



# FARHAN ARSHAD

HSEQ Coordinator at Well Serve Oil Field

I am responsible for providing facilitation to the Head of HR department in HR operations and maintaining HR records. Ensuring execution for compliance of local & international standards. Responsible for negotiating with workers to resolve their work related issues.

## Contact Info

03161771140

farhan.arshad.00@gmail.com

<https://www.linkedin.com/in/farhanarshad00>

Iqbal colony PO Gulyana Tehsil Gujarkhan  
District Rawalpindi  
New Lalazar II ,House No 19 Lane No 2,  
Near Dhamial road , Rawalpindi  
Islamabad, Pakistan

## Strengths & Skills

- ✓ Administrative Skills
- ✓ Oracle Human Resources suite
- ✓ Human Resources
- ✓ Payroll
- ✓ Team-BUILDER
- ✓ Recruitment & Selection

## Academics

| Title | Institute                           | Score    | Date |
|-------|-------------------------------------|----------|------|
| MHRM  | Virtual University of Pakistan,     | 3.2 CGPA | 2019 |
| Bsc   | University of Sargodha, Gujarkhan   | 48%      | 2015 |
| Fsc   | Indus group of colleges, Gujar Khan | 58%      | 2011 |

## Certifications

| Title                 | Authority                     | Date              |
|-----------------------|-------------------------------|-------------------|
| Basic Computer Course | FARAN Institute of technology | Starting May 2015 |

## Experience 8 years

| Company                                  | Designation      | Duration            |           |
|--|------------------|---------------------|-----------|
| Well Serve Oil Field                     | HSEQ Coordinator | Oct 2023 - Present  | 2 months  |
| Arslan Poultry Private Limited           | HR Generalist    | Sep 2022 - Present  | 1.3 years |
| Jahan Developers                         | HR Executive     | Jun 2022 - Aug 2022 | 2 months  |
| Kohinoor Textile Mills Limited gujarkhan | Hr Assistant     | Aug 2015 - May 2022 | 6.8 years |

## Work History

| Well Serve Oil Field   | Oct 2023 - Present (2 months) |
|--|-------------------------------|
| <b>HSEQ Coordinator</b>  | <b>Islamabad, Pakistan</b>    |
| <ul style="list-style-type: none"><li>• Handling Payroll , Hiring , FNF , Leave Record Management, Employee Data computerized/ Manual , Induction of New Hired Employees , Medical , Overtime , Job Posting , Emailing , Memo's Circulation, Notices Issuing , Final Interview Etc.</li><li>• Giving Induction to visitors related organization and safety matters.</li><li>• Issuing PPE to new employee's and giving induction about organization and safety related matters and take them for full organization visit.</li><li>• Eobi, Social Security</li><li>• Insurance data management</li><li>• Stationary control</li><li>• Transportation checking according to company policy and checklists.</li><li>• SOP following.</li><li>• Supervise the HR operations and directly work with senior management.</li><li>• Outsation visit's for official work.</li><li>• Mess working</li><li>• Keep all information confidential related employee's and company matters.</li><li>• Daily participate in morning meeting and giving instruction related HSE matters.</li><li>• Daily visit overall organization due to safety reason's and PPE checking.</li><li>• Monthly report making on who's not following company policies and send to higher management.</li><li>• Any other task given by higher management.</li></ul> |                               |

**HR Generalist**

Rawalpindi, Pakistan

- Supervising/Handling Payroll Generated by HCM and forward to Finance department for distribution of Pay/salary , Overtime , Extra Duty Allowances, Reimbursements, etc.
- Managing Recoveries/Arrears (like Advance, Loans, etc) in HCM.
- Leave record manage of all staff.
- Process medical reimbursement cases.
- All kind of office letters , memo's and office orders issuing.
- To keep talent level up to mark of hiring & to maintain Talent Pool Through Ext/Internal Resources.
- Processing Final settlement case and taking exit interviews of Ex- Employees.
- Contacting job applicants and inviting them to interviews and conducting interviews & managing job application forms and letters.
- Carrying out reviews of employee performance.
- Ensuring the integrity the HR database.
- Responsible for recruitment and ensure all SOP's are followed. Ensure transparency in the recruitment.
- Undertake special projects assigned by the top management.
- Strength Controlling of all farms and hatcheries on daily basis.
- Emailing and rotating updates with passage of time.
- Handling Social Security and Eobi matters of farms and hatcheries.
- Social Security matters handling like R-5 card etc and aslo worked on pension cases.
- Managing promotion cases of all farms and hatcheries.
- Stationary Control of office.

**Admin Department Work :**

- Billing process of all telecoms Jazz , Zong , Warid and WIFI devices.
- Monthly Mess expense and billing process.
- Maintaining all record of office assests.
- Replacement for admin officer when required.

**Jahan Developers**

Jun 2022 - Aug 2022 (2 months)

**HR Executive**

Rawalpindi, Pakistan

- Handling payroll manually
- Hiring process
- Attendance Management
- Dealing with employees related there queries.
- Contacting job applicant and inviting them to interviews.
- Managing employees documents and forms related hiring.
- Manage staff timing.
- Data base management of all employee soft copy and hard copy.
- Leaves record management.

**Kohinoor Textile Mills Limited gujarkhan**

Aug 2015 - May 2022 (6.8 years)

**Hr Assistant**

Gujar Khan, Pakistan

**Area of Expertise in HR Functions:**

- Work proactively with managers and supervisors in employee relation areas such as **policy interpretation, formal and informal employee counseling, dismissal** etc.
- **Handling Employee Database** (Both in Soft Form and **Files Management**)
- Manager Admin & HR in keeping **Leaves Record** (casual, sick and earned)

**HR Joining, Recruitment Process & Appointment Letter:**

- Issues **"Offer letter"** to selected candidate and make sure that employee joins the company as per commitment.
- Prepares **recruitment forms** and employee personal data form along with joining report and make sure that these forms are properly fill by the newly joined employee.
- Issues employee **Appointment Letter** after the joining & make sure that all the terms & conditions with the company is clearly understands by the employee.
- Issues monthly **employees Personel letters (Confirmation, Transfer, Re-Designation, Promotion, Demotion,& Termination Letters)**.

**Payroll Working**

- After preparing Joining Reports & all other necessary HR forms, enter the employee personal data as well as **salary in the Software "Oracle" Software which is integrated on Solo Tech Insight Machine And it's all (Human Resource Information System)"**
- Process files for **final settlements** of resigned employees.
- Make sure that final settlements of **Ex-Employees are cleared as soon as possible**.

**Provident Fund & Salary Loan:**

- Process the application from the employee for Provident Fund **& Salary Loan**.

- Attached Provident Fund Ledger along with application and forward to Manager HR.
- Acquires approval from Manager HR as per company policy.
- Enter the **monthly deduction** details in the Oracle Software.
- Make sure that **loan is approved and issued to employee as soon as possible.**

#### Clerical & IR Work:

- Record keeping.
- Employees Dealing
- Grants Dealing And Submissions in government departments like scholarship, marriage & death grants.
- Social security matters direct dealing with government departments.
- TA/DA making and dealing.
- CMS manage like allotment of quaters and goods controls in quaters.
- EOBI cases dealing and sunmitting.
- Stationary control.
- Dock taking and delivering etc.
- All kind of data entry and documentation work.

## Projects

### Computerized Attendance

Aug 2015 - Jun 2016 (10 months)

**Company:** Kohinoor Textile Mills Limited gujarkhan / Time Office

**Tools:** oracle software operating and solo tech insight machine operating

- All work of time office from manual to computerized done by our team in six month.
- Computerized Payroll.
- Attendance through face detection machine.
- All work computerized

## Awards

| Title              | Authority | Date |
|--------------------|-----------|------|
| Appreciation Award | MD        | 2016 |

## References

### Muhammad Imran | 03235968645

Kohinoor Textile Mills Limited  
muhammad.imran@kmlgpk.com

### Asfand Yar Khan | 03218522522

Arslan Poultry Pvt Limited  
asfand.yar@arslanpoultry.com

## Industries

- Manufacturing
- Services
- Textiles/Garments

## Functional Areas

- Accounts, Finance & Financial Services
- Administration
- Human Resources
- Law & Legal Affairs
- Administration And Office Support

## Languages

- English - Medium
- Urdu - Medium

## Hobbies

- Football
- Badminton