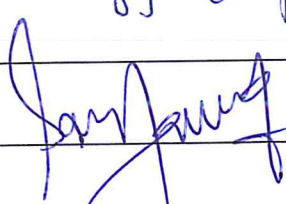


CHIP Training & Consulting (Pvt) Ltd					
INTERVIEW ASSESSMENT SHEET					
Candidate's Name	Sammas Marques				
Position	Accounts & Admin Officer - Khe				
Date of Interview					
Areas of Assessment	Guiding Points	Marking Criteria	Max Marks*	Marks Awarded	Remarks, if any
Personality	Appearance, Dressing	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		
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	Can be consider for the job has understanding of payroll handling attendance regt				
Interviewer's Signature	M. A. Marques				
Interviewer's Name					

offer 70,000/-
after probation 80,000/-

CHIP Training & Consulting (Pvt) Ltd					
INTERVIEW ASSESSMENT SHEET					
Candidate's Name	Summes Marqus Yousaf				
Position	HR Officer - Recruitment				
Date of Interview	Academy Admin Officer - Karachi Oct 24/23				
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		B com
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		
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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	currently working with. Ahmed Print house (Print & Packaging company) Since 2020. as Asst. Mgr HR/Admin. Total 8 yrs exp HR/Admin.				
Interviewer's Signature	 → Payroll Preparation (180/ staff) → Attendance Mgt- 400				
Interviewer's Name	→ Good Excel skills.				

Good candidate.

[View results](#)

Respondent

25

Anonymous

08:51

Time to complete

1. PERSONAL INFORMATION

1. Position Applied for: *

HR

2. Full Name *

Summer Marqus Yousuf

3. CNIC# *

4230152269377

The value must be a number

4. Date of Birth *

10/10/1989

5. Gender *



Male



Female



Prefer not to say

6. Marital Status *

Married

7. Address *

H#32 st# 14 commercial DHA phase 2 ext Karachi Pakistan

8. Phone# *

03232839523

9. Email *

sameermark5@gmail.com

2. QUALIFICATIONS*List only last two academic qualifications.*

10. Last Obtained Degree - Name of Institute - Year of Completion *

2nd Division B.com 2009 from Karachi University

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.*

11. Last Employer Name and Address *

Akmal Print House
Plot D260 metro vile site karachi

12. Duration (Specify the Duration of Employment) *

3 years

13. Last Job Title *

Assistant Manager HR and Admin

14. Last Drawn Salary *

70 thousand

15. Reason of Leaving *

16. Name & Title of your Immediate boss: *

17. Total professional Experience (Years) *

The value must be a number

4. GENERAL INFORMATION

18. Do you suffer from any serious ailment, or disability? *

- ☐ Yes
- ☒ No
- ☐ Other

19. Have you ever been tried or convicted for any crime/sexual exploitation and abuse? *

- ☐ Yes
- ☒ No
- ☐ Other

20. If an offer is made to you, how soon can you join us? *

21. What are your salary and benefits expectation? *

Summer Marqus

House # 32-C St# 14, DHA Phase II,
Karachi, Pakistan.

Status: Married
Date of Birth: 10-10-1989
email: sameermark5@gmail.com Phone:
+92-323-2838523
+0320-2877006

Professional Summary:

Versatile experience enabled me to have comprehensive understanding in the areas of Human Resources and obtained exposure to various HR perspectives. Having strong knowledge About Labour laws. Expert in identifying, defining and documenting the HR related business Processes. Proficient in Employee Relations, Payroll and Benefits Management, Learning and Development, and Talent Acquisition and Management.

EMPLOYMENT SUMMARY

Employer	Employment Tenure	Last Position
Akmal Print House (Pvt) Ltd.	From Apr2020 to till	Assistant Manager HR & Admin
Karwan-e-Hayat	From Feb2018 to Nov 2019	Senior Executive HR
Opal Laboratories Pvt Ltd	From Jun2015 to Feb 2018	Senior Officer HR
KESC	From Nov 2010 to Dec 2012	Data Control Officer

PROFESSIONAL EXPERIENCE**Assistant Manager HR & Admin**

(From Sep2020 to Till)

Company Name: Akmal Print House (Pvt) Ltd.
Industry: Print & Packaging Company
Reporting: Factory Manager/Director's

KEY RESPONSIBILITIES:**Admin**

- Managing overall administrative activities for the office.
- Install all Machines on Production Floor with Coordinate Factory Manager.
- Providing training to the housekeeping staff.
- Monitoring CCT Camera, PBX and Company Server.
- Issuing cleaning supplies and equipment to housekeeping staff as needed.
- Screening housekeeping applicants and recommending promotions, transfers, and dismissals.
- Performing various cleaning duties in instances of staff shortages.
- Working cooperatively with other departments and ensuring compliance to all time frame
- Designing and develop for newly blue print map for production floor and Office areas
- Reviewing and evaluating all projects while also ensuring strict compliance with budgets
- Monitor an effective construction quality control program and ensure compliance to all construction regulations and prepare required documents and establish quality of all construction work for all contracts.
- Remaining responsible for the day-to-day facilities operations including supervising the maintenance and alteration of office areas and equipment, purchasing office supplies, furniture, office equipment, etc. for staff.
- Arrange and co-ordinate meetings and events
- Maintaining confidentiality of sensitive and confidential information.
- Performing other work-related duties as assigned including supporting the corporate compliance team as needed.
- Maintains working relationships and communicates with all departments.

- Receive and interact with incoming visitors
- Resolves visitor problems quickly, efficiently, and courteously.
- Co-ordinate with Housekeeping team and Security team.
- Train housekeepers on cleaning and maintenance tasks.
- Check rooms and common areas, including stairways and lounge areas, for cleanliness.
- Establish and educate staff on cleanliness, tidiness and hygiene standards
- Monitor and replenish cleaning products stock including floor cleaner, bleach and rubber gloves.
- Ensure compliance with safety and sanitation policies in all areas

HR

Company Name: Akmal Print House (Pvt) Ltd.
 Industry: Print & Packaging Company
 Reporting: Factory Manager/Director's

KEY RESPONSIBILITIES:

- Responsible for overall quality system in HR department
- Good knowledge of labor legislation (particularly employment contracts, employee leaves and insurance)
- Understanding and executing staffing requisition, requirements and issues from all departments
- Draft and update of documents such as job descriptions, employee handbook, performance appraisal, forms, SOP, policies and other HR related documents.
- Sourcing candidates via recruitment agencies and job online advertisement
- Screening the candidates by resume short listing, phone interview and personal interviews with coordination with the concerned departments & background verification of the shortlisted candidates
- Issuing Letter of Offer/Intent/Employment to the selected candidate
- Maintain employees' leaves, medical and attendance record. Keeping track of employees' attendance / absenteeism and report to All Directors.
- Review, update and maintain proper filing such as employees' medical insurance policies
- Conduct orientation program and briefing to new employee
- Setting up / Update / Forward email addresses for new employees and resigned employees.
- Attending /Understanding employee's grievances in their work engagement level and implement corrective measures for them
- Conduct exit interviews to identify reasons for employee's termination
- Planning of company events or activities on occasions by management's approval
- Organizing training sessions or trainings for employees ensuring they are fully equipped to be able to perform their duties.
- Liaising with all government agencies to ensure adherence to compliance laws and regulations
- Conducting recruitment/exit interviews and recording them accordingly
- Facilitating newcomers joining formalities
- Reviewing & updating job descriptions for all positions regularly
- Follow up on confirmation records statutory obligations - Salary taxes, gratuity, bonus etc.
- Communicating and explaining the organization's HR policies to the employees
- Handling administration of all contract labor.
- Preparing and submitting all relevant HR letters/documents/certificates/ attendance as per the requirement in consultation with the management
- Handling all employee enquiries & grievances.
- Dispute settlements according to labor law, Factory rules & compliance guidelines.

Senior Executive HR

(From Feb2018to Nov 2019)

Company Name: Karwan-e-Hayat.
 Industry: Non for Profit Organization
 Reporting: Head of HR & OD

KEY RESPONSIBILITIES:

- Responsible for HR management of Head Office and other two Campuses.
- Recruiting staff of various department of organization and overall responsibility of workforce planning.
- Writing up job descriptions and conducting job evaluations on new and existing positions.

- Developing and implementing performance appraisal system for the organization and coordinating it with other line managers.
- Ensuring employee files and HR filing system is being maintained as per policy.
- Dealing employees grievances in accordance with organization policies and procedures.
- Managing timely preparation and disbursement of monthly payroll.
- Ensuring HR compliances and proper orientation of all new staff with periodic follow-ups and field visits of regional offices.
- Handling employees' separations, processing final settlements along with exit interviews.
- Effectively coordinating with EOBI and other government officials to ensure compliances with required government regulations.
- Managing recruitment and selection process by minimizing recruitment turnaround time.
- Planned and executed effective Performance appraisal and management techniques.
- Managing Employee relation matters effectively.
- Worked on HR budgets.

Senior Officer HR & Admin

(From Jun2015 to Feb 2018)

Company Name: Opal Laboratories (Pvt) Ltd.
 Industry: Pharmaceutical/CPG
 Reporting: Head of HR & Admin

KEY RESPONSIBILITIES:

- Managed recruitment and selection process by minimizing recruitment turnaround time.
- Responsible for overall HR management of Head Office and Factory.
- Assist HOD in routine matters of unionized staff and their benefits.
- Gather payroll data like bank accounts and working days
- Planned and executed effective Performance appraisal and management techniques.
- Control and organize office supplies stock
- Provide support to clients and employees
- Manage correspondence (including letters, emails and packages), arrange travels and accommodations
- Assigning housekeeping tasks to staff and inspecting work to ensure that the prescribed standards of cleanliness are met.
- Scheduling staff shifts and organizing replacements as required.
- Issuing cleaning supplies and equipment to housekeeping staff as needed.
- Screening housekeeping applicants and recommending promotions, transfers, and dismissals.
- Performing various cleaning duties in instances of staff shortages.
- Managing companywide payroll management along with Attendance, Leave Management system.
- Maintained CV Bank to call suitable candidates as and when required.
- Maintained employees' attendance, overtime and leave record as per policy. Managed employees' payroll through software and ensuring timely preparation and disbursement of monthly payroll.
- Effectively coordinated with EOBI, social security, labor and other government officials to ensure compliance with required government regulations.
- Reviewed and maintained proper updated filing of Employees Medical policy, HR handbook, performance appraisal forms and training schedules.

Data Control Officer (From Nov 2010 to Dec 2012)

Company Name: KESC
 Industry: Electricity Generation, Transmission, Distribution
 Reporting: Store Manager

KEY RESPONSIBILITIES:

- Daily basis of Maintain the all issue and material record to SAP and Excel sheet and job cards.
 - Maintain publicity and promotion material by arranging these in proper shelves and to keep a proper check so that such valuable assets are not shifted in unauthorized manner.
 - Meeting with prospective clients.
 - Maintain telephone log; enter all outgoing/outstation call; capable enough to identify personal calls from official calls and bill them accordingly.
 - Receive incoming mail, distribution to concern; likewise ensuing outgoing mail by informing the courier service provider.
 - File and organize information.
 - Do data entry or word processing.
 - Office correspondence.
 - Looking after procurements for all promotional items and printing items.
 - Follows all the company's SOP for clearance of suppliers/vendors payment on time.
-

ACADEMICS

- **Bachelors** (*Economics, Accounting*)
From University of Karachi Year 2009 Division: "2nd"
- **Higher Secondary Certification (HSC) Examination**
Commerce Group, Year 2007 Grade: "C"
- **Secondary School Certification (SSC) Examination**
Science Group, Year 2005 Grade: "B"
- **Diploma in Information Technology (SBTE)**
Faran Club Computer Institute (SBTE) Year 2010 Grade: "A"

PROFESSIONAL TRAININGS

- Understanding Human Behavior and Attitudes
 - Appraising Employee Performance and Avoiding Appraisal Biases
 - Managing Time is Managing Life (Time Management)
 - Human Resource Management at Safi Training Centre for 15 days.
 - Human Resource Training from IAP Career College.
 - Fire Fighting HSE Training
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