

September 19, 2024.

To,
The Director
CTC, Islamabad.

Subject: Internal Approval for Creating Offer Letter for New Staff

Dear Madam,

Your approval is required to create offer letter for the newly hired staff in Islamabad.

Name	Designation	Location	Salary and Benefits (PKR)
Aymen Behroze	Research & Business Development Officer	Islamabad	<ul style="list-style-type: none">Gross Salary 100,000/-Death & Disability Insurance 3,000,000/-

Approved by:



Sarah Farooqui
Director/CEO

Serish kanwal

From: Sarah Farooqui <sarah@chipconsulting.org>
Sent: Wednesday, September 18, 2024 10:11 AM
To: mehwish.ali@chipconsulting.org
Cc: 'Irfan Farid'; 'hrassociate'
Subject: Re: Request to issue approve issuance of an offer letter for the research and business development officer

Schrish, do the needful plz.

Regards

Sarah

Sent from Outlook for Android

From: mehwish.ali@chipconsulting.org <mehwish.ali@chipconsulting.org>
Sent: Monday, September 16, 2024 4:09:13 pm
To: 'Sarah' <sarah@chipconsulting.org>
Cc: 'Irfan Farid' <irfan@chipconsulting.org>; 'hrassociate' <hr.associate@chipconsulting.org>
Subject: Request to issue approve issuance of an offer letter for the research and business development officer

Dear Ma'am Sara,

As discussed, please find the attached Job description for your approval and the issuance of an offer letter to Ms.

Aymen, her CV is attached for reference.

Thank you

Best

Mehwish Ali

Assistant Manager Business Development

Chip Training and Consulting Pvt.Ltd

[linkedin.com/in/mehwishali](https://www.linkedin.com/in/mehwishali)

Proposed position titles: Research and Business Development Officer

Job Summary:

The Research and Business Development officer will play a critical role in supporting the consulting team by conducting in-depth research, analyzing data, writing comprehensive reports, and identifying new business opportunities. The ideal candidate will be detail-oriented, possess strong analytical skills, and have the ability to communicate complex information clearly and effectively.

Key Responsibilities:

1. Research and Analysis:

- Conduct primary and secondary research on market trends, industry developments, and competitive landscapes.
- Collect, analyze, and interpret data to provide insights that support business development and strategic decision-making.
- Prepare research reports, briefs, and presentations for internal and external stakeholders.

2. Business Development:

- Work closely with the Business Development Team to identify and track potential business opportunities, including new markets, partnerships, and clients.
- Assist in the preparation of proposals, including writing, editing, and compiling necessary documentation.
- Prepare and maintain a database of projects, suppliers, experts, and clients
- Support the development and execution of business development strategies to expand the company's client base.

3. Report Writing:

- Draft, edit, and finalize reports for various projects, ensuring clarity, accuracy, and alignment with client requirements.
- Collaborate with team members to ensure that all reports are of high quality and submitted on time.

4. Project Support:

- Assist in the coordination and management of ongoing projects, including scheduling meetings, maintaining documentation, and liaising with clients and stakeholders.
- Provide administrative support to the consulting team as needed.

Qualifications:

- Bachelor's degree in Business Administration, Economics, Social Sciences, or a related field. A Master's degree is preferred.
- 2-3 years of experience in research, business development, or similar role, preferably in a consulting or development sector.
- Strong analytical skills with experience in data collection, analysis, and interpretation.
- Excellent written and verbal communication skills, with the ability to produce clear and concise reports.
- Proficiency in Microsoft Office, especially Excel and PowerPoint. Experience with data analysis tools such as power Bi, Python, SPSS or STATA is a plus.
- Ability to work independently and as part of a team, with a strong attention to detail and commitment to meeting deadlines.

Key Competencies:

- Analytical thinking and problem-solving

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: Business Development

1. PERSONAL INFORMATION

1.1	Full Name	Aymen Behroze
1.2	NIC No.	37405-7827215-8
1.3	Date of Birth	09/12/1998
1.4	Father's Name	Bashir Uddin Behroze
1.5	Marital Status	Single
	Spouse or next of Kin	N/A
	No. of Children	N/A
1.6	Permanent Address	St 5, Westridge 3, Rawalpindi
1.7	Present Residential address	Same as above
1.8	Phone Numbers	+92-336-5711355
1.9	E-mail address	behrozeaymen98@gmail.com

2. Bank Details

Account Title (Name of Ac Holder)	Aymen Behroze
Account No.	0300320206999
Bank Name & Branch	Askari Bank – Peshawar Road Rawalpindi

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 or abuse? If so, give full details.	No
6.3	If an offer is made to you, how soon can you join us?	1 st October 2024
6.4	What are your salary and benefits expectation?	PKR 100,000 (40 hours work week) + usual company benefits to be negotiated based on position

7. PROFESSIONAL REFEREES

*Give details of two referees (not related to you by blood or marriage or friend), who can vouch for your character and work experience
(Professional Reference Only)*

7.1	First Referee	Name	Simona Michaela Comin
		Nature of association with you.	Traineeship Supervisor
		Organization Name and Address	IBF Foundation (IBF International Consulting), C.so Vittorio Emanuele II, 94, 10121 Torino TO, Italy
		Phone Number	+393283922763
		Email Address	comin@ibf-foundation.org
7.2	Second Referee	Name	Prof. Dr. Nicola Daniele Coniglio
		Nature of association with you.	Erasmus Mundus Masters Program Coordinator
		Organization name and Address	University of Bari Aldo Moro Department of Economics and Finance Largo Abbazia Santa Scolastica 70124 Bari (Italia)
		Phone Number	+393391961009
		Email Address	nicoladaniele.coniglio@uniba.it

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.

Aymen Behroze

+39 324 280 9108 • behrozeaymen98@gmail.com

EDUCATION

Master of Science in Economics of Globalization and European Integration

Erasmus Mundus Joint Masters Degree

09/2022 - 10/2024

Joint degree awarded by a consortium of universities, including mobility semesters at the University of Bari Aldo Moro (Italy), Ghent University (Belgium), and University of Tartu (Estonia).

Thesis: Gender Wage Gaps and Labor Market Segregation

Bachelor of Science in Economics

Quaid-i-Azam University • GPA: 3.8

09/2017 - 08/2021

WORK EXPERIENCE

Young Professionals In Development Trainee

IBF Impact SRL • Turin, Italy

02/2024 - 07/2024

- Collaborated with the Unit for projects on sustainable development, inclusive growth, and impact assessment for international donors, including UN agencies, EIB, and GIZ.
- Facilitated the acquisition process through consortium development and coordination. Identified and maintained communication with partner organizations and experts, including evaluation of CVs and references to fulfill the technical requirements.
- Provided research and logistical support for proposal development, managing the project databases to improve information management.

Technical Writer

Freelance (Self-employed) • Islamabad, Pakistan

08/2020 - 09/2022

- Drafted technical content for blog posts, articles, and newsletters focusing on political economy and international affairs, for multiple publications and channels.
- Monitored and analyzed trends to ensure content was relevant and aligned with industry developments, boosting the impact and reach of communication efforts.

LEADERSHIP EXPERIENCE

Economics Department - Quaid-i-Azam University

04/2019 - 09/2020

Managing Editor • Islamabad, Pakistan

- Coordinated a team of 10 students to successfully plan, develop, and launch the economics department magazine, resulting in an increase of readership by 50% in the first year of publication.
- Developed content and reviewed manuscripts for publication, ensuring coherence, and high-quality editorials.
- Managed relationships with 10 similar associations across Pakistan to organize conferences and community gatherings, fostering collaboration within the field.

SKILLS

- | | | |
|------------------------|----------------------------|---------------------------|
| • RStudio | • Data Analysis | • Stakeholder Engagement |
| • Stata Software | • Microsoft Excel | • Sustainable Development |
| • Tableau Software | • Policy Evaluation | • Literature Research |
| • Econometric Modeling | • Project Cycle Management | • Report Writing |

CERTIFICATIONS & PROFESSIONAL ASSOCIATIONS

European Economic Association

07/2023

Student Member