

Report To
LineManager:

Offical Email:
Type:
Department:

Personal Information

Father/Husband Relation With Employee:Name of Father/Husband:Date of Birth :

Gender :Marital Status :

Mobile :

Emergency Contact Number :

CNIC :

Current Address :

Personal Email:

Academic Qualification

Institute Name	Degree & Majors	Passing Year	CGPA
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Certifications

Institute Name	Degree & Majors	Passing Year	CGPA
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Previous Job Information

Company Name	Designation	Joining Date	End Date
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Employee Transfer Information

EmployeeCode	EmployeeName	Department	Designation	LineManager	ReportTo	Email	CompanyName	TransferDate
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Employee Promotion

EmployeeID	EmployeeName	Department	Designation	Basic Salary	Food Allowance	Transport Allowance	Medical Allowance	Fuel Allowance	Effective Date	Tax
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Job Information

Probation Period :Joining Date :

Status :

Payroll Information

Basic Salary :Food Allowance :Medical Allowance :

Transport Allowance :

Bank Account Information

Payment Mode:From Bank :To Bank :Account # :

To Branch :From Branch :Account Title # :