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# NOOR ULARFEEN

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**Address:**560-R, Model Town, Lahore

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## HEAD - HUMAN RESOURCE

Highly dedicated and versatile professional leveraging over fifteen years excellence in all aspects of HR, QHSE, compliance, and health and safety processes with a proven track record to execute comprehensive HR strategies across the entire organization. Highly skilled in investigating and resolving employee relations, policy and procedure development, training and counseling with managers and supervisors setting performance values and improvement goals of subordinates, discipline and termination decisions, recruiting, retention& compensation.

### AREAS OF EXPERTISE

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|--------------------------------|---------------------------|---------------------------|
| ✓ HR Policies & Procedures     | ✓ Recruitment & Selection | ✓ Compensation & Benefits |
| ✓ Organizational Development   | ✓ Human Resource Planning | ✓ Career Development      |
| ✓ Organizational Restructuring | ✓ System Auditing         | ✓ Compliance              |
| ✓ Development & Implementation | ✓ QHSE Management         | ✓ Microsoft Office        |

### EMPLOYMENT HISTORY

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#### **DOTPRINT (PVT.) LTD.**

**2019 – 2020**

##### ***Manager Administration***

- Plan and coordinate administrative procedures and systems and devise ways to streamline processes
- Recruit and train personnel and allocate responsibilities and office space
- Assess staff performance and provide coaching and guidance to ensure maximum efficiency
- Ensure the smooth and adequate flow of information within the company to facilitate other business operations
- Manage schedules and deadlines regarding admin related tasks
- Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints
- Monitor costs and expenses to assist in budget preparation
- Oversee facilities services, maintenance activities and tradespersons (e.g electricians)
- Organize and supervise other office activities (recycling, renovations, event planning etc.)
- Ensure operations adhere to policies and regulations
- Keep abreast with all organizational changes and business developments

#### **THERMOSE INDUSTRIES (PVT.) LTD.**

**2016 – 2019**

##### ***Head HR & Admin***

- Principal strategist and visionary; orchestrate all bottom-line factors, including company vision, long-range strategic planning, and executing training and development, change management and organizational development activities.
- Facilitate in recruitment process by posting job advertisements, screening resumes, scheduling job interviews, approvals, background check, reference checks, offer letters and issuing joining documents.
- Serve as knowledge expert on human resources matters; research employee compensation to ensure competitive salaries and accurate classification which contribute to highest associate engagement.
- Direct all functions and activities associate with the plant maintenance, dealt with officials, event management; also developed and executed HR management related strategies.

**SYNTHETIC PRODUCT ENTERPRISE LIMITED****2008– 2016*****Assistant Manager HR and Administration***

- Created recruitment and selection policy/practices, discipline, grievance, salary and perks, contracts, training and development, succession planning, performance appraisal policies and procedure.
- Skillfully monitored and revised employee handbook, position descriptions, maintenance of accurate HR records and systems, such as leave and attendance records, organization charts, etc.
- Rendered keen eye for details to report HR issues, opportunities and development plans; also administered and controlled departmental expenditure within agreed budgets.

**KHOKHAR GROUP OF INDUSTRIES****2001 –2008*****HR & Admin Coordinator / Management Representative***

- Controlled staff in the areas of organizational structure, compensation, employee database maintenance, employee's files, employee relations and HR filing system.
- Supervised security, and transport also resolved labor issues; built rapport with the PESSI, EOBI, labor department and other Govt. institutes.
- Designed plans for employee's performance appraisal; developed tools for appraisal and job evaluation.

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## EDUCATION

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- **M.Phil (Environment, Health, & Safety)**, Superior University, PIQC, (4<sup>th</sup> Semester)
- **Master in Business Administration (MBA)**, National Textile College and Management Institute (NTS & MI), 2004
- **Master in Commerce (M.Com)**, Bahauddin Zakariya University, Multan, 2001

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## PROFESSIONAL COURSES

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- **HABC level 02 Fire Safety (QCF) Certified**, Highfield UK, SBS 2013 (Qualification # 501/1448/7)
- **Diploma in Human Resource Management**, Pakistan Institute of Management (PIM), Lahore, 2010
- **International Register of Certificated Auditors (IRCA) Food Safety**, Bureau Veritas (BVC) 2008

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## PROFESSIONAL TRAININGS

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- HALAL Standard Awareness: Basic Standard awareness and implementation Technique, PNAC & BVC,
- Quality Circle for Productivity Improvement, Quality Circle Institute
- Environment Management System & EO Labelling, WWF & EU-Pakistan (Economic Cooperation)
- SA 8000 & Buyers Social Compliance Auditing & Implementation, SGS Pakistan (Pvt.) Ltd.
- Integrated Management System (IMS) 9001:2000, 14001:2004 & OHSAS 18001:1999, SGS Pakistan (Pvt.) Ltd.
- WTO and its Impact on Industry, SMEDA
- Internal Quality Auditing for ISO 9001:2000, Quality Circle Institute
- Introduction to Six Sigma, Quality Circle Institute
- **Human Resource Management, SMEDA**
- Integrated Quality & Productivity Improvement, Pakistan National Accreditation Council.
- Calibration of Precious Measuring Instruments, Pakistan Council of Science & Industrial Research
- Internal Quality Audit, System Experts