

ABOUT ME

A hardworking, well-mannered and friendly individual with a positive attitude to work. Able to uphold high standards of customer service and speed whilst at the same time adhering to a company's regulations and procedures, experience of working in a fast-paced environment. Now looking for a suitable position with an ambitious and reputable company.

EDUCATION

B.Tech (Bachelor of Technology in Electronics Engineering)
2019

From Indus University Karachi

DAE (Diploma of Associate Engineer – Electrical Engineering) 2014

From Jinnah Polytechnic Institute of Management and Technology Karachi

Matriculation (Computer Science)

2009

From Little Wood Secondary School, Karachi

PERSONAL DETAILS



Korangi # 01 Karachi.



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ARSALAN SHEIKH

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WORK EXPERIENCE



PELIKAN KNITWEAR.
(SEP-2022 TILL PRESENT)
Worked as a Internal Auditor



YR TEXTILE (PVT.) LTD. (MAY-2022 TILL SEP-2022)
Worked as a Manager Admin & H.R



DIGITAL APPARELS (PVT.) LTD.(MAY-2019 TILL MAY-2022)
Worked as a Manager Admin & H.R



CROWN TEXTILE PAKISTAN (PVT.) LTD.(MAR-2018 TILL MAY-2019)
Worked as an Assistant Manager H.R/CSR



KINGS APPAREL INDUSTRIES (PVT.) LTD.(MAY-2014 TILL MAY-2018)
Worked as an Assistant Admin & CSR Officer

RESPONSIBILITIES IN THESE INDUSTRIES:

ADMIN/H. R:

Handles the daily administrative and HR duties of an organization & assist Senior HR & Admin manager with recruitments, having skills to operate ORACLE, & CRYSTAL payroll software, H.R Record maintain, and provide clerical support to all employees.

Worked with buyers like PUMA, WALMART, ADIDDAS Groups, INDITEX, LEVI'S, LIDL,BCBG, KOONTOR, C&A etc.

- To responsible for HR and Admin functions including Recruitment, Training & Development, Compensation & Performance management, and day-to-day General Administrative matters with prevalent Labor Laws.
- Maintaining physical and digital personnel employee record files. (Soft and hard copies) & Posting job ads on careers pages and process incoming resumes. (Recruitment Process)
- Processing employee data provide orientations for new employees by sharing onboarding packages and explaining company policies.
- Schedule job interviews and contact candidates as needed & Coordinate HR projects, meetings and training seminars.
- Prepare reports and presentations on HR-related metrics like total number of hires by department.
- Assisting in payroll preparation by providing relevant data, like absences, bonus and leaves.
- To perform a variety of personnel-related administrative tasks.
- Prepare communications, such as memos, emails, invoices, reports and other correspondence.
- To ensure that work is being completed in a timely and effective manner.
- Calculating future needs in kitchenware and equipment and placing orders, as needed & overseeing Cafeteria staff performance. Respond to Emergencies and Threats & Monitor.

CERTIFICATIONS

Pak Safety Solutions

IOSH Managing Safely Course
(Certificate No. 543916)

DT: 29/Oct/2017

Pak Safety Solutions

HABC Level 2 Risk Assessment
(Certificate No. RA1662377) DT:

21/Nov/2017 (MERIT)

Pak Safety Solutions

HABC Level 2 Fire Safety
(Certificate No. FIR1622621)

DT:16/Nov/2017 (DISTINCTION)

Federal Civil Defense Training Course

Fire & Evacuation Drill, Evacuation Plan, First Aid, Fire Fighting & Fire Prevention.

Innovative English Learning Center

Aug 2011 till Oct 2011

English Language Course

Silver Wings Aviation Academy

Oct 2012 till Jan 2013

Air Ticketing Course & Passengers handling in Airport

PERSONAL QUALITIES & INTRUST

- Good communication (spoken& written) skills including ability write memos, letters and reporting a clear concise style
- Fully proficient in Computer skills and its applications.
- Honest, Hardworking, & Punctual.
- Dynamic Innovative and Team Player.

HSE:

To assist & advise Manager Compliance to set objectives/goals/plans and to take decisions regarding: IMS (ISO-14001 & OHSAS-18001), WRAP, GOTS, SA-8000(2014), LIDL and C&A etc. To identify, record and conduct training need analysis, training plan and training sessions to workers regarding compliance requirements. (Monthly&weekly basis)

- To make a monthly salary of payroll employees and 1st forth night and 2nd forth night payment of piece rate employees.
- To maintained legal documents.
- Poster suggested by local/other laws to be posted, Factory Abstracts, Buyers CoC's, Work Instructions, Safety Posters & Instructions, Company policy, etc.)
- Committee's updates and conduct meetings: Joint worker council, Canteen committee, Machine safety committee & HSE Committee.
- Machine Maintenance Cards, Needle Detection Machine Report. Emergency Lights, Fire Extinguishers/ Fire Buckets/ Fire Hose Points, FirstAid Boxes, First Aider List & Fire Fighting
- Fire Fighter List, Emergency Response Plan List, Emergency Exit/ExitBoards.
- Poster suggested by local/other laws to be posted. (Washrooms, Drinking Water Points, Important Phone Numbers, Firs Aid/ Fire Fighters, Factory Abstracts, Buyers CoCs, Work Instructions, Safety Posters & Instructions, Company policy, etc.)
- Committee's updates and conduct meetings: Joint worker council, Canteen committee, EHS, SPT (Social performance team), Machine safety committee & ERT (Emergency response team).
- Machine Maintenance Cards, Needle Detection Machine Report.
- Draw an Evacuation Plan with Assembly points.



EBM (English Biscuit's Manufacturers (PVT.) LTD.)(JAN-2012 TILL APR-2014)

Worked as an Oven Plant Operator

The Legend Leads...

Responsibilities

- Operator of Hybrid and Turbo plants.
- To control the size, weight, & baking color of product.
- To operate Thermo cycle, Convectional, & DGF (direct gas fire) Zones.



Madinah Aviation Travel & Tours (Pvt) Ltd.(Oct 2012 to Dec 2013)

Worked as an Reservation Consultant

Responsibilities

- Operate (WORLD SPAN, ABBACUS, AMMEDUES) software.
- Manage all type of bookings like accommodation's, airline seats, and tours.
- Reserve Domestic and International flights for our passengers.

REFERENCE

Shall be furnished upon request