



# MUHAMMAD ZOHAIB



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## Objective

A challenging position, utilizing abilities developed through my experience and education, with the opportunity for professional growth.

## Education

### Academics

**MBA - Human Resource Management (KASBIT University)**  
**Bachelors of Commerce (Karachi University - KU)**  
**Inter Commerce (Govt. College Forman)**

### Technical

<b>DIT</b>	- Skill Development Council
<b>Web Development</b>	- Computer Collegiate
<b>Ms Office</b>	- Sys Institute of Computer

## Interpersonal Skills

Hardworking, dedicated, quick learner, honest and loyal

## Certifications

- Certified Assessor of **ISO 17020** from **Pakistan National Accreditation Council (PNAC)** for attending an **Assessor Certification Course on ISO 17020** the standard for 3<sup>rd</sup> party accreditation body to implement the Monitoring & Verification of standard.
- Certified from **Quest Consultants**, pioneers in **ISO 27001** for attending a workshop on **Implementing and Achieving ISO 27001 (Information Security Management System)**
- Attended workshop on **Strategic Recruitment & Selection (Talent Acquisition)** from University of Karachi
- Attended course of **ISO 9001:2015 & ISO 14001:2015 Auditor Transition Training** from Bureau Veritas Pakistan for understanding of the requirements, specifically

focusing on key changes between ISO 9001:2008 and ISO 9001:2015, Auditing ISO 9001:2015, specifically focusing on changes in the revised standard, Grasp the application of risk-based thinking, leadership, and process management

## **Work Experiences**

### **VELOSI Integrity & Safety Pakistan (August 2019 to Present)**



#### **Head of System Certification & Management Representative**

- Ensure that company third party accreditations are obtained and maintained (ISO 9001, ISO 14001, ISO 18001, ISO 17020).
- Ensure all company policies, procedures, and work instructions are documented in a clear, simple and concise manner.
- Assist in the preparation of tenders by providing management system related documents.
- Train all company personnel in the documented company policies
- Identify relevant legislative requirements.
- Control and maintain the company audit and risk assessment schedule.
- Conduct safety, quality and environmental system compliance audits
- Ensure personnel have received appropriate training and are assessed as competent to perform tasks.
- Prepare and submit monthly management reports relating to company systems, compliance and incidents
- Maintain the company library of compliance resources including standards.



### **COTTON EMPIRE (May 2017 to July 2019)**

#### **Manager Administration & QHSE Compliance**

- Develop Administration and QHSE Compliance System by implementing organizational policies, SOPs and processes.
- Handle all Administrative and QHSE Compliance Issue as well as employee grievances.
- Responsible for Employee safety, welfare, wiliness, health and safety during job.
- Compliance of Labor Laws/Rules/Regulation.
- Liaison with Labor and other Government Departments/ Agencies. Like SESSI, EOBI and etc.
- Liaison with other Divisions / Dept. of the Company such as
- Conduct factory Audit and Certification of different standards & customer codes such as ISO Standards 9001, 14001, 18001 (OHSAS), CTPAT, BSCI, GOTS, OEKO Tex.
- Ensure compliance with statutory provisions with respect to people practices and processes.
- Core responsible for general administration of fleet management where involved in Receiving of Raw Material to Issuance of Finish Goods.
- Handle all types of vendors, suppliers and service providers related to construction, renovation, electric works, masonry works, stationary, grocery and etc.

- Ensure safe & secure, hygienic and congenial working environment through monitoring and maintenance of facilities, coordinate with department's coordinators, personal daily visits, cross checking processes, to ensure the accurate and timely actions at all levels of Admin Staff.
- Manage the repair, renovations and purchase of facilities through the development of proposal and quotation request processes.
- Security Planning and Management, Handling of private security agencies



## **BUREAU VERITAS - PAKISTAN (Promoted in June 2016 to April 2017)**

### **Deputy Manager Human Resource / Admin & QHSE**

#### **Major Responsibilities**

- Develop, maintain and improve the business Integrated Management System to underpin QHSE and operating standards
- Support the training and development of all staff to ensure awareness and understanding of QHSE Standards and the relevance to business objectives.
- Provide a single business focus for accident and incident reporting and assist with subsequent investigation process.
- Develop Business Continuity Plans for all Service streams and participate in any table top or live exercises to test the plans.
- Monitor, audit and report on contract QHSE performance.
- Maintain quality, safety and environmental systems; implement and audit to achieve compliance with ISO 9001, 14001 and OHSAS 18001.
- Provide leadership to support the management of supply chains and compliance with QHSE standards through 'Point of Work Assessments'; audit and review of operating practice and systems.
- Ensure appropriate resources are provided to support a compliant business and to identify any systemic weaknesses.
- Develop strategies in administrative manager functions to effectively run an organization.
- Supervise and manage administrative operations of a department.
- Develop and implement administrative functions to monitor business operations.
- Manage and direct the activities of the staff in an administrative set-up.
- Interact with other department heads in managing the entire administrative operations.
- Maintains work structure by updating job requirements and job descriptions for all positions.
- Prepares employees for assignments by establishing and conducting orientation and training programs.
- Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counseling employees and supervisors.
- Maintains employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims; obtaining and evaluating

benefit contract bids; awarding benefit contracts; designing and conducting educational programs on benefit programs.

- Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements; conducting investigations; maintaining records; representing the organization at hearings.
- Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Maintains human resource staff by recruiting, selecting, orienting, and training employees.
- Contributes to team effort by accomplishing related results as needed.



**BUREAU VERITAS - PAKISTAN (Feb 2012 to June 2016)**

### **QHSE Management Representative & HR Executive**

#### **Major Responsibilities as a QHSE Management Representative**

- Develop Quality Objectives, Quality Manuals, Quality Procedures & SOPs and guideline Formats according to the required Standards for different divisions of organization such as ISO 17020 (Accreditation Body's Standard for Inspection), ISO 9001 (Quality Management System), ISO 14001 (Environmental Management System) and OHSAS (Health & Safety Management System)
- Make necessary decision and / or takes appropriate actions as handle the timely situations
- Implement locally adapted Management System in line with Bureau Veritas Group Management System
- Planning and Execution of Internal Audits to monitor & ensure the effectiveness of the Management System
- Analysis of data (Objective & Targets, Records of department) to ensure the effectiveness of Management System.
- Identify and define the Training needs through evaluation or performance appraisal of employees
- Carry out comprehensive Investigation process in case of incident / accident and reporting the incident / accident to locally and on group level.
- Aid the implementation of the Quality Management System and other Standards
- Promote continuous improvement of the Management System
- Provide support and advice during cross functional internal audits
- Provide direct support during regulatory issues
- Review and oversee use of Management System procedures
- Conduct self-inspections and external audits as appropriate
- Conduct awareness sessions in all aspects of Management Systems and other Standards
- Maintenance of all the related documentation and records
- Carry out Annual Management Reviews and prepare the Minutes.

- Responsible to maintain the mechanism of Human Resources such as Resource Planning and Recruitments, Orientation Trainings of New Inductions, Performance Management such Performance Appraisal etc for all regions of BV Pakistan such as Karachi (Head Office), Lahore, Islamabad, Sialkot, Faisalabad (Regional Offices)

### **Major Responsibilities as an HR Executive**

- Responsible to maintain the mechanism of Human Resources such as Resource Planning and Recruitments.
- Preparation of competency criteria for new employment.
- Ensuring that only the best candidates with the right qualifications, skills and experience are employed.
- Writing informative job descriptions with the coordination of concerned department head.
- Drafting offers of employment and promotion.
- Conduct the Orientation Training of every new Inductee about organization's policies, procedures, code of ethics, health, safety & environment (HSE).
- Providing guidance to work colleagues and senior company management on all employment matters.
- Responsible to conduct Performance Management Process such as Performance Appraisal for all regions of BV Pakistan such as Karachi (Head Office), Lahore, Islamabad, Sialkot, Faisalabad (Regional Offices)
- Periodically updated the employee information manual and personnel policies, and procedure to ensure compliance according to organizational rules and regulations.
- Management training, employee relations and communication.



**AL - ABID SILK MILLS LIMITED (August 2011 to Feb 2012)**

### **Asst. Manager Quality Management System (QMS)**

#### **Major Responsibilities**

- To implement the management system which conforms to the requirements of International Standard for Quality Management Systems (QMS), Environment Management Systems (EMS) & Health & Safety Management Systems (OHSAS) as well as Customer Code Of Conducts (COCs)
- To coordinate all activities between departments such that the all the management system are run effectively.
- To act as a source of information, guidance and advice for all personnel involved in the implementation of the program.
- To maintain the management system such that it compliance at all times with International Standard.
- To carry out other activities as required maintaining, improving and ensuring the viability of all management system.
- The operation and implementation of a program of internal quality audits.
- The organization and implementation of a system of corrective and preventive action.

- Reporting to the management review meetings about all relevant details of the these management system.



## **QUEST CONSULTANTS (November 2008 to August 2011)**

### **Senior System Consultant**

#### **Certified Companies:**

- I have been provided Trainings (ISO 9001, 14001 & OHSAS 18001), Consultancy Services and also conducted Internal Audits in mentioned below companies;
- I. M/S Shirazi Trading Company (Pvt.) Ltd (STC) *Karachi, Multan, Faisalabad & Peshawar. (provided Training & Consultancy of ISO 9001)*
  - II. M/S Ehtesham Packages (EP) *Karachi. (provided Consultancy of ISO 9001)*
  - III. M/S Herbion (Herbal Pharmaceutical) Pakistan (Pvt.) Ltd (HPL) *Karachi. (provided Consultancy of ISO 9001)*
  - IV. M/S Aventis International Shipping & Logistics (Pvt.) Ltd (AVI) *Karachi. (provided Training & Consultancy of ISO 9001)*
  - V. M/S Pak Shaheen Container Services (PSCS) Group of Pak Shaheen *Karachi (provided Training & Consultancy of ISO 9001)*
  - VI. M/S Gulftainer (Pvt.) Ltd (GTL) Group of Pak Shaheen *Karachi. (provided Consultancy of ISO 9001)*
  - VII. M/S HTL Trans (Pvt.) Ltd (Shipping & Logistic) *Lahore & Karachi. (provided Consultancy of ISO 9001)*
  - VIII. M/S Universal Parcel Service (UPS) *Karachi. (provided System Development Consultancy of ISO 9001)*
  - IX. M/S Macro Habib Pakistan Ltd (Chain Super Mart) *Karachi & Lahore. (provided System Development Consultancy of ISO 9001)*
  - X. M/S Matco Rice Processing Pvt. Ltd. *Lahore & Karachi. (provided Training & Consultancy of ISO 14001 EMS, OHSAS 18001)*

- XI. M/S Universal Chemical Industries (UCI) Pvt. Ltd. Karachi(*provided Training & Consultancy of ISO 9001, 14001 EMS & OHSAS 18001*)
- XII. M/S Forest Clothing (garments) Karachi. (*provided Consultancy of ISO 9001*)
- XIII. M/S Sind Club (Club) Karachi. (*provided Consultancy of ISO 9001*)
- XIV. M/S Dimension Research (Clinical Research based firm) Karachi. (*provided Consultancy of ISO 9001*)
- XV. M/S Temp Logic Solution (Cold Chain Storage) Karachi. (*providing Consultancy of ISO 9001 & HACCP*)
- XVI. M/S Bari Textile Mills Pvt. Ltd. (Textile) Karachi. (*providing Consultancy of Total Quality Management TQM*)
- XVII. M/S AB Productions (Media Production House) Karachi.(*provided System Development Consultancy of ISO 9001*)

### **Major Responsibilities**

- To analyze and evaluate the core business function of companies through Gap Analysis activity & prepare Gap Analysis Report according to the standard of ISO requirement for implementation.
- To provide consultancy in various (International Organizational Standard) ISO standard systems for e.g. ISO 9001 Quality Management System, ISO 14001 Environmental Management System, OHSAS 18001 Health & Safety Management System and ISO 22001/HACCP Food Safety Management System, etc.
- To develop and conduct introductory presentation of said mentioned ISO standards on projects / companies.
- To develop Policies, System Procedures, SOPs and Work Instructions for different sort of companies as per requirement of ISO standard.
- To maintain the system procedures for implementation in companies & also analyzed through different sort of internal audits.
- To provide Consultancy & Training of Internal Quality Audits and also conduct Internal Audits as per ISO standard's requirement of the companies which located at Lahore, Multan, Faisalabad, Peshawar.
- To organize and conducts the Management Review Meetings (MRM) in companies.



**CROWN TEXTILE (February 2008 to October 2008)**

### **Compliance Officer**

### **Major Responsibilities**



- To Provide training & also conducted internal audits of ISO 2001-9001, SA 8000 Social Compliance, JC- Penny, Wall Mart, and also on different buyer's code of conduct etc.
- To do the correspondence with buyers via phone / e-mail regarding the compliance of his code of conduct.
- To manage the facility as per requirement of Standard or customer code of conduct.
- To provide trainings to the office staff as well as down line staff as per standard or buyer's code of conduct for the sake of the effective implementation.
- To monitor and evaluates the manual Attendance system & also computerized Attendance system of facility staff.
- To check & verify the computerized salary sheets of employees against attendance record.
- To take care and monitor all documented records which are implemented in facility as per standard or buyer's code of conduct.
- Responsibility to conduct the Fire Drill in facility as per designated durations.
- To look after all safety equipment's are in well-functioning form and upgrade & also update its records.
- Responsibility to arranged & checked up of employees from doctor & updated records respectively.



## **VICTORIAN MANAGEMENT SYSTEM (VMS) (April 2005 to January 2008)**

### **Consultant & Management Representative (MR)**

#### **Major Responsibilities**

- To maintained all firm's employee & workers personal data regarding buyer's requirement being a Management Representative (M/R) in Human Resources (H/R) field.
- To provide consultancy ship regarding any Audit for e.g. ISO 2001-9001, SA 8000 Social Compliance, JC- Penny, Wall Mart, etc.
- Took care of all sufficient documents, which relate from Audits.
- Also taking an extra care regarding all sufficient documents, which related from employees & workers.

#### **Personal Data**

Father's Name	:	Muhammad Aziz Ullah Khan (Late)
Religion	:	Islam
Nationality	:	Pakistani
CNIC	:	42101 - 3893250 - 3
Date of Birth	:	23 <sup>rd</sup> November, 1984
Marital Status	:	Married