

CHIP Training & Consulting (Pvt) Ltd
INTERVIEW ASSESSMENT SHEET

Candidate's Name	Ahsan Qazi
Position	District Coordinator / PO Quetta.
Date of Interview	DEC 12, 2022

Areas of Assessment	Guiding Points	Marking Criteria	Max Marks*	Marks Awarded	Remarks, if any
Personality	Appearance, Dressing	Interviewer should assess whether s/he properly dressed up for the interview=2, Not=0	2	2	
Conduct during Interview	General conduct/Communication with coordinators and penal members	Satisfactory=3, Normal=1, Poor=0	3	3	
Qualification	Relevant qualification as per TORs or Master level qualification however not relevant	Relevant Qualification= 5, Not Relevant= 2	5	5	MBA-HR.
Experience	Relevant Experience as per TORs and general experience	One mark per year for relevant experience while for general experience not relevant to the position total marks will be max.2	5	3	Total Exp. 6Y
Job Competence Assessment	Competence assessment through scenario based questions taken from TORs	Ask 5 scenario based questions relevant to the position, (2 marks each * 5 questions)	10	5	Last job = Asst Manager
Job Knowledge	Knowledge of the position and TORs s/he has applied for	Ask three questions on the job position and TORs (2 marks each * 3 questions)	6	3	PTCL -
Computer Proficiency	Competence assessment through scenario based questions taken from TORs	Ask 3 scenario based questions relevant to the position, (2 marks each * 3 questions)	6	3	Have Hiring Exp
Personal Attributes	Competencies (Integrity, ambition, initiative, learning aptitude)	As per Panel members judgment	5	2	in Quetta + Baloch dist.
Communication Skills	Effectively expressing and conveying ideas in response to questions	Ask questions on strength and weaknesses & mark accordingly	8	5	Have understanding of recruitment
Total Score			50		

Overall Remarks	<p>NO opportunity to investigate any case process.</p> <p>Good - 6 months Exp in Chaman. - Ind. manager</p> <p>Staffing - Around 35-40 Staff. Recruitment.</p>
Interviewer's Signature	Majid Ali
Interviewer's Name	No coordination Exp. with Govt. depts

From Quetta - Solved. → No mobility issue.

→ Turbat. → CRM/Maximo softwares with 50K of PTCL. in Quetta.

Ahsan Qazi

House Near Khalid bin Waleed masjid killi paid khan road Jinnah town Quetta.

Contact No: 03337872601

Email: ahsanqazi112@gamil.com

Objective.

The main objective and goal of my life is Passionate for Social Activism Highly motivated professional with excellent leadership skills Eager to contribute my experiences at a position driven by challenges which provides a stable environment to be creative, allow me to pursue a wide range of possibilities, to work both independently and as a team, utilizing and expanding my knowledge and skills in leading and investing time and effort into an institution, office management and accomplishing the incentive to learn, grow and prosper in a conducive place ideally with specific focus on assisting people.

EDUCATION.

- MBA (Human Resource)
Feb (2017) To June (2020)
National University Modern languages
- BA (Economic)
Feb (2014)
Baluchistan Board University Quetta
- FA (Arts)
Aug (2011)
Baluchistan Board Quetta
- Matric
March (2009)
Baluchistan Board Quetta

WORK EXPERIENCE.

Business Manager/HR Officer at PTCL (July 2019-May 2021)

- Worked as a ABM/HR Officer was having responsibilities of the following tasks
- Development of logistic strategy by tracking KPIs, these indicators are essential for each project including purchasing, Warehousing, transportation, Inventory management and fleet management.
- Procurement through various methods including open tendering, restricted tendering, two stage bidding, quotations and single source procurement.

their past experience with organization through organization's database. If found any deception from the vendor proved process of blacklisting could be performed and restrain organization with any future procurement with the particular enterprise

- Completion and reviewing of overall procurement process against policies and procedures to ensure compliance and transparency of process.
- Organizing HR appraisal according to policy keep the track record of employees, Leaves, attendance, punctuality, monitoring and preparation/ Verification of summary sheet.
- Help in detecting and handling complaints, issues, disputes and grievance of all staff.
- Help manage and design and implement policies and procedures relating to Organizational development.
- To manage directly reporting staff, ensuring work priorities job activities are developed and staff are fully trained and inducted to undertake their role.
- Other duties as assigned.

Assistant Manager Admin and HR at PTCL.

2016 – November TO 2018-June

- Provide administration and HR support to the staff
- Perform Recruit and selection of the staff
- Control, monitor and practice compensation, promotions and benefits
- Record maintenance
- Payroll Development
- Insurance policies and record maintenance
- To detect and handle complaints, disputes and grievances of all staff
- To assist in the coordination and management of the project with particular responsibility of administration
- To supervise the supply and maintenance of sufficient stationery, office supplies, office equipment
- To organize logistic procedures, including purchasing, communication and transportation along with other administrative procedures
- To ensure on time procurement and sufficient stock for issue and replacement of all required stores and equipment.
- Design and implement policies and procedures related to organizational development.

Assistant Admin Officer, Blue Sky Agency Quetta.

Jan 2015 – July 2016

- Responsible for financial record keeping and administration –
- To manage directly reporting staff, ensuring work priorities job activities are developed and staff are fully trained and inducted to undertake their role.
- Ensure that all finances are properly administered and monitored in accordance with OBJECT's financial regulations and controls
- Prepare monthly financial reports for the CEO, Income, expenditure, and any variations from budgets.
- Prepare to provide this information as and when is needed
- Support the Treasurer in the provision of information for the estimates
- Responsible for tracking petty cash, keeping appropriate records, and maintaining reconciliations
- Maintain bank records, perform bank reconciliations, and deal with the bank on all financial matters.
- Liaise with managers to determine training needs and schedule training sessions
- Design effective training programs
- Select and book venues
- Conduct seminars, workshops, individual training sessions etc.
- Prepare educational material such as module summaries, videos etc.
- Support and mentor new employees
- Keep attendance and other records
- Manage training budgets
- Conduct evaluations to identify areas of improvement
- Monitor employee performance and response to training .

SKILLS

- MS Office
- Management/Teamwork Skills Report Writing Training Management
- Social Mobilization Monitoring Skills
- Team Work Leadership

PERSONAL INFORMATION

- Father Name
Qazi Muhammad Shafique
- Date of Birth
28/07/1991
- CNIC No
54400-0292311-3
- Gender
Male
- Nationality
Pakistani
- Religion
Islam

LANGUAGES

- Urdu
- Pashto
- Biravi
- Balochi
- English

REFERENCE

Will be furnished on demand.

Application for Employment with CTC

Instructions:

Read the whole form carefully before starting to fill it in.
This form should be completed in ink, in candidate's own handwriting.
Attach copies (not originals) of all testimonials and certificates. **A copy of CNIC is mandatory**
If space provided in the form for any particular information is inadequate, Please attach additional sheets.
If any information given in this form is subsequently found to be incorrect, it will be construed as a gross misconduct, liable to be punished by instant dismissal and other disciplinary action as may be appropriate to the nature of misstatement.

Affix a recent passport sized,
Colour photograph here.

For Official use only (to be filled by CTC Staff):

Position applied for: District Coordinator Islamabad.

Expected Date of Induction training if selected:
YYYY/MM/DD -

1. PERSONAL INFORMATION		
1.1	Full Name	<u>ANAN QAZI</u>
1.2	CNIC No.	<u>54400-0292311-3</u>
1.3	Other identification number if CNIC not available	<u>NIL</u>
1.4	Date of Birth (DOB) (YYYY/MM/DD)	<u>28-07-2022 1991</u>
1.4.1	Check DOB (tick any one)	<input checked="" type="checkbox"/> Day, Month, Year available <input type="checkbox"/> Only Year available <input type="checkbox"/> DOB not mentioned
1.5	Father's Name/Husband Name i.e. Next of Kin	<u>Qazi - M. Shafique</u>
1.6	Relationship with Applicant	
1.7	Marital Status	<u>Engaged.</u>
	Gender	<u>Male.</u>
	Tribe	
	Ethnicity	
1.8	Permanent Address	<u>Urdu, Pashto, Biraui</u>
	District and Union council	<u>Faisal Town Gali no 7 Beresmy Road.</u> <u>Quetta Balochistan.</u>
1.9	Present address	<u>Same.</u>
2.0	Contact details	Mobile <u>03337832601</u> Residence <u>Faisal town Beresmy Road</u>
		Office _____ E-mail <u>Ansan.Qazi112@gmail.com</u>
2.1	Last Qualification	<u>MBA - (HR)</u>

2. QUALIFICATIONS

List all your academic and technical qualifications, starting with the school certificate (Matriculation)

Year	Institution	Cert. / Degree obtained	Main Subjects	Grade / Div.
21 Aug 2020	National university of modern languages.	3.08 / 4.00 72.37%	Human Resources management.	B2.

3. PRESENT EMPLOYMENT

Give details of your present employment.

If you are currently unemployed, give these details in respect of the last employment held by you.

3.1	Name of the Employer	
3.2	Employer's Address	
3.3	Date of Joining	
3.4	Your Last Job Title	
3.5	Main Duties	
3.6	Name & Title of your immediate boss	
3.7	Gross Monthly Pay	Rs.

4. PAST WORK EXPERIENCE

List all the previous jobs held by you, starting from the earliest.

From/ To	Employer's Name & Address	Position held by you when you left this employer	Main duties performed by you
2017 to 2021	Ahson Qazi	Assistant manager HR PTCL.	Recruitment, Business Development, Selection, etc.

5. REFEREES

Give details of three referees, not related to you by blood or marriage, who can vouch for your character and work experience

5.1	First Referee	Name	Danish
		Address	Kilishaba New Afghan Town, Shebo Road Quetta.
		Contact Phone No.	0331-3284970
		Nature of association with you	Friend.
5.2	Second Referee	Name	Sadam.
		Address	Aon City Berwary Road Quetta.
		Contact Phone No.	03363559514
		Nature of association with you	Office-colic / Friend.
5.3	Third Referee	Name	Asif
		Address	Faisal town Berwary Road Quetta.
		Contact Phone No.	0343-8229936

- 1- Tahir Ahmad HR Manager PTCL.
03337668855
2. Faizal Ahmad 0336-7488300 - Lecturer NUML.
3. Nazim Mari 03337815656 GM PTCL.

Nature of association with
you

Friend

6. GENERAL INFORMATION

6.1	Do you suffer from any serious ailment, or disability? If so, give details.	No.
6.2	Have you ever been tried or convicted for any crime? If so, give full details.	No
6.3	Give any other information not covered by this form which in your opinion is relevant to your application.	
6.4	If an offer is made to you, how soon can you join us?	When I am Selected and offer
6.5	What are your salary and benefits expectations?	80,000.

7. SUITABILITY TO THE POSITION

Briefly explain why you consider yourself suitable for the position you have applied for.

I have acquired relevant Skills and experience which I shall bring to your Organization. I have also worked tirelessly on my Communication abilities and teamwork skill which I will put to use in my future career which would be in your organization if I am Selected for the position.

8. DECLARATION BY THE APPLICANT

I confirm and certify that the information given above is true, correct and complete to the best of my knowledge and belief. I accept responsibility for any misstatement that be subsequently discovered.

Date: dd/mm/yyyy

12-12-2022

Candidate's Signature

(Signature)

Disclosure of Relationship Form

(To be filled by Candidate)

I Ahsan Qazi, S/D/W/O Qaim Shafiq Holding CNIC 5440-0292311-3
Resident of Street No 7 Brewery Road Fairview Town, UC Quetta,
Tehsil Quetta, District Quetta - Balochistan Candidate for the
position of District Commissioner with CHIP Training & Consulting (Pvt.) Ltd.
under its third party contract for COMNet project, do hereby declare as under:

1. That none of my blood/close relations which may include inter alia parents, brother, sister, husband, wife, spouse, children, maternal and paternal uncle, aunt, niece, nephew, brother/father/mother/sister-law or any other relationship which could come into the standard definition of "blood/close relation" is employed under COMNet project in the same district or UNICEF or CTC offices in the same province where I am candidate for this position.
2. That, if selected for this position, I shall be bound to declare - during the course of my employment - any of my above said relationship if the same joins COMNet, CTC or/and UNICEF to CTC at the earliest.
3. The following blood/close relations (as mentioned in article 01 above) are employed within COMNet, CTC or UNICEF as of the date mentioned below:

Name	Designation	Organization	Province/District	UC	Relationship

Declaration; I do hereby solemnly affirm and declare that the information provided above is true and correct and nothing has been concealed therein.

Signature: (Signature)

12-12-2022
Date: