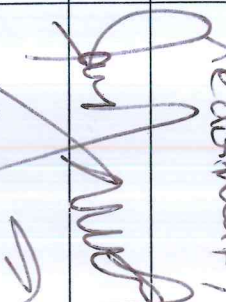



Rs. 20,000/-
Rs. 2000/-
Sim

CHIP Training & Consulting (Pvt) Ltd
INTERVIEW ASSESSMENT SHEET

Candidate's Name	Tasmea Tabir				
Position	Hr office - slave level				
Date of Interview	4th Oct 2023				
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		
Conduct during Interview	General conduct/Communication with coordinators and penal members	Satisfactory=3, Normal=1, Poor=0	3		
Qualification	Relevant qualification as per TORs or Master level qualification however not relevant	Relevant Qualification=5, Not Relevant=2	5		BSIT
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		
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		
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		
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		
Personal Attributes	Competencies (Integrity, ambition, Initiative, learning aptitude)	As per Panel members judgment	5		
Communication Skills	Effectively expressing and conveying Ideas in response to questions	Ask questions on strength and weaknesses & mark accordingly	8		
Total Score			50		
Overall Remarks	Total 5 yr exp related to HR recruitment center & graphic designing.				
Interviewer's Signature	<div>  </div>				
Interviewer's Name	<div>  </div>				

* Graphic designing
* Advert designing
* currently not working/Resigned from the recent position.
* Good English skills
* Seems confident / Good communication.

Chip Training & Consulting (Pvt) Ltd Initial Employment Application Form

Position Applied For: HR & Recruitment

1. PERSONAL INFORMATION

1.1	Full Name	Tasnia Jabir
1.2	CNIC No.	35103-0109505-6
1.3	Date of Birth	Feb 11, 1997
1.4	Father's Name	Jabir Ali
1.5	Marital Status	Single
1.6	Permanent Address	Rawalpindi-Pakistan
1.7	Present Residential address	Rawalpindi-Pakistan
1.8	Phone No/Email Address	+92-317-3013505/+92-330-4072518 (WhatsApp)/ tasnia.zahra14@gmail.com

2. QUALIFICATIONS

List only last two academic qualifications			
Year	Institution	Degree obtained	Main Subjects
2020	PMAS- Arid University, RWP	BSIT	Information Technology
2015	Govt. Post Graduate College, RWP	ICS	Computer Sciences
			B

3. PREVIOUS 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	Employer Name and Address
3.2	Duration
3.3	Last Job Title
3.4	Main Duties
3.5	Name & Title of your Immediate boss
4.7	Gross Monthly Pay

5. PAST WORK EXPERIENCE

List two previous jobs held by you, starting from the earliest.			
From /To	Employer's Name and Address	Designation	Main Duties
May-22/Dec-22	Gravity BPO/ RWP	HR Manager	HR Responsibilities
			Hire, taking interviews, performance appraisals, and absenteeism rates.

June-19/Mar-21	Drive Tech/ RWP	HR Manager	HR & Recruitment	<ul style="list-style-type: none"> • Contacting Candidates • Initial call interviews • Training • Maintaining attendance • Salary calculation • Retaining
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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/sexual exploitation and abuse? If so, give full details.	No	
6.3	If an offer is made to you, how soon can you join us?	I can join immediately.	
6.4	What are your salary and benefits expectation?	I am open to discussing a compensation package that reflects the responsibilities of the role and my skills and experience.	

7. PROFESSIONAL REFEREES

Give details of two referees, preferably your previous employer(not friends or family), who can vouch for your character and work experience			
7.1 First Referee	Name	Alfred Pate	
	Organization Name and Address	Zag Global	
	Phone No and Email	+92-315-6277587	
	Nature of association with you.	Direct Manager	
7.2 Second Referee	Name	Hasan Mughal	
	Organization Name and Address	Drive Tech	
	Phone No and Email	+92-334-9521987	
	Nature of association with you.	IT Manager	

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 may be subsequently discovered.

X

Tasmia Jabir
HR & Recruitment Manager

Date: Oct 3rd, 2023

Candidate's Signature:



CONTACT

☎ +92-331-5771261

✉ tasmia.zahra14@gmail.com

📍 Rawalpindi, Pakistan

🌐 <https://www.linkedin.com/in/tasmia-zahra-8b2649111>

📄 [tasmia.zahra14.2](#)

SKILLS

- Teamwork skills
- Communication & Collaboration Tools
- Creativity
- InDesign Tools
- Google & Microsoft Suites

LANGUAGES

- Urdu: Native
- English: Proficient
- Chinese: Basic

TASMIA JABIR

HR Manager | Senior Recruitment Executive | Talent Acquisition Specialist | IT Manager | Business Development Manager

ABOUT ME

With a solid IT background and a passion for HR, I offer a distinctive perspective to the industry. My IT experience provides a deep understanding of technology's organizational role, complemented by my HR expertise, which highlights technology's impact on people and work dynamics. My HR proficiency spans employee relations, talent management, and diversity and inclusion initiatives. Exceptional communication, interpersonal skills, and adaptability enable me to forge robust relationships across all organizational levels. Eager to advance in HR, I aim to leverage my unique insights to enrich the field's growth.

WORK EXPERIENCE

Senior Recruitment Executive | Jan 2023 – Till Now

ZAG Global, Pakistan

- Hire employees and process hiring-related paperwork.
- Review and evaluate applicant qualifications or eligibility for specified licensing, according to established guidelines and designated licensing codes.
- Perform searches for qualified job candidates, using sources such as computer databases, networking, Internet recruiting resources, media advertisements, job fairs, recruiting firms, or employee referrals.
- Interview job applicants to obtain information on work history, training, education, or job skills.
- Conduct reference or background checks on job applicants.

HR Manager | May 2022 – Dec 2022

Gravity BPO LLC, Pakistan

- Maintain records and compile statistical reports concerning personnel-related data such as hires, transfers, performance appraisals, and absenteeism rates.
- Analyze training needs to design employee development, language training and health and safety programs.
- Identify staff vacancies and recruit, interview and select applicants.
- Coordinate with outside staffing agencies to secure temporary employees, based on departmental needs.
- Evaluate instructor performance and the effectiveness of training programs, providing recommendations for improvement.
- Conduct orientation sessions and arrange on-the-job training for new hires.

WORK EXPERIENCE

Business Development Manager | Apr 2022 – Jan 2023

RevelTek Inc, US Based (Remote)

- Reviewed files, records and other documents to obtain information and respond to requests.
- Attend staff conferences to provide management with information and proposals.
- Perform searches for qualified job candidates, using sources such as computer databases, networking, Internet recruiting resources, media advertisements, job fairs, recruiting firms, or employee referrals.

Department Head | Sep 2021 – Nov. 2022

Al-Azb Estate & Builders, Pakistan

- Identify training and development needs.
- Advise management on organizing, preparing, or implementing recruiting or retention programs.
- Hire employees and process hiring-related paperwork. Maintain and update human resources documents.
- Conduct or arrange for ongoing technical training and personal development classes for staff members.

IT Manager | Oct 2020 – July 2021

Kauther College, Pakistan

- Assign duties, responsibilities, and spans of authority to project personnel.
- Schedule and facilitate meetings related to information technology projects.
- Submit project deliverables, ensuring adherence to quality standards.
- Prepare evaluations of software or hardware, and recommend improvements or upgrades.
- Manage project execution to ensure adherence to budget, schedule, and scope.
- Monitor or track project milestones and deliverables.
- Initiate, facilitate, and moderate classroom discussions.
- Supervise students' laboratory work.
- Maintain computer equipment used in instruction.
- Collaborate with colleagues to address teaching and research issues.
- Select and obtain materials and supplies such as textbooks and laboratory equipment.

EDUCATION

- BSIT (Hons) | Oct 2015 – Feb 2020
*PIMAS-Arid Agriculture University,
Rawalpindi - Pakistan*
- HSSC | July 2013 – Aug 2015
*Government Post Graduate College for
Women, Rawalpindi - Pakistan*
- SSC | Apr 2011 – June 2013
*Government Simla Islamia
School, Rawalpindi - Pakistan*

PROFESSIONAL CREDENTIALS

- Activating meaningful relationships -
Handshake
- Creating an attractive brand that
resonates with Gen Z – *Handshake*
- Increasing participation in fairs and
events – *Handshake*
- Scaling engagement with personalized
messages – *Handshake*

VOLUNTEER ASSOCIATIONS

- Management | Apr 2017 - *Tech Bizz
Pakistan*
- Volunteer | Mar 2019 - *Technology in
Pakistan*
- Brand Ambassador | Feb 2020 - *Young
Leader Summit*

AWARDS & HONRS

- Declaration & Speech | 2016
- *FUUA*ST ISB
- Declaration & Speech | 2017
- *Quaid-e-Azam University, ISB*
- Islamabad Essay writing | 2014
- *National Accountability Bureau (NAB)*
- Naat Recitation | 2014
- *Government Post Graduate College for Women, RWP*
- Speech Competition | 2016
- *Gift University, Gujranwala*
- Poster Designing | 2018
- *Government Post Graduate College for Women, RWP*

WORK EXPERIENCE

HR Manager | June 2019 – Mar 2021

Drive Tech, Pakistan

- Conduct exit interviews to identify reasons for employee termination.
- Allocate human resources, ensuring appropriate matches between personnel. Hire employees and process hiring-related paperwork.
- Identify staff vacancies and recruit, interview and select applicants.
- Plan, organize, direct, control or coordinate the personnel, training, or labor relations activities of an organization.
- Schedule or administer skill, intelligence, psychological, or drug tests for current or prospective employees.
- Perform searches for qualified job candidates, using sources such as computer databases, networking, Internet recruiting resources, media advertisements, job fairs, recruiting firms, or employee referrals.
- Interview job applicants to obtain information on work history, training, education, or job skills.
- Complete time sheets showing employees' arrival and departure times.
- Analyze training needs to develop new training programs or modify and improve existing programs.

IT Expert | Jan 2019 – Apr 2019

Pakistan Television Corporation Limited, Pakistan

- Create basic designs, drawings, and illustrations for product labels, cartons, direct mail, or television.
- Script, plan, and create animated narrative sequences under tight deadlines, using computer software and hand drawing techniques.
- Develop briefings, brochures, multimedia presentations, web pages, promotional products, technical illustrations, and computer artwork for use in products, technical manuals, literature, newsletters and slide shows.

CSR | Feb 2018 – May 2019

Abacus Consulting, Pakistan

- Provide assistance for customers with requests.
- Listen to customer requests, referring to answer questions and provide telephone information.
- Contact customers to respond to inquiries or to notify them of claim investigation results or any planned adjustments.
- Keep records of customer interactions or transactions, recording details of inquiries, complaints, or comments, as well as actions taken.

REFERENCES

References will be provided upon request.