**Personal Data of Employee**

Name: Arshad Ullah S/O, D/O, W/O: Abdur Rahman

CNIC No: 2110773268295 DOB: 31,march 1995 Gender: Male

Address: Qazafi Bajaur Agency , FATA , Pakistan

Contact No: 03045010411 Email: arshad.hrt@gmail.com

Designation: PHP internee Department: Development

Joining Date: 25, October, 2017

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| Serial No: | **Check list for Employee** | **Yes** | **No** |
| 1 | Original and Copies of Degrees/Transcript |  |  |
|  | 1. Master |  |  |
|  | 1. Graduation | yes |  |
|  | 1. FSC | yes |  |
|  | 1. Matric | yes |  |
| 2 | CNIC Copy | yes |  |
| 3 | Copies of all Educational Documents | yes |  |
| 4 | Domicile copy | yes |  |
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|  |  |  |  |
| Serial No: | **Check list for company** | **Yes** | **No** |
| 1 | Contract. |  |  |
|  | 1. Employment Agreement |  |  |
|  | 1. Internees Agreement |  |  |
| 2 | Appointment letter. |  |  |
| 3 | Hardware acknowledgement letter |  |  |
| 4 | Warning letter. |  |  |
| 5 | Termination Letter. |  |  |
| 6 | Resignation Letter. |  |  |
| 7 | Acknowledgment letter of receiving documents |  |  |
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