

CHIP Training & Consulting (Pvt) Ltd					
INTERVIEW ASSESSMENT SHEET					
Candidate's Name	Salman				
Position	Data analyst				
Date of Interview	15 Sept. 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	2	
Qualification	Relevant qualification as per TORs or Master level qualification however not relevant	Relevant Qualification= 5, Not Relevant= 2	5	4	
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	4	
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	8	
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	5	Good
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	5	Good
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	6	Satisfactory
Total Score			50		
Overall Remarks	Suitable candidate for the Position - has good command on data analysis & management				
Interviewer's Signature	[Signature]				
Interviewer's Name	TAHIR BUI				

offer him 70K and after probation 80K,

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Personal Attributes	Competencies (Integrity, ambition, initiative, learning aptitude)	As per Panel members judgment	5	3	good
Communication Skills	Effectively expressing and conveying Ideas in response to questions	Ask questions on strength and weaknesses & mark accordingly	8	4	Satisfactory
Total Score			50		
Overall Remarks					
Interviewer's Signature	[Signature]				
Interviewer's Name					





# Salman Khan

Data Analyst / Business Analyst at Telenor

**Data Analyst** with experience in interpreting and analyzing data for driving business solutions. Proficient knowledge in statistics, mathematics, and analytics. Excellent understanding of business operations and analytics tools for effective analysis of data.

## Contact Info

+923435273877

salmankhanna47@gmail.com

H No. 12, St No. 7, G Block New City Phase 2, Wah Cantt  
Wah Cantonment, Pakistan

## Strengths & Skills

- ✓ ArcGIS
- ✓ Power BI
- ✓ MS PowerPoint
- ✓ Data Management

- ✓ Data Analysis
- ✓ Team Management
- ✓ Problem Solving
- ✓ Data Analytics Tools

- ✓ GIS
- ✓ MS Excel
- ✓ SPSS

*Data management officer*  
*HO*

## Academics

Title	Institute	Score	Date
BS Software Engineering	International Islamic University, Islamabad	3.0 CGPA	2016

## Experience 5 years

Company	Designation	Duration	
Telenor Pakistan	Data Analyst / Business Analyst	Nov 2021 - Present	8 months
MicroMerger (Pvt.) Ltd.	District Coordinator	Sep 2018 - Apr 2021	2.6 years
MicroMerger (Pvt.) Ltd.	Data Analyst / Team Lead	Jan 2017 - Aug 2018	1.6 years

## Work History

*Expectations = 80k*

Telenor Pakistan

Nov 2021 - Present (8 months)

Data Analyst / Business Analyst

*50k*

Islamabad, Pakistan

- Ensure timely update on business for team and management review via dashboards & reports
- Responsible to share the Dashboard on MS Excel and MS PowerPoint of BVS Devices.
- Ability to build strong relationships with other teams: Pricing, Finance, Brands, CRM & BI Teams to ensure operational excellence in executing overall segment strategy.
- Provide campaign reporting, analysis, and insights.
- Effectively managed stakeholders and incidents to resolve the critical complaints with an on time resolution plan.
- Create various ad-hoc reporting and analysis.

MicroMerger (Pvt.) Ltd.

Sep 2018 - Apr 2021 (2.6 years)

District Coordinator

Islamabad, Pakistan

- District Coordinator must have the micro plan of the assigned district to plan out the task of DEO's as per the expected tally sheets of each day.
- Maintain and update reports on time required by Focal Person and Project Manager for sharing to officials.
- Any report preparation ordered by Focal Person or Project Manager.
- Create Dashboards and different reports on weekly and monthly basis.
- Creating and managing the documentation i.e. department SOPs, Plans, and SLAs

MicroMerger (Pvt.) Ltd.

Jan 2017 - Aug 2018 (1.6 years)

Data Analyst / Team Lead

Islamabad, Pakistan

- Responsible to share the Dashboard on MS Excel and MS PowerPoint.
- Responsible to share Trend Analysis and also progress of each indicator by using Bar Graphs & Pie Charts using MS Excel.
- Responsible for Miscellaneous Reporting and also reporting via mapping through Arc GIS as well.
- Maintain and update reports on MS PowerPoint on time required by Focal Person and Project Manager for sharing to officials.
- Troubleshooting and resolving technical issues and queries related to data.

## Languages

- Urdu - Native
- English - Medium

## Hobbies

- Gaming
- Watching Movies

*Annexure D: Application for Employment with CTC*

**Chip Training & Consulting (Pvt) Ltd**  
**Application for Employment**

**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.  
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.

Position applied for:

*Data Management Officer*

**1. PERSONAL INFORMATION**

1.1	Full Name	<i>Salman Khan</i>
1.2	NIC No.	<i>37406-3839109-5</i>
1.3	Date of Birth	<i>21-01-1993</i>
1.4	Father's Name	<i>Zulfiqar Hussain Khan</i>
1.5	Marital Status	<i>Single</i>
	Spouse or next of Kin	
	No. of Children	
1.6	Permanent Address	<i>H.No.12, Street 7, Block G, New City Phase 2, Wah Cantt</i>
1.7	Present Residential address	<i>H.No.12, Street 7, Block G, New City Phase 2, Wah Cantt</i>
1.8	Phone Numbers	<i>0343-5273877</i>
1.9	E-mail address	<i>Salmankhan047@gmail.com</i>

**2. Bank Details**

Account Title (Name of Ac Holder)	<i>Salman Khan</i>
Account No.	<i>24567000157601</i>
Bank Name & Branch	<i>HBL</i>



### 3. QUALIFICATIONS

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

Year	Institution	Cert. / Degree obtained	Main Subjects	Grade / Div.
2016	International Islamic University Islamabad	BS Software Engineering	Computer Related, Data Management	3.0 CGPA
2011	FG Science Degree College	FSC	Pre-Eng.	2 <sup>nd</sup>
2009	PoF Model High School	Matric	Science	1 <sup>st</sup>

### 4. 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.

4.1	Name of the Employer	Telenor Pakistan
4.2	Employer's Address	Telenor HQ / Gulberg Greens
4.3	Date of Joining	Nov 2021
4.4	Your Last Job Title	Data / Business Analyst
4.5	Main Duties	Data Analysis, Data Verification, Data Management, Reporting, Dashboards
4.6	Name & Title of your immediate boss	Haris Iqbal
4.7	Gross Monthly Pay	60,000/-

### 5. PAST WORK EXPERIENCE

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

From/ To	Employer's Name & Address		
Jan 17 / Apr 21	Micromedex Islamabad		
Apr 21	Telenor Pakistan		

### 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	Manar Shahid
		Address	Islamabad
		Contact Phone No.	0332-195925
		Nature of association with you.	Manager
5.2	Second Referee	Name	Muhammad Naveed
		Address	Islamabad
		Contact Phone No.	0331-5092580
		Nature of association with you.	Asst Manager
5.3	Third Referee	Name	Farhan Zaidi
		Address	Wah Cantt
		Contact Phone No.	03335368091
		Nature of association with you.	Manager

### 7. 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?	within 15 days
6.5	What are your salary and benefits expectation?	80k/-

**6. SUITABILITY TO THE POSITION**

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

I see the role as a way of developing my career in well-established company. I feel I will succeed in the role because I have experience in Data Analysis, Data Management ~~etc~~ skills etc that demonstrate that I have taken this opportunity. I believe my skills are well-suited for this job.

**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 may be subsequently discovered.

Date

15/sep/22

Candidate's  
Full  
Signature