



CEFALO: Employee Information for HRIS

sumontasaha80@gmail.com [Switch account](#)

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* Indicates required question

Documents to update CEFALO HRIS

Since we are auditing and updating personnel information we requires the below documents for our record. You can provide as pdf/jpg file

Latest Educational Certificate (Graduation OR Post-Graduation)*

Upload up to 5 supported files. Max 10 MB per file.

Sumonta - Educa... X

Add file

Training/Workshop/Other certificates

You can add maximum 10 files at a time. These is your personal strengths that Cefalo should recognize.

Upload up to 10 supported files. Max 10 MB per file.

Sumonta - Certifi... X

Add file

Your National ID Card scanned copy both side *

These is your personal strengths that Cefalo should recognize.

Upload up to 5 supported files. Max 10 MB per file.

Sumonta NID.pdf X

Add file

Your Passport's scanned copy

You may need to visit abroad. This copy will be useful. If your passport is not up to date. Attach the last and inform in email.

Upload up to 5 supported files. Max 10 MB per file.

Add file

Your TIN Certificate scanned copy *

For accounts team and personal record

Upload up to 5 supported files. Max 10 MB per file.

Sumonta Tin Cop... X

Add file

Your Signature scanned copy *

Your official ID card will be prepared before your joining with that

Upload 1 supported file. Max 10 MB.

sumonta signatu... X

Your latest official photograph *

You official ID card will be prepared before your joining with that

Upload 1 supported file. Max 10 MB.

 sumonta photogr... X

NOC/Release Letter from the organization you are leaving

If you can't provide now, leave blank and inform

Upload 1 supported file. Max 1 MB.

 Add file

Nominee Photograph *

You can add maximum 10 files at a time. File name must be named with Nominee Name-relationship

Upload up to 10 supported files. Max 10 MB per file.

 Suma Saha Moth... X

 Add file

Nominee NID and/or Passport and/or Birth Certificate *

You can add maximum 10 files at a time. File name must be named with Nominee Name-relationship

Upload up to 5 supported files. Max 10 MB per file.

 Suma Saha - Mot... X

 Add file

Your COVID Vaccine Information card

Whether you take 2 doses or 1 dose or just registered, share the information card with us.

Upload up to 5 supported files. Max 10 MB per file.

 Covid 19 Vaccina... X

 Add file

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Emergency Contact Information

We absolutely hope not, however, as we all know that uncertainty is the only certain thing in our life, in case of any unwanted emergency we may need to contact your family. Let us know who we should contact, and where, and how.

Name of Emergency Contact Person

Suma Saha

Mobile/Landline Number of Emergency Contact Person

(Type without country code, e.g. 01xxxxxxxx/02xxxxxxxx)

01815409795

Relationship with Emergency Contact Person (e.g. Father, Mother, Wife, Husband, Sister, Brother)

Mother

Address of Emergency Contact Person

Pubali Bank Limited Building (6th floor), A C D

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[Next](#)

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Record of Nominee

Yes! Nominee is important for our professional responsibility. We will provide our nominee name who will be my nominated authorized person for receiving any benefits. You can provide 1 nominee with 100% share or 100 nominee with 1% share. We kept here 3 Nominee options. For more, contact with hr@cefalo.com

Name of nominee/s

Suma Saha

Relationship with the nominee/s

Mother

Share of your benefits authorized for Nominee/s

Write from 1 % to 100%

100%

Address of nominee/s

Where Cefalo will communicate if required. So, write as detail as you can

Pubali Bank Limited Building (6th floor), A C D

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[Next](#)

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our Family

Well, we all know CEFALO is your one big family. However, let us know about your "other" family, the one you share a roof with (when you are not with us). ^^

Home District

Narayanganj

Residence Phone Number

01815409795

Religion (Sorted alphabetically)

- Buddhism
- Christian
- Hindu
- Islam
- Other: _____

[Clear selection](#)

Father's Name *

Late Monto Ranjon Saha

Mother's Name *

Suma Saha

Present address *

Write as detailed as you can. We may need to use it for sending gifts, communicating...

Pubali Bank Limited Building (6th floor), A C Dhor Rd, Sornopoti, Kalirbazar, Narayanganj Sadar, Narayanganj, 1400

Permanent address *

Write as detailed as you can. We may need to use it for sending gifts, communicating...

Pubali Bank Limited Building (6th floor), A C Dhor Rd, Sornopoti, Kalirbazar, Narayanganj Sadar, Narayanganj, 1400

Marital Status

Married
 Single
 Other: _____

[Clear selection](#)

Date of Marriage

Date

mm/dd/yyyy [\[clear\]](#)

Spouse Name

Your answer

Name of Child-1

Your answer

Gender of Child-1

- Female
 Male

Date of Birth of Child-1

Date

mm/dd/yyyy [\[clear\]](#)

Name of Child-2

Your answer

Gender of Child-2

- Female
 Male

Date of Birth of Child-2

Date

mm/dd/yyyy [\[clear\]](#)

Name of Child-3

Your answer

Gender of Child-3

- Female
 Male

Date of Birth of Child-3

Date

mm/dd/yyyy [\[clear\]](#)

[Back](#)

[Next](#)

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Past Career

We are so glad that you chose to work with Cefalo. Let us know about your previous workplace just for reference, nothing else.

Job Start Date of your Career. (Write the joining date at CEFALO if this is your first company.)

Date

12/04/2024

Name of your last company. Keep it blank if CEFALO is your first company.

Your answer

Position at your last company. Keep it blank if CEFALO is your first company.

Your answer

[Back](#)

[Next](#)

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* Indicates required question

Academic Background

We do not judge anyone based on the academic background. We rather intend to create a workplace with colorful diversity.

HSC Passing year *

If you passed diploma, mention that with year of passing

2019

Full name of the institution you passed your HSC in *

Notre Dame College, Dhaka

The year you completed your undergraduate in

2025

Department of your undergraduate education

- CSE
- EEE
- BBA
- Other: SWE

[Clear selection](#)

Full name of the institution you completed your undergraduate education in

Shahjalal University of Science and Technology

Department of your postgraduate education

- CSE
- EEE
- Other:

Any other degree that you have

Your answer

Full name of the institution you got your "other degree" from

Your answer

Write the names of Trainings/workshops you achieved

Your answer

Write the names of Trainings/workshops you achieved

Your answer

[Back](#)

[Next](#)

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* Indicates required question

About You

Let us know you a little more... and help us help you, promise! And trust us, each information here is intended to serve you in some way.

The nickname you prefer to go by

Sumonta

Date of Birth (Original)

(If we know this, we will celebrate your birthday on the original date instead of the "fake" one)

Date

04/11/2000

Gender

- Female
 Male

[Clear selection](#)

Religion *

Hinduism

Alternate Mobile Number

(Type without country code, e.g. 01xxxxxxxx)

01815409795

Email Address (Personal)

sumontasaha80@gmail.com

National ID number *

1511229419

Passport number *

000

Passport Expiry Date *

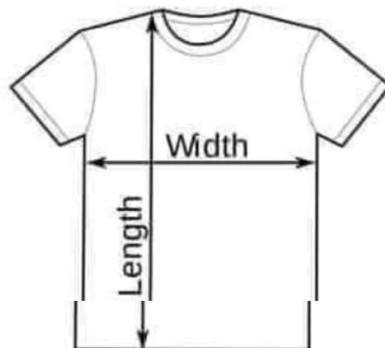
Date

12/03/2024

Blood Group *

- O-
- O+
- A-
- A+
- B-
- B+
- AB-
- AB+

Cloth Size



Size List:

S- Length (উচ্চতা)- 26" / Chest (width)-36"

M- Length (উচ্চতা)- 27" / Chest (width)-38"

L- Length (উচ্চতা)-28" / Chest (width)-40"

XL- Length (উচ্চতা)-29" / Chest (width)-42"

XXL- Length (উচ্চতা)-30" / Chest (width)-44"

What size clothes do you wear?

- S
- M
- L
- XL
- 2XL
- 3XL
- Other: _____

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* Indicates required question

My CEFALO

In this section, you have to provide your information related to the company. Yes, we know you, but you know, this is only to get started with the basics.

Full Name *

As per NID and SSC Certificate

Sumonta Saha Mridul

Designation *

Trainee Software Engineer

Joining Date at CEFALO *

Date

12/04/2024

Mobile Number

(Type without country code, e.g. 01xxxxxxxx)

01845359479

Date of Birth

As per certificate

Date

04/11/2000

TIN No

Write the numbers

I don't have now

[Back](#)

[Next](#)

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Introductory Information

Let us share your introductory detail to all Cefalo members

Enter into our internal Facebook group to interact more informally
<https://www.facebook.com/groups/2131660193744763>

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* Indicates required question

Email *

sumontasaha80@gmail.com

Your Full Name *

Sumonta Saha Mridul

Your Nick Name *

If you are comfortable to share with all

Sumonta

Your mobile number *

01845359479

Educational background

Start from Latest (example: MSc in CSE from RUET, BSc in CSE from RUET)

BSc in SWE from SUST

Total Experience (in year) *

0

Prior Companies *

Mention only Last Organization names

None

Hobbies OR how pass your leisure time *

A little passion for photography, Writing Blogs and Playing Online Games (Valorant)

Where you resides (only area name) *

Narayanganj

Your top 5 technical skill sets (max) (example: Java, C++....) *

To showcase your top skills with all (maximum 5)

JavaScript, GitHub, React, MySQL, C++

Any other personal issue if you want to share with all
example: Favourite Superhero, any favourite movie, attended 10 marathons....

Your answer

Submit

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