



[CTC-HR&OPS-Recruitment-7.2-c-063-IF/SF/HR]  
[Interview Assessment Sheet- July\_ 2023]

CHIP Training & Consulting (Pvt) Ltd					
INTERVIEW ASSESSMENT SHEET					
Candidate's Name	Raheel Ahmed				
Position	Ace & Admin Officer - Quetta				
Date of Interview	30th August, 2023				
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 panel 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		M/S. A F... 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		
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	Total 8 yrs exp with development sector and Pvt sector.				
Interviewer's Signature	⇒ Relevant Exp? 2yrs.				
Interviewer's Name	* currently unemployed * Payroll Processy. (65 staff) * Internal Auditor. (3yrs) * Office Administration.				

⇒ Good candidate -  
⇒ Good communication

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

Position Applied For: **Accounts and Admin Officer - Quetta**

1. PERSONAL INFORMATION		
1.1	Full Name	RAHHEEL AHMED
1.2	CNIC No.	54400-0619052-7
1.3	Date of Birth	15, April 1994
1.4	Father's Name	ALLAH RAKHA
1.5	Marital Status	Married
1.6	Permanent Address	H # C/52 POLICE LINE GULISTAN ROAD QUETTA.
1.7	Present Residential address	H # C/52 POLICE LINE GULISTAN ROAD QUETTA.
1.8	Phone No/Email Address	03343118595 / rahceelahmad595@gmail.com

2. QUALIFICATIONS				
<i>List only last two academic qualifications</i>				
Year	Institution	Degree obtained	Main Subjects	Grade / Div.
2019	BUITEMS	MBA Finance	Accounting, Mathematics, Communication, Business Administration, Statistics	Ist
2015	University of Balochistan(UOB)	B-Com	Accounting, Mathematics, Communication, Business Administration, Statistics	Ist

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	Strengthening Participatory Organisation (SPO) (Lehri Gate Samunli Road Quetta)
3.2	Duration	10 Months
3.3	Last Job Title	Finance & Administration Specialist
3.4	Main Duties	Budgeting , Financial Reporting and Managing Administrative tasks
3.5	Name & Title of your Immediate boss	Imdad Ali (Regional Head)
4.7	Gross Monthly Pay	95000

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
Jan,2021/ Jan , 2022	AZAT FOUNDATION (Ahmed Zai Colony Sariab Road Quetta)	Finance & Admin Officer	Finance & Admin Officer	Budgeting , Financial Reporting, Payroll Processing, Procurement and General Office Administrative tasks

2017-9/2020-12	SERENA HOTEL, QUETTA (Zarghon Road Quetta)	Auditor	Internal Auditor	Examination of financial record, Evaluation of Internal Control, Audit Reports preparation, Regular Compliance Audit Monitoring
2016-03 - 2017-03	DHA Quetta (Airport Road Opposite of BA Mall)	Senior Finance Assistant	Senior Finance Assistant	Operational systems to maximize efficiency and record keeping accuracy. Analyzed, constructed and calculated daily accounting records, payroll, reconciliations and all transactions

### 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?	Soon
6.4	What are your salary and benefits expectation?	I am agree with budgeted salary offered.

### 7. PROFESSIONAL REFEREES

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

7.1	First Referee	Name	Marzia Younas
		Organization Name and Address	Strengthening Participatory Organisation (SPO) (Lehri Gate Samungli Road Quetta)
		Phone No and Email	03232354746
		Nature of association with you.	Supervisor
7.2	Second Referee	Name	Maliha Arif
		Organization Name and Address	AZAT FOUNDATION (Ahmed Zai Colony Sariab Road Quetta)
		Phone No and Email	03023873179
		Nature of association with you.	Senior Officer (HR)

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: 29/08/2023

Candidate's Signature:



# RAHEEL AHMED

Training Development Specialist

## Contact

### Address

H # C/52 Police Line Gulistan Road QUETTA, BALOCHISTAN, 87500

### Phone

03343118595

### E-mail

raheelahmad555@yahoo.com

## Skills

Financial Management & Reporting

Very Good

Administrative expertise

Very Good

Internal Audit

Very Good

Account Management

Very Good

MS Office with expertise in database management.

Very Good

## Software

QuicBook, PMS, MICROS, OPERA

Excellent

## Languages

English, Urdu, Punjabi, Pashto

Excellent

Well organized administrative professional bringing excellent multitasking abilities developed over Eight (8) years of Marble industry, DHA, Hospitality industry, NGO's experience. Training Professional with extensive leadership experience in staff development. Process & productivity improvement competent in developing training processes & procedures for HR team.

## Work History

- 2022-02 - Current **Finance & Admin Specialist**  
SPO, Quetta, Balochistan
- Managed Procurement of each project and good knowledge of procurement procedures.
- 2021-01 - 2022-01 **Admin & Finance Officer \_\_\_\_\_ 1 Year**  
AZAT FOUNDATION, QUETTA, BALOCHISTAN
- Manage all financial record including tax working of five Projects including payroll, reconciliations, reporting and budgeting and addressing variances.
- 2017-09 - 2020-12 **Auditor \_\_\_\_\_ 3 Years**  
SERENA HOTEL, QUETTA, BALOCHISTAN
- Prepare audit reports, Report audit plans, status, observations and recommendations fairness of Financial Statements and internal controls.
  - Prepare and analyzed budget and financial statements also prepare monthly financial reports, Reconciliation and worked close with IT team to ensure all financial data is secure
- 2016-03 - 2017-03 **Senior Finance Assistant \_\_\_\_\_ 1 Year**  
DHA, QUETTA, BALOCHISTAN
- Introduced new accounting, financial and Operational systems to maximize efficiency and recordkeeping accuracy.
  - Analyzed, constructed and calculated daily accounting records, payroll, reconciliations and all transactions.
- 2012-01 - 2014-12 **Assistant \_\_\_\_\_ 3 Years**  
Fast Minerals Stone & Marble Factory, Hub, BALOCHISTAN
- Prepare all financial reports, tax & GST working, Bank & cash reconciliations and prepare daily reports or any other tasks assigned by Supervisor.
  - Used Microsoft Word and other software tools to create documents and other communications.
- Education**  
2016-01 - 2019-12 **MBA 3.5, Equivalent To MS/ MPhil: Specialization In Finance**