

ARIF SALEEM

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Visa Status: Transferable

RESUME

Career Summary:

Seeking, Challenging and responsible position where my education, ability, potential can be fully effectively utilizes with opportunities of growth, enhancement of knowledge and to serve in building the nation

Education:

- MS Project Management from Comsats University Islamabad (2018)
- BS Computer Science from Agriculture University Peshawar (2012)
- FSC from BISE Kohat (2007)
- SSC from BISE Kohat (2004)

Total Experience: 12 Years

Warehouse Incharge at Mohammed Al-Ojaimi Est.
(22nd June 2018 till date).

Responsibilities:

Staff Management:

- Supervising and coordinating the work of staff.
- Providing training and guidance to employees.
- Managing employee schedules and performance.
- Handling personnel issues and ensuring a positive work environment.

Inventory Management:

Monitoring inventory levels and ensuring timely stock replenishment, Maintaining accurate inventory records, Organizing and maintaining stockroom, implementing inventory control procedures to minimize losses, and Receiving and verifying incoming goods.

Customer Service:

- Providing excellent customer service and addressing customer inquiries.
- Handling customer complaints and returns.
- Ensuring a positive and efficient shopping experience.

Sales and Operations:

- Tracking sales targets and contributing to store goals.
- Implementing sales strategies and promotions.
- Maintaining store cleanliness, organization, and merchandising standards.
- Ensuring the store is well-stocked and presentable.
- Handling cash transactions and financial matters.

- Addressing operational issues and implementing solutions.

Other Responsibilities:

- Following company policies and procedures.
- Ensuring the store is secure and adheres to safety regulations.
- Collaborating with other departments (e.g., marketing, supply chain).
- Preparing reports and maintaining records.

Work Permit Receiver at Mohammed Al-Ojaimi Est. (2nd May 2013 to 1st May 2016).

Responsibilities:

1. Verification and Compliance:

- Permit Validity:

The receiver must confirm that the work permit is valid and properly displayed at the work site.

- Safety Measures:

They are responsible for ensuring that all safety precautions and procedures outlined in the permit are followed before, during, and after the work.

- Work Practices:

The receiver must ensure that the work is performed in accordance with the permit's conditions, and that the work site is safe before, during, and after operations.

2. Supervision and Monitoring:

- Work Oversight:

The receiver supervises the work to ensure it is carried out as per the permit and within the prescribed conditions.

- Resource Provision:

They are responsible for arranging any necessary resources, including personnel like standby-men for confined space entries.

- Communication:

The receiver keeps the permit issuer informed about the progress of the work and any deviations from the planned procedures.

- Site Condition:

They ensure the work site is returned to a safe and operational state upon completion of the work.

3. Communication and Reporting:

- Permit Status:

The receiver must report on the progress of the work and communicate any issues or deviations from the permit's instructions to the permit issuer.

- Revalidation:

They must be aware of the need for permit revalidation (renewal) if the work extends beyond the initial timeframe and ensure that this is done.

4. Other Responsibilities:

- Permit Preservation: The receiver has a responsibility to keep the permit in good condition.
- Clarification: If any part of the permit is unclear, the receiver should seek clarification from the permit issuer.
- Emergency Response: In some cases, the receiver may be involved in emergency response procedures related to the permitted work.

Languages:

- English, Arabic , Urdu, and Hind.

Computer Skills:

- Microsoft (Words).
- Excel.
- Auto-Cade (Working Levels).

هوية مقيم

رقم النسخة ١

المملكة العربية السعودية

وزارة الداخلية



عريف سليم نور زاده

ARIF SALEEM NOOR ZADA



رقم الهوية: ٢٦٠٦٨٨٩٣٤٩ تاريخ الانتهاء: ٠٩/٠٩/٢٠٢٥

تاريخ الميلاد: ٠٦/٠٢/١٩٨٨ مكان الميلاد: باكستان

الجنسية: باكستان الديانة: الاسلام

المهنة: عامل انشاءات

هوية صاحب العمل: ٧٠٣٩٨٣١٢٠٦

مكان الاصدار: شركة العلم لامن المعلومات

مكان العمل: المنطقة الشرقية

اسم صاحب العمل: شركة منصور مسعود ال فطيج للمقاولات



يجب التحقق
من الرمز السريع
قبل اعتماد
التعامل مع الهوية



nebosh

NEBOSH International General Certificate in Occupational Health and Safety

This is to certify that

Arif Saleem

was awarded this qualification on

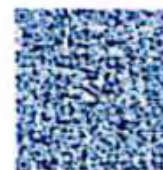
05 April 2022

Les Philpott
Chair

Dee Arp
Accountable Officer

Master log certificate No: 00621273/1402871

SQA Ref: R630 04



**The National Examination Board in
Occupational Safety and Health**

Registered in England & Wales No. 2698100
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Serial No: 069116



Registration No: CHT/FAIS-RPM-391/CVC

COMSATS University Islamabad

ARIF SALEEM s/o NOOR ZADA

Of

Virtual Campus

has been conferred upon the degree of

Master of Science in Project Management

Given on this Fifteenth day of March two thousand and Nineteen at Islamabad

Date of Issuance: 15th March 2019




Controller of Examinations


Rector


Registrar

Serial No. 012685

Khyber Pakhtunkhwa Agricultural University
Peshawar - Pakistan



Having fulfilled all the requirements for the Degree of

BACHELOR OF SCIENCE

In the subject of

COMPUTER SCIENCE

Arif Saleem S/O Noor Zada

is this Twenty Fifth Day of October 2012 Admitted to the above Degree

Issue Date 27-11-2012

Registration No. 2008-Agr-U-17581


Controller of Examinations


Registrar


Vice Chancellor