

MUHAMMAD ARSHAD



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OBJECTIVE

“To pursue a career that provides growth opportunities parallel with a friendly, competitive, technologically advanced and dynamic working environment”

QUALIFICATION

2017	M.B.A-HRM (3.03 CGPA) from “Ilma University (Formerly IBT)
2009	Have passed B.com (2nd Davison) from “University of Karachi”
2006	Have passed I.com(C-Grade) from “Inter Board of Karachi”.
2004	Have passed Matriculation(C-Grade) in “Science” from Matric Board Karachi”

CERTIFICATION & WORKSHOP

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- NEBOSH- IGC (Certified) from Center of Risk Safety Health & Environmental (CORSHE) Institute.
 - Two days Training Awareness Session for ISO 9001-2015 from (Bureau Veritas)
 - Two days Training Awareness Session for ISO 14001-2015 from (Bureau Veritas)
 - One Day Training Session for Incident/Accident Investigation In House from Unilever Pakistan)
 - Two Days Training for Risk Assessment & Hazard Identification from (Unilever Pakistan)
 - Training and participation for the First Aid, Fire Fighting & Fire Drill Program from (Civil Defense)

WORK EXPERIENCES

2018-2020 AGA Pack (Pvt.) Ltd. (3P of Unilever Pakistan Limited)

Working as a “**Manager HR/ Health Safety & Environment (H.S.E)**” in “AGA Pack (Pvt.) Ltd.” from January, 2018 to till date.

Health safety & Environmental:

Job Responsibilities:

- Coordinating Safety, Health and Environment regulations with all internal and external stakeholders and provide facilitation to all factory departments.
- Ensure that resources are determined and made available and the processes needed for the HSEMS are established, implemented, documented and maintained in accordance with the standards requirement under the OHSAS 18001:2007 and ISO 14001: 2015.
- Customize Corporate OHS and EMS Policies in accordance with Site & Legal requirements.
Set S.H.E Strategy to meet site S.H.E targets.
- Lead S.H.E Rules and Procedure Committee on site to ensure proper update and cascade of SHE Policies & SOPs.
- Responsible to conducted Social compliance Audit Understanding the Responsible Sourcing Audit (URSA).
- Insure proper use of Personal Protective Equipment (PPE).
- Co-ordinate and monitor the Permit-to-Work (PTW) system.
- Activities to ensure “Zero Injury Site” through risk assessment
- Review and take action against hazards identification from employee’s hazards activities on monthly basis.
- Arrange weekly value meeting and discuss safety issues and motivate employee to take safety oath.
- Monitor and Control OHS leading and lagging KPIs; Ensure compliance of Corrective and Preventative Actions against Incidents.
- Monitor Environmental KPIs, Develop & Implement Action Plan to reduce carbon foot prints of Site
Co-ordinate S.H.E Internal and External audits, Ensure compliance of Corrective and Preventative Actions against Audit Observations/NCRs.
- Develop S.H.E campaigns, Motivational Drives and train management and employees on rules and regulations.
- Conduct Emergency preparedness trainings.
- Implement LOTO on site as per new regional guidelines; also take the lead in UPL.

- **HUMAN RESOURCE MANAGEMENT:**

- Main responsibilities are contributing to the short and long-term organizational planning and strategy by serving as an active member of the management team.
- Through: Planning, developing and implementing strategy for HRM & ensuring that HR & Administration policies and activities continuously support the company to achieve its goals and strategies.

- Establishing and maintaining appropriate systems for measuring necessary aspects of HR development and the administration activities.
- Assist in drafting HR policies including Leave, Attendance and Time Management, Employee Relations, Recruitment, Separation and Performance Management functions etc.
- Conduct Employee Orientation & trainings.
- Prepare and manage organizational structure (Organogram) of the entire organization.
- Formulating the local and legal policies, which fulfill requirements of labor law.
- Dealing with Govt agency like EOBI, SESSI and other related to workers welfare.
- Reviewing the monthly EOBI and Social security Contribution list as per the current strength.
- Responsible to monitoring Group Life Insurance and ensure to covered all the employees as per the legal requirement.
- Responsible to checking all the personal file and necessary data as per the requirement of the company.
- Arrange the training with concerned department and personnel as per the master training plan.

2016-2018 Union Fabrics (Pvt.) Ltd.

Worked as a “**Asst. Manager HR& HSE**” in “Union Fabrics (Pvt.) Ltd.” from June, 2016 to 25th January 2018

FIELDS OF RESPONSIBILITY:

HUMAN RESOURCE MANAGEMENT

- Main responsibilities are contributing to the short and long-term organizational planning and strategy by serving as an active member of the management team.
- Through: Planning, developing and implementing strategy for HRM & ensuring that HR & Administration policies and activities continuously support the company to achieve its goals and strategies.
- Establishing and maintaining appropriate systems for measuring necessary aspects of HR development and the administration activities.
- Assist in drafting HR policies including Leave, Attendance and Time Management, Employee Relations,
- Recruitment, Separation and Performance Management functions etc.
- Conduct Employee Orientation & trainings.
- Prepare and manage organizational structure (Organogram) of the entire organization.
- Formulating the local and legal policies, which fulfill requirements of policies and ISO 14001 and OHSAS 18001 and legal law.

- **SAFETY HEALTH & ENVIRONMENT**

- Responsible to make sure all the health safety & environmental system are implanted as per the standard.
- To ensure that SHE records are properly maintained.
- To provide training and development program for the employees.
- To ensure timely preparation of all SHE performance reporting.
- To ensure internal audit / planned inspections within time.
- Continue 5 hazards drive and its elimination.
- Incident / accident investigations and preparation of reports.
- Coordination with all employees / contractors regarding SHE improvement.
- Implementation of SHE policies.
- Advisory role to the factory management on site performance and areas of focus based on analysis as well as legal and corporate requirement.
- To do any other job assigned by Manager.

PLANNING

- Safety training.
- SHE complaints, reporting and investigation.
- Activities to ensure “Zero Injury Site” through risk assessment
- Adherence to procedure and controls.

2013-2016 Nigar Apparels

Worked as a “**SAFETY HEALTH & ENVIRONMENT (S.H.E) COORDINATOR**” in “Nigar Apparels” from January 2013 June2016.

Job Responsibilities:

- Responsibilities comprise of following activities;
- Conduct Safety inspections, Audits to identify unsafe conditions/acts and related Hazards.
- Conduct safety tool box talks / mass meetings.
- Investigate and report all Incidents/Accidents occurring to workers, staff and visitors to the appropriate senior administrator, and to support in the inquiry of all accidents/incidents that result in considerable damage/loss.
- Take immediate intervening action to safeguard employees if a serious hazard is detected.
- Encourage employees to report unsafe acts and conditions.
- Seek suggestions from employees for improvement of workplace conditions.
- Insure proper use of Personal Protective Equipment (PPE).
- Co-ordinate and monitor the Permit-to-Work system.
- Ensure risk assessment have been carried out for hazardous work activities.
- Induction training to new entrants irrespective of category of employee and new

contract workers.

- Supervision of safe working practice during erection of heavy equipment and structures.
- Make workers understood different Safety signs and color codes to purge the prospective hazards to respond to employees' safety concerns.
- Organizing and conducting Health and safety training to various levels of the employees to promote a good health and safety environment within the organization.
- Conducting fire, emergency evacuation and rescue drills.
- Attend client as well as internal management safety meetings.
- Co-ordinate with departmental heads, supervisors, and other such officials in planning and organizing necessary measures for effective control of incidents.
- Organize co-ordination, campaigns, competition & contest, to develop interest of Workers in establishing safe working conditions at site.
- And other job related activities as may be assigned.

2010-2012 Naz Textile (Pvt.) Ltd.

Worked as a “**Sr.HR Officer**” in “Naz textile (Pvt.) Ltd.” from July, 2010 to December, 2012

Job Responsibilities:

- Daily time In & Out records of all employees.
- Responsible for generation of monthly Payroll.
- Updating & monitoring monthly EOBI & SESSI of all employees.
- To arrange the facility of First Aid.
- Maintaining Employees Personal File.
- Maintaining employee full and final settlement.
- Ensure effective and accurate maintenance of employee records including employment history of all permanent, temporary & contractual employees.
- Prepare all necessary information's/data for Promotions/Increment, Salary Reviews, Medical Benefits, Insurance as per company policy.

2009-2010 Jawaid Bross Label Industries (Pvt.) Ltd.

Worked as an “**Admin Assistant**” in “Jawaid Bross Label Industries (Pvt.) Ltd.” from Jan, 2009 to May, 2010

Job Responsibilities:

- Daily time In & Out records of all employees.
- Look after KESC, PTCL. Problem matters.
- Look after health and safety matters.

- Maintaining Pay roll for the Administrative Staff on Monthly basis.

2008 Shahid Engineering Works

Worked as an “**Admin Assistant**” in “Shahid Engineering Works” from Jan, 2008 to Nov, 2008

Job Responsibilities:

- Look after health and safety matters.
- Look after KESC, PTCL. Problem matters.
- Maintaining Pay roll for the Administrative Staff on Monthly basis.
- Look after Gatekeeper, Purchaser, Time office, Maintenance, I.T, and Account Departments.

COMPUTER PROFICIENCY

- M.S. Windows98/XP/Vista
- M.S. Word / M.S. Power point / M.S. Excel
- Internet Browsing
- Networking

FIELD OF INTEREST

- Health Safety & Environment
- Human Resource Management

PERSONAL INFORMATION

Father's Name	:	Muhammad Qasim
Date of Birth	:	09 th November 1988
C.N.I.C	:	42401-6278106-7
Marital Status	:	Married
Religion	:	Islam

REFERENCES

- Will be furnished upon request.