

CHIP Training & Consulting (Pvt) Ltd					
INTERVIEW ASSESSMENT SHEET					
Candidate's Name	Sami ulloah				
Position	Field Facilitator - Pesh				
Date of Interview	28-07-23				
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	3	
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	7	
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	
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	2	
Communication Skills	Effectively expressing and conveying Ideas in response to questions	Ask questions on strength and weaknesses & mark accordingly	8	5	
Total Score			50		
Overall Remarks	<ul style="list-style-type: none"> <li>Good Communication Skill</li> <li>Knowledge about TORs is Good.</li> <li>Peshawar</li> </ul>				
Interviewer's Signature	Sundus Tariq				
Interviewer's Name	Sundus Tariq				

Pesh - KPK

Field Facilitator.

CNIC#

Sami Ullah

Postal Address:

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Permanent Address: Mohallah Aziz khel Village & P/O Katlang, Tehsil Katlang District Mardan

Work Aims & Objectives:

- ❖ To work in an organization where job is challenging opportunity to prove my skills are limitless and chance of professional growth are boundless.
- ❖ As HR professional keen for helping companies with recruitment, screening candidates, posting job announcements, conducting interviews, making offers, and doing background checks on candidate
- ❖ Have the ability to provide human resources leadership for multiple donors and projects and to facilitate human resource strategy execution.
- ❖ Able to ensure development, delivery and alignment of human resource products and services to support achievement of project/program objectives
- ❖ With the capacity to led project teams charged with designing and implementing talent management strategies and alternative workplace staffing solutions.

ACADAMIC QUALIFICATION

BBA(Human resource management)

Session:

2018

CGPA:

3.01

Institution:

Abdul Wali Khan University Mardan

PROFESSIONAL EXPERIENCE

Over all experience:

4 years

Organizational Experience: HR officer

Organization	Human Concern International
Department:	HR Department
Location	Peshawar

- Support the development and implementation of HR initiatives and systems
- Provide counseling on policies and procedures
- Be actively involved in recruitment by preparing job descriptions, posting ads and managing the hiring process



- Create and implement effective onboarding plans
- Develop training and development programs
- Assist in performance management processes
- Support the management of disciplinary and grievance issues
- Maintain employee records (attendance, EEO data etc.) according to policy and legal requirements
- Completed donor funded projects and contributes in their final closeout activities
- Contributed in designing TORs and Contract of donor funded project staff.
- Review employment and working conditions to ensure legal compliance

**Professional Experience: -**

**Organizational Experience: HR Executive**

Organization	Alkhidmat Foundation
Department:	HR Department
Location	Peshawar

- Assist with day to day operations of the HR functions and duties
- Provide clerical and administrative support to Human Resources executives
- Compile and update employee records (hard and soft copies)
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc)
- Coordinate HR projects (meetings, training, surveys etc) and take minutes
- Deal with employee requests regarding human resources issues, rules, and regulations.
- Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc)
- Communicate with public services when necessary
- Properly handle complaints and grievance procedures
- Coordinate communication with candidates and schedule interviews
- Conduct initial orientation to newly hired employees
- Assist our recruiters to source candidates and update our database

**Organizational Experience: HR Associate**

Organization	Youth Development Organization (YDO)
Department:	HR Department
Location	Peshawar

- Assist the community to organize themselves in Community/Village Organization involving men & women in decision-making and to maintain the record of community organizations.
- Assist with day to day operations of the HR functions and duties
- Provide clerical and administrative support to Human Resources executives
- Compile and update employee records (hard and soft copies)

- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc)
- Coordinate HR projects (meetings, training, surveys etc) and take minutes
- Deal with employee requests regarding human resources issues, rules, and regulations
- Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc)
- Communicate with public services when necessary
- Properly handle complaints and grievance procedures
- Coordinate communication with candidates and schedule interviews
- Conduct initial orientation to newly hired employees
- Assist our recruiters to source candidates and update our database
- Providing guidance and support to the communities in the implementation of village level activities, including the facilitation of externals, coordinating training activities and supporting conflict resolution at the community level.
- Train & support groups, cluster based & district level stakeholders and to facilitate in activities and interventions for the improvement of socio economic status of the community through "Rights Based" Approach.
- Ensure participation of community especially women groups in implementation, monitoring and evaluation of activities.
- Assisting the community to identify and prioritize the individuals and groups according to the need of project objectives.

#### Organizational Experience: HR Intern

Organization	Policy Research and Development (PRAND) Organization
Department:	HR Department
Location	Peshawar

- Updating company databases by inputting new employee contact information and employment details.
- Screening potential employees' resumes and application forms to identify suitable candidates to fill company job vacancies.
- Organizing interviews with shortlisted candidates.
- Posting job advertisements to job boards and social media platforms.
- Removing job advertisements from job boards and social media platforms once vacancies have been filled.
- Assisting the HR staff in gathering market salary information.
- Assisting in the planning of company events.
- Preparing and sending offer and rejection letters or emails to candidates.
- Coordinating new hire orientations.
- Responding to staff inquiries regarding HR policies, employee benefits, and other HR-related matters.

#### Certification

- Creative Writing
- Freelancing

#### Other Skills

- Complete knowledge of all fields areas, KPK
- Hard working, self-motivated and effective team player with good interpersonal skills.
- Working on EMIS and ERP system
- Good communication skills
- Adobe Photoshop
- Operational management

#### Languages

- English:
- Urdu:
- Pashto:

#### References

Reference will be provided on request