

## Employee information list

### ☐ **Personal Information:**

☒ **Full Name**

☒ **Profile photo**

☒ **Date of Birth**

☒ **Age**

☒ **Gender**

☒ **Blood group**

☐ **Marital Status**

☐ **Marriage Date**

☐ **Wife name if married.**

☐ **Child count**

☐ **Child names**

☐ **The father's name.**

☐ **Mother's name.**

☐ **Nationality.**

☐ **Language Spoken.**

☐ **Medical History.**

☐ **Hobbies and interests.**

### ☐ **Contact Details:**

☐ **Address (Home and/or Office)**

☐ **Phone Number (Mobile and/or Landline)**

☐ **Email Address**

☐ **Social media links**

☐ **LinkedIn**

☐ **Twitter**

☐ **Facebook**

☐ **Instagram**

☐ **GitHub**

☐ **CV Soft copy.**

### ☐ **Educational Background:**

☐ **Highest Educational Qualification**

- ☐ **Institution Name**
- ☐ **Major/Field of Study**
- ☐ **Graduation Year**
- ☐ **Professional Experience:**
  - ☐ **Previous Work Experience (if applicable)**
  - ☐ **Previous Employers**
  - ☐ **Job Roles and Responsibilities**
- ☐ **Skills and Certifications:**
  - ☐ **Relevant Skills**
  - ☐ **Professional Certifications**
- ☐ **Emergency Contact:**
  - ☐ **Name**
  - ☐ **Relationship**
  - ☐ **Contact Number**

### **Company Related information**

- ☐ **Work-related Information**
  - ☐ **Employee ID**
  - ☐ **Department**
  - ☐ **Job Title**
  - ☐ **Date of Joining**
  - ☐ **Employment Status (Full-time, Part-time, Contract, etc.)**
  - ☐ **Reporting Manager/Head of Department**
- ☐ **Work Schedule:**
  - ☐ **Normal working hours**
  - ☐ **Days of the week the employee is expected to work**
  - ☐ **Any flexible work arrangements**
- ☐ **Compensation and Benefits:**
  - ☐ **Salary( Basic salary+Phone bill etc )**
  - ☐ **Pay Frequency (Monthly, Bi-weekly, etc.)**
  - ☐ **Bonus Information**
  - ☐ **Benefits (Health Insurance, Retirement Plans, etc.)**

- ☐ **Performance and Training:**
  - ☐ **Performance Reviews**
  - ☐ **Training and Development History**
- ☒ ~~**Leave and Time-off Details:**~~
  - ☐ **Vacation Balance**
  - ☐ **Sick Leave Balance**
  - ☐ **Time-off Requests**
- ☐ **Documents and Compliance:**
  - ☐ **NID Information**
  - ☐ **Work Authorization Details(Appointment later)**
- ☐ **Recognition and Awards:**
  - ☐ **Any awards or recognitions received**

Employee leave management