

CHIP Training & Consulting (Pvt) Ltd					
INTERVIEW ASSESSMENT SHEET					
Candidate's Name	Basit				
Position	Field Facilitator - Khe				
Date of Interview	6-11-23				
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	1	
Conduct during Interview	General conduct/Communication with coordinators and penal members	Satisfactory=3, Normal=1, Poor=0	3	2	
Qualification	Relevant qualification as per TORs or Master level qualification however not relevant	Relevant Qualification= 5, Not Relevant= 2	5	3	
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	2	
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	6	
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	2	
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	
Personal Attributes	Competencies (Integrity, ambition, initiative, learning aptitude)	As per Panel members judgment	5	3	
Communication Skills	Effectively expressing and conveying Ideas in response to questions	Ask questions on strength and weaknesses & mark accordingly	8	4	
Total Score			50		
Overall Remarks	Good Knowledge about TORs. Good Communication Skills.				
Interviewer's Signature	[Signature]				
Interviewer's Name	Sumas				

Gross Salary
Comm All

35000/-
2000/-
37000/-

CURRICULUM VITAE OF ABDUL BASIT

Career Objective

Seeking a career in a progressive organization where my education background and my professional experience can be effectively utilized, and my abilities can be applied for personal and professional growth.

Personal Information

Name	:	Muhammad Basit Mansoor
Father's Name	:	Waseem Mansoor
Date of Birth	:	11 October 1990
Address	:	8/118 Block 8 Lihatabad Karachi
N.I.C No	:	42101-3372307-3
Nationality	:	Pakistani
Religion	:	Islam
Marital Status	:	Single
Contact	:	0346-2784174
Email	:	muhammadbasit110@gmail.com

Academic Qualification

- Matriculation (Computer Science) 2007, Ideal Public School Khi.
- Intermediate (Commerce) 2009, Private.
- B.Com inProcess .

Professional Experience

- From 2008 To March 2009: Worked In **"Sky Line Printing Press"** As a Computer Operator in Documentation Dept.
- From April 2009 To December 2010: Worked as a outdoor order Booker in **"Lakson Tobacco Company"**.
- From January 2010 To Aug 2016: Worked In Multinational Company **"James Finlay Limited"** Survey/Tally Dept As a Surveyor/Computer Operator.
 - To carry out the survey onboard the Vessel Loading and Discharging Operation.
 - To carryout container / its content survey.
 - To supervise while quantitative (Tally) Survey.
 - To carryout out-turn survey, pre loading & loading surveys of project and steel cargoes.
- From March 2017, Present :Worked in **"Bahria Town (Pvt Ltd)"** as a CRO (customer relation officer)
 - Provided exceptional customer service promoting Bahria Town Karachi services

- *Resolve problems and assist customers by handling account related inquiries.*
- *Ensure maximum security and confidentiality of customers' assets.*
- *Accurate data input and maintenance of client information in CRM system.*
- *Analyzing the data manually and ensuring its ample entries to the system.*
- *Ensuring the transfer of property fully and concretely.*

Internet & Activities

- *Internet Surfing, Reading Books & Doing Innovative.*

Computer & Personal Skills

- *Operating MS Office, MS Excel, PowerPoint, Graphics*
- *E-Mail & Suffering, Photoshop*
- *Correct Business Writing Proficiency.*

References

- *Will Be Furnished Upon Request.*