

19<sup>th</sup> February 2024.

To,  
The Director  
CTC, Islamabad.

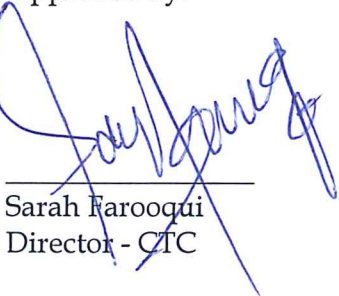
**Subject: Internal Approval for creating and issuing offer letter of newly hired staff.**

Dear Madam,

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

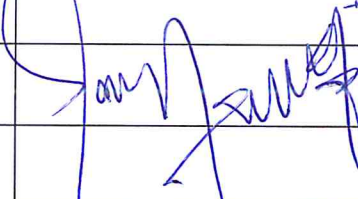
Name	Designation	Duty Station	Salary and Allowances (PKR)
M. Basharat Qayyum	HR Associate	Islamabad	Gross Salary 45,000/- Post-paid sim 2,000/-

Approved by:

  
\_\_\_\_\_  
Sarah Farooqui  
Director - CTC



✗Kamiz Fatima.

CHIP Training & Consulting (Pvt) Ltd					
INTERVIEW ASSESSMENT SHEET					
Candidate's Name	Muhammad Basharat Qayyum				
Position	HR Associate / HR Officer				
Date of Interview	13 <sup>th</sup> Feb. 2024				
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		BBA (Hons)
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		1 year exp. in HR
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	<p>→ Doing MBA from Bahria (Sat/Sun classes).</p> <p>→ Seems confident.</p> <p>* Good communication</p> <p>* Good Encl. skills</p>				
Interviewer's Signature					
Interviewer's Name	Rs. 45,000/-				

\* After Probation, if Performance remains Satisfactory, will increase his salary to Rs. 50,000/-.

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

Position Applied for: Accounts Position

1. PERSONAL INFORMATION		
1.1	Full Name	Muhammad Basharat Qayyum Niazi
1.2	CNIC No.	61101-3825428-1
1.3	Date of Birth	11-Sep-1999
1.4	Father's Name	Abdul Qayyum Niazi
1.5	Marital Status	Married
1.6	Permanent Address	H#48-A, St#13, F-15/1, Islamabad
1.7	Present Residential address	H#48-A, St#13, F-15/1, Islamabad
1.8	Phone No/Email Address	0336-5729980/qayyumniazi.basharat@gmail.com

2. QUALIFICATIONS				
<i>List only last two academic qualifications</i>				
Year	Institution	Degree obtained	Main Subjects	Grade / Div.
2023	Bahria University Islamabad	BBA	Human Resources	CGPA:3.59
2019	Bahria College Islamabad	A-Levels	Business	62%

3. PREVIOUS EMPLOYMENT		
<i>Give details of your present employment.</i>		
<i>If you are currently unemployed, give these details in respect of the last employment held by you.</i>		
3.1	Employer Name and Address	Devomech Solutions Pvt. Ltd, H#1199, St#49, G-16/3, Islamabad
3.2	Duration	5.5 Months
3.3	Last Job Title	Trainee HR
3.4	Main Duties	Setting Interviews, Maintaining Personnel Files, Recording Data, Attendance Reports
3.5	Name & Title of your Immediate boss	Hasnain Abbas – HR Manager
4.7	Gross Monthly Pay	35,000/-

5. PAST WORK EXPERIENCE				
<i>List two previous jobs held by you, starting from the earliest.</i>				
From /To	Employer's Name and Address	Designation	Job Title	Main Duties
Aug 2023- Jan 2024	Devomech Solutions Pvt. Ltd, H#1198, St#49, G-16/3, Islamabad	Trainee HR	Trainee HR	Setting Interviews, Maintaining Personnel Files, Recording Data, Attendance Reports



Aug 2021- Oct2021	Firefly Marketing Pvt. Ltd, First Floor 44 East, Randhawa Plaza, Fazal-e-Haq Rd, G- 6/2 Blue Area, Islamabad	HR Intern	HR Intern	Developing Promotional Material, Undertook Administrative HR Tasks,
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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?	Immediately
6.4	What are your salary and benefits expectation?	Around 50k, basic benefits which include insurance, provident fund and transport allowance

#### 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	Muhammad Waqas Nawaz
		Organization Name and Address	Devomech Solutions Pvt. Ltd, H#1198, St#49, G-16/3, Islamabad
		Phone No and Email	0300-6187970/ waqas.nawaz@devomech.com
		Nature of association with you.	CEO
7.2	Second Referee	Name	Hasnain Abbas
		Organization Name and Address	Devomech Solutions Pvt. Ltd, H#1198, St#49, G-16/3, Islamabad
		Phone No and Email	0305-5134543
		Nature of association with you.	HR 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.

Date: 10-Feb-2024

Candidate's Signature: Basharat Niazi

# MUHAMMAD BASHARAT QAYYUM NIAZI

## HUMAN RESOURCE SPECIALIST

### CONTACT

MOBILE:	+92-336-5729980
EMAIL:	qayyumniazi.basharat@gmail.com
ADDRESS:	F-15/1, Islamabad, Pakistan
DOB:	11-Sep-1999

### PROFILE

Human Resources Professional with experience in fostering a positive workplace culture and ensuring the efficient functioning of HR processes. Strong communication and interpersonal skills with a focus on building relationships across all levels of the organization. Committed to creating an inclusive and collaborative work environment that promotes employee engagement and organizational success. Looking to bring my skills and passion for HR to a dynamic team

### WORK EXPERIENCE

TRAINEE HR     Aug 2023 - ongoing  
Devomech Solutions Pvt. Ltd Islamabad

#### Duties included

- **Setting Up Interviews for Prospective New Staff:**
  - Assisting in developing a structured interview process with predetermined questions.
  - Coordinating with hiring managers and candidates to schedule interviews.
  - Ensuring that all necessary information is communicated to both parties, including interview details and expectations.
- **Maintaining Personnel Files for All Staff:**
  - Creating organized and secure physical or digital files for each employee.
  - Including relevant documents such as resumes, offer letters, contracts, and performance evaluations.
  - Regularly updating files to reflect changes in employment status or personal information.
- **Recording Employee Data on Excel Sheets:**
  - Creating a comprehensive Excel spreadsheet to track employee information.
  - Including columns for basic details (name, position, start date), contact information, and other relevant data.
  - Regularly updating the spreadsheet to reflect changes and additions to the workforce.
- **Generating Monthly Attendance and Employee Reports:**
  - Using attendance data to generate monthly reports, highlighting trends and addressing any concerns.
  - Creating additional reports as needed, such as performance summaries or training records.
- **Use Technology:**
  - Exploring HR software that can automate some of these tasks, making processes more efficient.
  - Using project management tools for scheduling interviews and tracking progress.
  - Using time tracking software for monitoring employees' attendance.

## WORK EXPERIENCE

**HR INTERN**      Aug 2021 - Oct 2021

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**Firefly Marketing Pvt. Ltd Islamabad**

### Duties included

- **Developed Promotional Material for Company's Diverse Portfolio:**
  - Identified key features and benefits of the products or services within the company's portfolio.
  - Tailored promotional material to target specific audiences.
  - Utilized a variety of mediums, such as digital platforms, print, or presentations, depending on the nature of the promotion.
  - Ensured consistency in branding across all promotional materials.
- **Undertook Administrative Tasks in HR Department:**
  - HR administrative tasks included managing employee records, handling documentation for onboarding and off boarding, coordinating interviews, and assisting with employee benefits administration.
  - Utilized organizational tools and systems to streamline administrative processes.
  - Maintained confidentiality and ensured compliance with relevant company policies in all HR-related tasks.

## EDUCATION

**BACHELOR OF BUSINESS  
ADMINISTRATION**

2019-2023

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Bahria University Islamabad

**A-LEVELS**

2016-2020

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Bahria College Islamabad

## SKILLS

- Task Oriented
- Teamwork
- Resilience
- Team Player
- Punctuality
- Confidentiality
- Communication
- Friendly
- Organized
- Critical thinking
- Meeting deadlines
- Record Management