

RABEEL TARIQ BASHIR

A potential individual, having strong leadership skills, want to enhance technical and non-technical skills with a reputable organization through his commitment and devotion to work therein, via a congenial working environment and opportunities for growth and to apply various skills acquired during his academic career so far.

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 +92333-3463569

 /Rabeel Tariq Bashir

WORK EXPERIENCE

Quetta Institute of Medical Sciences

Assistant HR Manager

03/2025

Quetta, Pakistan.

Tasks

- o Recruitment and hiring
- o Employee relations and conflicts
- o Performance management
- o Training and development
- o Benefits and compensation
- o Policy development and compliance
- o Employee engagement
- o Record keeping and reporting

Islamic Relief Pakistan

Data Reviewer (IFRAPPROJECT)

02.2025-.03.2025

Quetta, Pakistan.

Tasks

- o Data Verification.
- o Data Cleaning.
- o Data Analysis.
- o Quality Control.

World Health Organization (WHO)

Independent Monitor

01/2024-to till now

Quetta, Pakistan.

Tasks

- o Monitors program implementation
- o Evaluates data quality
- o Investigates potential breaches of ethical guidelines
- o Evaluates public health programs.
- o Prepare attestation documents

Higher Education Commission (HEC)

Internee (Degree Attestation & Verification Branch)

03/2022-05/2023

Quetta, Pakistan.

Tasks

- o Process degree attestation requests
- o Maintain database of verified degrees
- o Communicate with stakeholders
- o Prepare attestation documents

Heath Education & Adult Literacy Foundation (HEAL)

HR Manager

02/2020-05/2022

Quetta, Pakistan.

Tasks

- o Recruitment and Selection
- o Employee Relations
- o Performance Management

Toyota Quetta Motors

Assistant Manager Admin

07/2019-09/2020

Quetta, Pakistan.

Tasks

- o Manage administrative tasks
- o Support staff and management
- o Oversee office supplies and equipment
- o Contribute to HR tasks

Balochistan Stars

HR Manager

02/2018-03/2019

Quetta, Pakistan.

Tasks

- o Recruitment and Onboarding
- o Employee Relations
- o Compensation and Benefits

QESCO

Internee

03/2017-02/2018

Quetta, Pakistan.

Tasks

- o Assist with market research and analysis
- o Contribute to business process improvement
- o Prepare business presentations and reports
- o Support with customer service initiatives

Balochistan Public Service Commission (BPSC)

Invigilation/ Examiner

06/2015-10/2016

Quetta, Pakistan.

QUALIFICATION

Master`s in Business Administration (MBA)

NUML (18 years of Education)

09/2016-01/2018

Quetta, Pakistan

CGPA 3.57/4

Majors

- o Recruitment & Selection.
- o Personal Training & Development.
- o Learning Organization.

Bachelor`s in Business Administration (BBA)

BUIITEMS (16 years of Education)

05/2011-04/2026

Quetta, Pakistan

CGPA 2.43/4

Majors

- o Leadership & Team Management.
- o Data Base Administration.
- o Conflict & Crisis Management.

Bachelor`s Education

(B.eds)

University of Balochistan

2018-2020

Quetta,

Pakistan

Grade

B

(561/1000)

Majors

- o Perspective of Education
- o Society School & Teachers.
- o Human Development & Learning

Master`s in International Relations

(MAIR)

University of Balochistan UOB (Private)

09/2017-10/2018

Quetta, Pakistan

Grade

B

(575/1050)

Majors

- o International Law
- o Foreign Policy Analysis
- o Pakistan Foreign Policy

Intermediate

Tameer-i-Nau Public College.

2009-2011

Quetta, Pakistan

Grade

B

(615/1100)

Majors

- o Mathematics
- o Physics

Matriculation

Tameer-i-Nau Public School.

2007-2009

Quetta, Pakistan

Grade

B

(663/1050)

SKILLS & COMPETENCES

- o Knowledge of ethical considerations and standards, including informed consent, confidentiality, and data protection.
- o Familiarity with the principles of program evaluation, monitoring, and impact assessment.
- o Strong analytical and critical thinking skills to identify key findings and insights from research data.
- o Excellent organizational skills and attention to detail to ensure the quality and accuracy of research data.
- o Ability to work independently and in a team environment, including managing field teams.

AFFILIATION

o Technical Hands (University Level Survey Institute)
Executive Member

2014-2016

o Resurge Educational Institute
Social Mobilizer

2014-2015

o Red Crescent

Peer Educator of HIV Departments

2013-2014

CERTIFICATIONS

- o Diploma in English Language.
- o Diploma in Information Technology (IT).

PROJECT/ CASE STUDIES

- o Emotional Intelligence & job satisfaction in Quetta.
- o Project Management Appraisal.

SOFTWARE

- o MS Word
- o MS PowerPoint
- o MS Excel
- o MS Visio
- o SPSS

LANGUAGES

- o English
- o Urdu
- o Punjabi
- o Brahvi
- o Pashto

TRAINING & WORKSHOPS

- o Polio Campaign Training by WHO. *(Participated, 2023)*
- o "ZARAK! YES, WE CAN". *(Participated, 2016)*
- o Conflict Management. *(Participated, 2015)*
- o Small & Medium Enterprises Development Authority. *(Participated, 2015)*
- o Social Ethics Responsibility. *(Participated, 2015)*
- o Effective Proposal Writing. *(Participated, 2014)*
- o Peace, Advocacy and Social Entrepreneurship. *(Participated, 2014)*
- o The Craft of Selling "Yourself". *(Participated, 2013)*
- o First Aid Training by Red Crescent. *(Participated, 2013)*

ACHIEVEMENTS

- o Letter of Appreciation for well managed work & coordinating activities by Higher Education Commission (HEC) in Degree Attestation, Equivalence & Verification Branch. (HEC, 2023)
- o Shield of Honor & Certificate of Appreciation for facilitating & Leading multiple workshops as project lead of Technical Hands. (BUIITEMS, 2016)

AREA OF INTEREST o Management o Communication o Travelling o Team Work o Co-ordination

PERSONAL INFORMATION

Contact No: +92-333-3463569

CNIC No: 54400-9758427-7

Father`s Name: Tariq Bashir

Date of Birth: 06 July, 1992

Address: H-No 2, Muhallah Railway, Chaman Phatak, Quetta.

Religion: Islam

Marital Status: Married

Domicile: Quetta, Balochistan

