

CHIP Training & Consulting (Pvt) Ltd					
INTERVIEW ASSESSMENT SHEET					
Candidate's Name	Khurram Shakeel Malik				
Position	HR Officer				
Date of Interview	21-3-24				
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		→ Made in Mass communication
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		→ 10 to 11 years → 2 years
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		→ No using excel that much
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	has prior exp of working in CBV Project.				
Interviewer's Signature	M. Ali Khan				
Interviewer's Name					



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

Position Applied for: \_\_\_\_\_

1. PERSONAL INFORMATION	
1.1	Full Name <b>KHURRAM SHAKEEL MALIK</b>
1.2	CNIC No. <b>37405-8174385-1</b>
1.3	Date of Birth <b>09-10-1981</b>
1.4	Father's Name <b>Malik Masood Ahmed Pervaz</b>
1.5	Marital Status <b>Married</b>
1.6	Permanent Address <b>House No BU 155, East, Talagang</b>
1.7	Present Residential address <b>H # 389, St # 18, Phase III, Bahria Town, Islamabad</b>
1.8	Phone No/Email Address <b>0332 5521972 ksmalik20155@gmail.com</b>

2. QUALIFICATIONS				
List only last two academic qualifications				
Year	Institution	Degree obtained	Main Subjects	Grade / Div.
2007	NUMC	Masters	Mass Communication	1st
2005	Punjab Uni.	Bachelors	Pol sci, Journalism	1st

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 <b>UBL Phase 7 Branch Bahria Town, 15</b>
3.2	Duration <b>2.5 Years</b>
3.3	Last Job Title <b>Relationship Manager</b>
3.4	Main Duties <b>Dealing with clients, Account opening, Bringing Depos</b>
3.5	Name & Title of your Immediate boss <b>Namra Branch Manager</b>
4.7	Gross Monthly Pay <b>37000/-</b>

5. PAST WORK EXPERIENCE				
List two previous jobs held by you, starting from the earliest.				
From /To	Employer's Name and Address	Designation	Job Title	Main Duties
2015 To 2017	Chip Training & Consulting	HR Associate & Focal Person Punjab		All kind of HR related duties & dealing matters of Punjab Province



### 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?	As soon As possible
6.4	What are your salary and benefits expectation?	90,000/-

### 7. PROFESSIONAL REFEREES

Give details of two referees, preferably your previous employer(s) (not friends or family), who can vouch for your character and work experience.

7.1	First Referee	Name	Name
		Organization Name and Address	URL
		Phone No and Email	03318866319
		Nature of association with you.	She was my ex boss
7.2	Second Referee	Name	Sarah Farooqui
		Organization Name and Address	Chip Training & Consulting Pvt Ltd
		Phone No and Email	0345 5009152
		Nature of association with you.	She was my ex boss

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: 20-03-24

Candidate's Signature: \_\_\_\_\_





## PROFILE

A passionate and ambitious graduate seeking to secure a graduate position, accounting, and finance preferably, or similar opportunities to utilize my skills and knowledge and help me further develop my skills in a practical and fast-paced environment. My goal is to assume a role which allows me to take responsibility for the analysis and interpretation of commercial data for a well-respected and market leading company.

## CONTACT

PHONE:  
03005051432/ 03325521972

EMAIL:  
ksmalik20155@gmail.com

## ACHIEVEMENTS/TRAININGS

Declared Top RM countrywide in Oct 2020 and Dec 2020 PAMs.

Received Certificate of achievement on being Top RM in H1 2020.

Promoted to Relationship Manager position at UBL in July 2019.

Been to Malaysia for R&R training whilst working for CHIP Training & Consulting Pvt Ltd in Sep 2016.

Worked as News Anchor at Roze News in 2013.

Trained as a News Anchor at Verite Media House, Islamabad in 2014

# KHURRAM SHAKEEL MALIK

## WORK EXPERIENCE

### Relationship Manager United Bank Limited, Rawalpindi

July 2019 – Apr 2021

Providing excellent service to customers ensuring that they are happy and satisfied. Assisting customers in accounts opening, maintaining deposits, bancassurance, Autos, Loans and Credit Card applications. Ensuring that the customer information is up to date on system.

### PB Cross Cell United Bank Limited, Rawalpindi

Oct 2018 – Jun 2019

Customer dealing and maintaining healthy relationships while convincing them to register for the products on offer including Credit Cards, Cars and Loans.

### Project Officer Punjab CHIP Training & Consulting Pvt Ltd

Aug 2016 - Jan 2017

Managing all COMNet field staff of Punjab, conducting Refresher and Induction Trainings of Staff, Coordination with UNICEF officials on smooth working of COMNet Project, Make monthly and weekly reports of Staff activities, Visited Malaysia on R & R Training organized by the Company.

### HR Associate CHIP Training & Consulting Pvt Ltd, Islamabad

Jan 2015 - July 2016

created contracts and conducted interviews for new staff, generated different reports as needed, created all disciplinary action letters, facilitated hiring of new staff & conducted trainings, ensured that the staff files are up to date, worked in HRIS, visited different locations across the country to hire best field staff.

### Teacher The Educators, Chakwal

Apr 2009 - Apr 2013

Taught Social Studies to junior and middle level classes, Maintained the discipline in the class. Conducted assessments to ensure that students were well prepared, and their performance was up to the mark as set by the institute.

Resign  
Punjab  
Comnet  
interview  
conduct  
Result  
compile  
Extension  
HRIS



## HOBBIES

Travelling  
Reading  
Exercising  
Meeting new people  
Spending time with friends

## SKILLS

Can Handle Pressure  
Team Work  
Time Management  
Conflict Resolution  
Self Motivation  
Decision Making  
Adaptability  
Motivational Speaker

References on request

## Reporter

**ARY Television, Islamabad**

Sep 2007 – Aug 2009

Prepared several reports on social and political issues, voiced over for different documentaries, facilitated script writing, ticker writing and research.

## EDUCATION

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**National University of Modern Languages, H-9 Islamabad**

(2007, 1<sup>st</sup> Division)

Master's in mass communication

Prepared a documentary about development in Federal Capital Fort during master's in mass communication and managed to achieve second position.

**Punjab University, Lahore**

(2005, 1<sup>st</sup> Division)

BA in Political Science and Journalism

**Federal Board of Intermediate and Secondary Education, Islamabad**

(2001, 2<sup>nd</sup> Division)

Intermediate HSSC