

CHIP TRAINING & CONSULTING (Pvt) Ltd	
Interview Assessment Sheet	
Candidate's Name	Muslehuddin
Position	Senior HR officer
Union Council/Area/ Code	
Location: District/ Agency	Peshwar
Date of Interview	23-12-22

Areas of Assessment	Points of Importance	Max Marks	Marks Awarded	Remarks, If any
Personality	Appearance, Dress, Manner of Conducting Him/Herself	5	3	
Qualification	Relevance to Position	5	4	
Experience	Relevance to Position	5	4	
Job Knowledge	Knowledge of Job Contents, development world	10	6	
Personal Attributes/Supervisory Skills	Competencies (integrity, ambition, leadership, initiative, loyalty, learning, resourceful)	10	6	
Reporting & Computer skills	As Per Question	5	3	
Mobility	As Per Question	5	4	
Communication Skills	Verbal & Written	5	4	
Total Score		50		

Overall Remarks	Overall relevant experience is 11 years. Knowing about TSP are good. Education is relevant to the position. Communication is good. - do reference check for salary slip
Interviewer's Signature	
Interviewer's Name	

*Maximum Marks to be assigned to each areas of assessment must be decided by the interview panel, in light of the vacancy to be filled, before the start of the interview exercise. the total marks for all areas must add up 50

Potential Candidate.

→ with in 15 days/-

MUHAMMAD MUSLEHUDDIN



Contact No: +92-333-9224883
E-mail: musleh_bangash@yahoo.com
Date of Birth: 01 August, 1986
Postal Address: House 31, Street 13, Defence Officer's Colony Peshawar, KPK, Pakistan

Academic Qualification

Masters in Public Administration (Human Resources)
Institute of Management Sciences, Peshawar (2007-2009)

Areas of Expertise

- Recruitment, HR Policies Development, Employee Relations, Training and Development, Team Management, Conflict Management, Project Management and Crisis Management.
- Government Policies and Compliance, Budget and Financial Management, Supply Chain Management, Procurement, Business Development, Contract Negotiations and Quality Control.
- Adaptable, Creative, Good Planner, Decision Maker, Team Player, Pressure Handling, Business Communication and Diplomacy Skills.
- Flexible to work in emergencies and insecure environments.
- Able to understand, communicate and interpret in English, Urdu, Hindko and Pashto.

Professional Experience & Achievements

Payroll

MANAGER HUMAN RESOURCES AND ADMINISTRATION (October 2022 till Date)
Health Berry Pharmaceutical, Peshawar, Pakistan.

Achievements;

- Screening, recruiting and training the Sales Team to perform as per the needs of the Organization.
- Establishing Standard Operating Procedures and streamlining the Operations of the Organization.
- Formulation of Contracts, Policies and Forms to ensure proper documentation.
- Establishing Liaison between different Departments of the Organization.
- Motivating Field Force to continually achieve Organizational targets.
- Conducting Performance Appraisal for Employees in coordination with their Direct Managers.
- Resolving the Conflicts arising among the Team Members and taking corrective measures.
- Processing the Payroll, Allowances and Incentives of the Workforce.
- Ensuring the Time Sheet, Per Diem, Imprest Money and Final Settlement Records.
- Consolidating all the Administration activities for smooth Office functioning.
- Reviewing existing contracts with suppliers and Distributors to ensure on-going feasibility.
- Updating the Field Force Data and processing the Pay Slips and Experience Certificates.
- Maintaining the Organization Competitive Advantage by formulation of ROI Analysis.
- Reporting all the important matters to the Management and filing the desired actions.

Manager Human Resources and Administration (February 2017 to July 2021)

Marjan LLC, Dubai, UAE

Achievements;

- Formulated the Company Legal structure along with Managing Director by adhering to the laws and Regulations of Economic Department of Dubai and Dubai Chamber of Commerce.
- Supervised all the HR and Administration activities carried out by the organization.
- Maintained human resource staff by recruiting, selecting, orienting and training employees.
- Deployed and trained a team of more than 150 staff and reduced the business costs by prioritizing tasks and effective Business Strategies.
- Developed Organization Growth Strategies and Business Development Plans.
- Implemented the organization Project Plans with clear goals, measurable objectives and achieved revenue diversification and growth.
- Improved the profit margin of the Company by sourcing new vendors and negotiating favourable contracts.
- Prepared the Budgets of the organization and developed the financial plans for the organization in consultation with the management and set the key indicators for judicious use of money and manpower.

Manager Human Resources and Administration (March 2014 to January 2017)

Vanguards LLC, Dubai, UAE

Achievements;

- Supervised all the HR and Administration activities carried out by the organization.
- Ensured proper recruitment process as per organizational needs and managed a team of 120 Staff.
- Developed effective coordination mechanism with Ministry of Labor and Ministry of Human Resources and Emiratization for the legal compliance of all the staff.
- Conducted the staff Performance Appraisals and identification of staff Training needs.
- Conducted Training and Capacity Building Sessions for the staff as per the needs of the clients.
- Addressed the staff grievances in accordance with the Organizational policies and procedures.
- Provided the technical guidance in conflicts arising with the employees and represented the Organization at Dubai Court hearings.
- Formulated the Business Development plans and generated the monthly progress reports.
- Ensured smooth office functioning by consolidating all official requirements.

Manager Operations and Procurement (January 2013 to February 2014)

Vanguards LLC, Dubai, UAE

Achievements;

- Supervised all the logistic functions of the Company and managed the utility services in the office and staff accommodation.
- Trained 85 staff members to clear the mandatory Dubai Police Training Certificate.
- Coordinated with Dubai Police Department to conduct security verification and legal documentation for all new security guards
- Monitored all the company's field operations and ensured proper records and documentation.
- Maintained discipline by proper implementation of Company's policies and procedures.
- Ensured the repairs and maintenance of vehicles and administration of Drivers and Guards.
- Prepared all the attendance records and submitted it to finance department for payroll.
- Maintained the updated staff contact's list and disseminated the security updates regularly.
- Building and maintaining long-term relationships with vendors and suppliers.
- Approving purchase orders and organizing and confirming delivery of goods and services.
- Performing risk assessments on potential contracts and agreements.
- Overseeing and managing shipments, inventory, and the supply of goods.
- Preparing procurement reports.

Human Resources Officer (September 2010 to September 2012)

→ 2 years

International Rescue Committee, Peshawar, Pakistan

Achievements;

- Developed and processed the Job Descriptions and Recruitment Requests for all the programs.
- Posted the job advertisements and screened applications in short listing sessions.
- Conducted the interviews and recruited more than 600 staff all across the province for different programs in a timely manner.
- Ensured proper documentation of all the employees hired and managed their Orientation Sessions.
- Conducted Training Sessions in 5 Districts for the staff about the HR policies and practices of the Organization.
- Maintained the recruitment matrix and formulated HR monthly reports.
- Ensured transparency in recruitment and selection process.

References

Mr. Ibrahim Yar Muhammad
Economic Recovery and Livelihoods Specialist
UNDP – Pakistan
ibrahim.yar@undp.org
Contact: +92-345-5014433

Mr. Tahir Subhan Marwat
Estate Manager Jaloza
KPEZDMC-Peshawar
tahir.subhan@kpezdmc.org.pk
Contact: +92-313-9775599

Date: Aug 09, 2021

Ref: AMTS/PEC-039

To Whom It May Concern

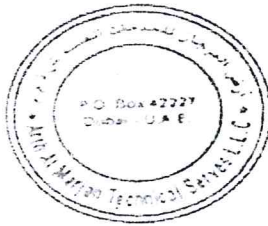
This is to certify that Mr. MUHAMMAD MUSLEHUDDIN (AMTS-P1) holder of Pakistan Passport No (AA0803453) has worked in Arth Al Marjan Technical Services LLC, Dubai, UAE as Manager HR and Administration from February 01, 2017 to July 31, 2021.

If you have any queries regarding his employment feel free to contact HR Department of Arth Al Marjan Technical Services LLC, Dubai, UAE.

Best Regards



Engr. Shakeel Tahir
Managing Director



Ref: VGTS/02/2017

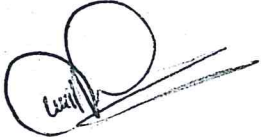
Dated: 13/Jan/2017

TO WHOM IT MAY CONCERN

Mr. Muhammad Muslehuddin Passport No AA0803452 has worked in Vanguards Technical Services as Manager Human Resources and Administration from 01-03-2014 to 12-01-2017.

His performance during the stay has been commendable. He is a hardworking and honest person. We wish him success in his future endeavors.

Vanguards Technical Services is a mission oriented Technical Services organization operating in UAE under license awarded by the Dubai Economic Department. The company is successfully operating since 2006 and made a mark in Dubai Market.



Asad Khan

Senior Officer

HR and Administration





Ref: VGSSS/03/2014

Dated: 18/Mar/2014

TO WHOM IT MAY CONCERN

Mr. Muhammad Muslehuddin Passport No AA0803452 has worked in Vanguards Safety and Security Services (L.L.C) as Manager Operations from 14-01-2013 to 28-02-2014.

His performance during the stay has been commendable. He is a hardworking and honest person. We wish him success in his future endeavors.

Vanguards Safety and Security Services (L.L.C) is a mission oriented security services organization operating in UAE under license awarded by the Dubai Economic Department and Dubai Protective System (DPS). The company is successfully operating since 2003 and made a mark in security business.

Abdul Rasheed

Senior Officer

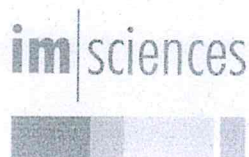
Human Resources and Finance



INSTITUTE OF MANAGEMENT SCIENCES

PESHAWAR PAKISTAN

Serial No 002



By virtue of the power to award degrees granted to it by the
Charter and Statutes and by the authority of the Board of Governors,
the Institute has this day conferred

THE DEGREE OF MASTER OF PUBLIC ADMINISTRATION

With Major in HRM

Upon

Name Muhammad Musleh ud Din


s/o, d/o Muhammad Fakhr ud Din

Session 2007- 2009 Registration No. 2007-IMSC/MPA-16

Result Declared on 09-06-2010


Joint Director




Director

INSTITUTE OF MANAGEMENT SCIENCES | PESHAWAR**Program: Master of Public Administration**

Name:	Muhammad Musleh ud Din	Semester	GPA	CGPA	Cr. Hrs
F/Name:	Muhammad Fakhr ud Din	I	3.40	-	15
Session:	2007-2009	II	3.60	3.50	15
Regd. No:	2007-IMSC/MPA-16	III	3.60	3.53	15
Enrolment No.	24	IV	3.07	3.4	21
Specialization	HRM				

CGPA 3.5 or above after the completion of the requirement for the Degree shall be considered Scholastic Honours.

Course Code	Title of Course	Marks Obtained	Grade	Value	Cr. Hrs.	Grade Points
1st Semester						
570	Principles of Public Administration	93	A+	4.0	3	12.0
531	Principles of Management	87	A	4.0	3	12.0
580	Organizational Theory & Behaviour	79	B	3.0	3	9.0
501	Financial Accounting	79	B	3.0	3	9.0
551	Introduction to Marketing	77	B	3.0	3	9.0
2nd Semester						
621	NGO's Management	88	A	4.0	3	12.0
581	Statistics	80	B+	3.5	3	10.5
571	Comparative Administration	92	A+	4.0	3	12.0
503	Financial Administration	70	C+	2.5	3	7.5
532	Human Resource Management	91	A+	4.0	3	12.0
3rd Semester						
635	Conflict & Negotiation Management	88	A	4.0	3	12.0
572	Public Policy Analysis	88	A	4.0	3	12.0
573	Administrative Law & Ethics in Public Sector	84	B+	3.5	3	10.5
582	Economic Analysis	66	C+	2.5	3	7.5
583	Computer Application	87	A	4.0	3	12.0
4th Semester						
622	Leadership in Public Sector	65	C	2.0	3	6.0
533	Strategic Management	81	B+	3.5	3	10.5
584	Social Research Methods	88	A	4.0	3	12.0
585	Managerial Economics	73	B	3.0	3	9.0
664	Project Planning & Management	87	A	4.0	3	12.0
665	Research Dissertation/Project	138	C+	2.5	6	15.0

Date 09-06-2009

JOINT DIRECTOR

Nasser Ali Khan

DIRECTOR

Institute of Management Sciences
Peshawar

DIRECTOR



DOMICILE CERTIFICATE

I declare that I am born of parents, who are permanently domiciled in N.W.F.P. having born in this province.

I am born at District Kohat.

Signature [Signature]

Resident of Vill: BARH

Tehsil Kohat.

District Kohat.

Date 21.10.1997.

In pursuance of the declaration dated Muhammad Muslehud Din.

son of Muhammad Fakhrud-Din.

Tehsil Kohat. District Kohat.

to the effect that he has been born of parents, who are permanently domiciled in N.W.F.P.

It is hereby certified that the said Muhammad Muslehud Din. parents are permanent residents of N.W.F.P. having been born within it.

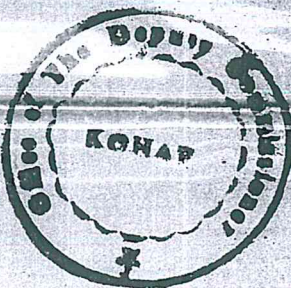
I have satisfied myself from my own knowledge by verification, through Tehsildar Kohat. that the above declaration is true and certify accordingly:

Given under my hand and the Seal of the Court of on 21/10 day 21 Oct 1997

COUNTERSIGNED

Deputy Commissioner Kohat

No 4202 /D



Magistrate 1st Class Kohat.

Dated 23-10- 1997