



Personal Details

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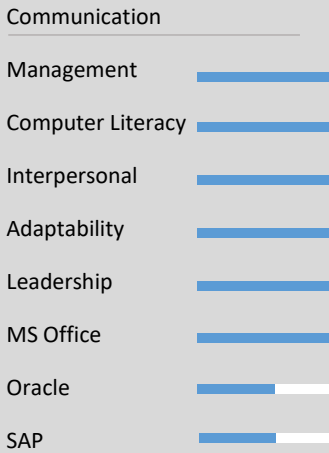
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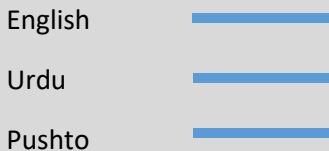
Pakistan

<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	
MBA (3.5 years) in Human Resource Management	2015-2019
CGPA (3.17/4.00)	
University of Peshawar	

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.