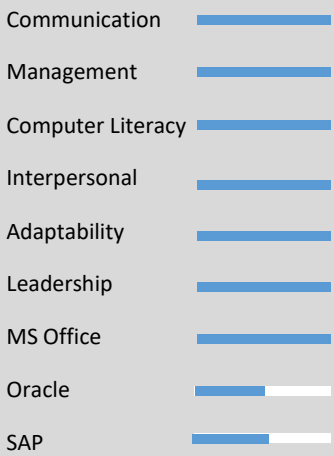




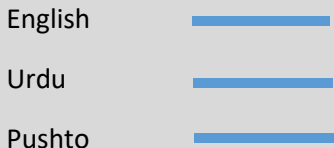
Personal Details

- Basit9057@gmail.com
- +923109345208
- Qamar Zaman House on Qamar Zaman Road, Opp to Bacha Khan International Airport, Near Garrison Medical Center, Peshawar
- 30/04/1993
- Peshawar
- Pakistan
- https://www.linkedin.com/in/abdul-basit-khan-288411180

Skills



Languages



Hobbies

- Exercise
- Football
- Net Surfing
- Learning
- Cooking

Education

Matric	2009-2010
Federal Board	
Intermediate	2011-2012
Peshawar Board	
B.sc (Computer Science)	2013-2015
University of Peshawar	
Master in Business Administration (3.5years)	2015-2019
CGPA (3.17/4.00)	
University of Peshawar	
Civil Services Preparation	2020-2022
National Officers Academy	

During this time, I dedicated myself to rigorous preparation for the civil services examination. This period allowed me to develop strong research, analytical and time management skills. I successfully cleared my CSS screening twice, qualified for the written part, participated in various mock exams at the National Officers Academy, and appeared twice in the CSS main exam. However, I couldn't make it to the final interview. Although I didn't reach the final interview stage of the CSS, in 2021, I appeared for the OGDCL internship test through the National Testing Services and ranked second in the entire KPK region in the HR discipline.

Employment

HR Intern (Paid)	01 March 2022 - 28 Feb 2023
Oil and Gas Development Company Limited	

- Job Title: HR Intern
- Departments I have worked with:
- Recruitment
  - HRIS
  - HRD

Reports to: Senior HR Officer

Job Summary: Assisted the HR department with various tasks related to recruitment, employee relations, training and development, and other HR functions. Worked under the supervision of the Sr. HR officer and gained practical experience in the field of Recruitment, HRD & HRIS.

Key Responsibilities:

- 1) Recruitment Department:
- Assisted the recruitment department in screening resumes, calling shortlisted candidates for interviews, participated in interviews of new hiring, issuing offer letters to the selected candidates, making personal files of the employees after hiring, making covering letters, posting data to Oracle/SAP database & sending files to the relevant section.
- 2) HRD Department:
- Assisted Sr. HRO in assessing ACRs, PERs and Work & conduct reports of employees. Assisted Sr. HRO in implementing the company's performance management system by assisting with goal setting, performance evaluations, and feedback sessions.
- 3) HRIS Department:
- Worked initially on Oracle database and later on worked on SAP database after OGDCL shifted to SAP Database.

Miscellaneous: Did data entry work related to various HR departments of OGDCL on MS excel & word.