any awards you have received: \_\_\_\_\_

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23. Have you had any illness requiring hospitalization?  YES  NO  
If yes please specify (What & When) \_\_\_\_\_

24. Do you have any physical disability?  YES  NO  
If yes, please specify: \_\_\_\_\_

25. Are any of your relatives employed by this company?  YES  NO  
If yes, give details:

i) Name: \_\_\_\_\_ Designation: \_\_\_\_\_

ii) Division / Department: \_\_\_\_\_

26. Please feel free to add other information you think should be considered in the evaluation your application: DIPLOMA IN ENGLISH LANGUAGE,  
MIS, CERTIFICATION IN COMPUTER.

27. Reference (List two reference who are not related to you)

i) Name: MR. FATEH SHAIKH Designation: CUSTOMS COLLECTOR  
Company: CUSTOMS HOUSE  
Address: CUSTOMS 4  
Phone: 03002246007

ii) Name: MR. NADEEM SHAIKH Designation: MANAGER  
Company: ADAM JEE INSURANCE  
Address: PIDC HOUSE  
Phone: 03022699285

By my signature on this application, I : \_\_\_\_\_

- Affirm that the above information is true to the best to my knowledge.
- Agree to the verification of the above information and any other necessary inquiries that may be needed to determine my suitability for employment.
- Understand that any misrepresentation or suppression of information will render me liable to be dismissed by the company.

Bullah

Application's Signature

23-MAR-13

Date

# KARAMAT ULLAH SHEIKH

## **Address:**

Flat No. AB 18/4, Eastern Pride,  
Block 15, Gulistan-e-Jouhar,  
Karachi, Pakistan.

## **Mob No:**

092-333-2142875

## **E-mail:**

Karamat\_ullah@live.com



## **OBJECTIVE**

Seeking a Challenging position, utilizing abilities developed through experience and education, with the opportunity for professional growth based on performance.

## **PROFESSIONAL QUALIFICATION**

2009

### **Master of Business Administration**

Specialization in Banking & Finance

Pakistan Air Force - Karachi Institute of Economics and Technology  
(PAF-KIET)

**Majors:** Islamic Banking and Finance, Financial Modeling and Forecasting,  
Corporate Finance, Securities Analysis

**Project:** Analysis of Islamic and Conventional Mutual Funds

2005

### **Bachelor of Business Administration (Pass)**

University of Karachi

2001

### **Intermediate Science (Pre-Engineering)**

HSC Board Karachi

1997

### **Matriculation Science**

SSC Board Karachi

## **PROFESSIONAL EXPERIENCE**

### **Operation Support Officer**

To provide support in Operations, Finance, Marketing Customer support and Management to the senior Executives.

### **United Media**

Exclusive Advertiser for Pakistan Railways

### **Responsibilities**

1. General Administration
2. Coordinate with the Finance Department for payable and expenses and also handle the financial issues.
3. Dealing and correspondence with the Vendors and other third parties

4. Dealing and correspondence with the Valued and potential clients
5. Management of the Junior Staff and team members nationwide (Especially through E-mails and letter writing, manage the queries and issues of them too)
6. Prepare daily activity reports
7. Coordinate and advice to sales and marketing
8. Assist CEO and Head of Operations regarding the quires
9. Other related responsibilities.

## PROFESSIONAL CERTIFICATIONS

2002

### Proficiency Diploma in English Language

Awarded By Skill Development Council

2002

### Management Information System

Awarded By The British Computer Society

1998

### Computer (Ms Office, Windows 1998)

Awarded By J. S Computer Center

## COMPUTER LITERACY

Well versed with single user computer environment & local area network.

Microsoft Office XP (MS Excel, MS Word, MS Power Point)

Ms Visio (Beginner)

ORS & ERP (Very Beginner)

## KEY STRENGTHS

- Communication: Possess good written and oral communication skills in English and Urdu.
- Adaptability: Able to work individually as well as teamwork.
- Efficiency: Can gather, analyze and present information to deadlines.
- Effectiveness: Good managing and decision power
- Problem Solving: Can think quickly and creatively to give solutions
- Dedication: Strive for quality work with devotion and learning skills.
- Dependability: Good behavior with senior and junior

## PERSONAL INFORMATION

- |   |                       |
|---|-----------------------|
| <input type="checkbox"/> Father's Name  | Sakhawat Ullah Shaikh |
| <input type="checkbox"/> Date of birth  | September 06, 1981    |
| <input type="checkbox"/> Marital Status | Single                |
| <input type="checkbox"/> Nationality    | Pakistan              |
| <input type="checkbox"/> CNIC No        | 42000-3585195-5       |

## REFERENCE

References will be furnish on request