



# Engr. Talha Saleem

Environmental Engineer at Haif Company

Environmental Engineer with professional experience in core HSE management systems, including regulatory compliance, waste management, COSHH, and HSE document management. Skilled in conducting job safety analysis, environmental monitoring, and developing environmental compliance programs. Proficient in ISO auditing, environmental impact assessment and management. Experienced in adhering to global ESG standards and implementing hazardous substance management and promote a culture of environmental responsibility and safety.



## Skills & Strengths

### Technical Skills

- Environmental Management System
- Environment Impact Assessment
- Pollution Control
- Waste Management
- Auditing

### Analytical Skills

- Data Analysis and Interpretation
- Problem Solving

### Other

- Leadership Skills

### Interpersonal Skills

- Written and Verbal Communication
- Collaboration

### Project Management Skills

- Contract Management
- Risk Assessment & Management



## Experience - 6 years

### Environmental & Sustainability Engineer

WESTERN RING ROAD SERVICE ROAD UPGRADE PROJECT, HAIF COMPANY - Riyadh, Saudi Arabia | Feb 2025 - Present

- Develop, implement, and oversee CEMP, Environmental Monitoring Plans, Dust Management Strategies, Emergency Response Plans, Waste Management Plans, and EMS to ensure project sustainability and compliance.
- Ensure adherence to environmental regulations, industry best practices, and client-specific requirements throughout the project lifecycle.
- Collaborate with Project Managers, Engineers, and Stakeholders to proactively address environmental risks and ensure sustainable site operations.
- Monitor and enforce compliance with the CESMP, identifying areas for improvement and corrective actions.
- Assess and allocate resources for effective environmental and social responsibility implementation within project frameworks.
- Prepare and submit Site Observation Reports (SORs), Site Visit Reports (SVRs), and Non-Conformance Reports (NCRs) via Aconex to track and resolve environmental concerns.
- Conduct site inspections, audits, and incident investigations, ensuring prompt corrective actions and closure of non-compliance issues.
- Drive waste reduction, resource efficiency, and sustainability initiatives, including waste segregation, water conservation, and energy optimization.
- Design and execute environmental awareness programs, including inductions, refresher

## Contact Info

Riyadh  
Saudi Arabia  
talhasaleem2019@gmail.com  
+966501078644

## Education

### University of Engineering and Technology

Taxila / BS Environmental Engineering (2019)  
3.1 GPA

### Punjab College

Burewala / FSc (2015)  
81%

## Certifications

- OSHA 30 Hours (Construction) IASP | 2024
- Level 3 Award in Environmental Management AOSH Awarding Body United Kingdom | 2024
- COSHH Risk Assessor Certification The Knights of Safety™ Academy | 2024
- Possibilities of Sustainable Maritime Development in Pakistan with Special Reference to Pakistan and International Ocean Institute | 2024
- ISO 14001: 2015 Implementation for a Green Industrial Revolution Pakistan Engineering Council | 2023
- International General Certification of Occupational Health and Safety

training, toolbox talks, and targeted sustainability campaigns to foster a culture of environmental responsibility.

- Lead environmental monitoring activities, overseeing air quality, noise levels, dust emissions, vibration impact, and other ecological factors to minimize environmental impact.
- Maintain and analyze records of fuel consumption, water usage, waste disposal, recycling rates, and material usage to support sustainability reporting and ESG compliance.
- Ensure that all environmental observations and non-compliance issues are:
  1. Resolved within the designated timeframe
  2. Documented with updated compliance records
  3. Reported to the CSC and Client for transparency

### Health, Safety and Environmental (HSE) Engineer

PAK MATIARI-LAHORE TRANSMISSION COMPANY (PVT) LTD. - Lahore, Pakistan | Apr 2023 - Feb 2025

- Successfully enhanced site environmental compliance by implementing rigorous monitoring strategies, which reduced non-compliance incidents by 20% over one year.
- Identified key sampling points for air, noise, soil, and water analysis, leading to a 30% improvement in environmental quality assessments during the construction phase.
- Authored comprehensive Environmental Monitoring Reports, resulting in expedited approval from the Environmental Protection Agency (EPA) in Punjab and Sindh, thus reducing reporting delays by 15%.
- Developed effective Requests for Proposals (RFPs) for plantation and landscaping, securing services under budget by 10%, and enhancing project aesthetic and ecological value.
- Spearheaded strategic meetings with DG EPA Punjab, DG EPA Sindh, and District Environmental Officers, resolving critical environmental compliance issues and achieving 100% regulatory adherence.
- Led initiatives to obtain operational No Objection Certificates (NOCs) from EPA Sindh and Punjab, accelerating project timelines by 25% through proactive engagement and thorough documentation.
- Developed and executed the company's Health, Safety, and Environmental (HSE) Policy, aligning with NEPRA safety codes and reducing workplace incidents by 15% within the first year.
- Overhauled HSE documentation systems, enhancing compliance tracking and reporting efficiency by 20%, which supported the company's audit success rates.
- Played a pivotal role in reviewing and enhancing adherence to NEPRA's safety and environmental standards, contributing to a 30% increase in operational safety ratings.
- Collaborated with management to develop and implement forward-thinking HSE policies, aligning with industry best practices and boosting organizational safety culture by 25%.
- Directed Corporate Social Responsibility (CSR) activities that raised environmental awareness and promoted sustainability, resulting in positive community feedback and a 10% increase in stakeholder engagement.

### Environmental Engineer

ENVIRONMENTAL SERVICES PAKISTAN (PRIVATE) LIMITED - Lahore, Pakistan | Sep 2021 - Mar 2023

- Successfully maintained and enhanced ISO 45001:2018 standards across the premises, achieving 100% compliance and improving workplace safety culture.
- Created and implemented Standard Operating Procedures (SOPs) in both English and Urdu, ensuring clear communication and understanding among all personnel, which improved procedural adherence by 25%.
- Designed and delivered targeted training programs, including fire-fighting and first aid, that increased employee safety awareness and readiness, leading to a 15% decrease in non-conformities (CARS).

NEBOSH | 2022

- ISO 45001:2018 (Occupational Health and Safety Management System) Lead Auditor Training Course RICI Pakistan Pvt Ltd. | 2021
- ISO 14001:2015 (Environmental Management System) Lead Auditor Training Course RICI Pakistan Pvt Ltd. | 2021

### Awards

- Jacobs Environment, Diriyah Project Certificate of Recognition | 2025
- AOSH Awarding Body United Kingdom Level 3 Award in Environmental Management | 2024
- National Forum for Environment and Health CSR Award 2024 | 2024
- National Forum for Environment and Health Annual Environmental Excellence Award 2024 | 2024
- China Electric Power and Equipment Technology Pvt. Ltd. Promotion to Assistant Supervisor HSE | 2024
- National Forum for Environment and Health Annual Environmental Excellence Award 2023 | 2023

### Languages

- Punjabi - Native
- Urdu - Native
- English - Medium

### Hobbies

- Sports

- Implemented effective environmental improvement processes and incident control techniques, fostering a 20% enhancement in organizational environmental performance.
- Regularly conducted meetings with senior leadership to address health, safety, and environmental issues, leading to proactive solutions and a 10% reduction in identified risks.
- Identified critical monitoring points for water, air, noise, soil, and vehicular emissions, improving data accuracy and environmental monitoring efficiency by 30%.

- Research
- Eco Volunteering
- Cooking

### Environmental Executive Officer (Field)

GREEN CRESCENT ENVIRONMENTAL CONSULTANTS PVT. LTD. - Lahore, Pakistan | Nov 2019 - Sep 2021

- Successfully crafted Environmental and Social Impact Assessments (ESIAs), Construction Environmental and Social Management Plans (CESMPs), and Operational Environmental and Social Management Plans (OESMPs) for multiple high-profile projects, enhancing environmental compliance and stakeholder satisfaction by 20%.
- Ensured high-quality technical assessments in the field according to local and international standards, maintaining a 98% accuracy rate in all assessments.
- Identified optimal monitoring points for water, air, dust, noise, vibration, and soil sampling, enhancing data collection efficiency by 10%.
- Conducted site meetings with clients to address quality, health, safety, and environmental issues, fostering stronger partnerships and ensuring project alignment with client expectations.
- Carried out social surveys for environmental and social impact assessments, improving stakeholder understanding and project acceptance.
- Effectively evaluated potential environmental risks and developed robust mitigation plans, minimizing project delays and environmental impacts.
- Led stack emissions monitoring, vehicular emissions, ambient air monitoring, water and soil sampling, and noise monitoring, all while adhering to health and safety best practices.
- Developed comprehensive environmental monitoring schedules and coordinated effectively with clients, ensuring seamless project execution and delivery.
- Administered all monitoring and reporting requirements as per environmental regulations and permits, achieving a 100% compliance record.
- Conducted site meetings with clients to address quality, health, safety, and environmental issues, fostering stronger partnerships and ensuring project alignment with client expectations.

### Trainer / Instructor (Safety Insepctor)

JINNAH COLLEGE OF ENGINEERING AND TECHNOLOGY,  
BUREWALA - Burewala, Pakistan | Oct 2019 - Nov 2019

- Successfully mobilized trainees and conducted targeted marketing campaigns, resulting in a 30% increase in enrollment for skills training programs under the Punjab Skill Development Fund (PSDF) eligibility criteria.
- Led the creation and distribution of detailed HSE training manuals, enhancing training effectiveness and accessibility for a diverse audience, which improved trainee satisfaction by 25%.
- Established an efficient system for timely reporting to PSDF through email and web-based data management systems, reducing reporting delays by 40% and ensuring compliance with fund requirements.

### Internee

WORLD WIDE FUND PAKISTAN - Taxila, Pakistan | Apr 2019 - May 2019

- Conducted extensive research on the impact of climate change on panda habitats, including habitat loss, food scarcity, and changes in biodiversity.
- Proposed and outlined practical mitigation measures to address the identified issues, such as habitat restoration projects and climate adaptation strategies.
- Developed educational materials and workshops to raise awareness about the benefits of

tree planting and its role in combating climate change.

## Projects

### **Diriyah, Western Ring Road Development**

Haif Company | Feb 2025 - Present

<https://haifcompany.com/en/diriyah-western-ring-road-development-en/>

### **±660kV HVDC Matiari-Lahore Transmission Line Project**

Pak Matiari-Lahore Transmission Company (Pvt) Ltd. | Apr 2023 - Feb 2025

### **Design, Supply, Installation, Testing & Commissioning Of 500kV D/C Transmission Line Nokhar S/S – Lahore North S/S- Lahore HVDC Switching Station**

Pak Matiari-Lahore Transmission Company (Pvt) Ltd. | Apr 2023 - Dec 2023

### **Design, Supply, Installation, Testing and Commissioning of 500/220/132 kV Lahore North and Extension Works at 500/220/132 kV Nokhar Substation**

Pak Matiari-Lahore Transmission Company (Pvt) Ltd. | Apr 2023 - Feb 2025

### **Procurement of Plant Design, Manufacturing, Supply, Installation, Testing and Commissioning of 500kV Maira Switching Substation**

Pak Matiari-Lahore Transmission Company (Pvt) Ltd. | Apr 2023 - Feb 2025

### **To certify Frontier Works Organization Camp Site 21 ENGR BAT on standard of ISO 45001:2018**

Environmental Services Pakistan (Private) Limited | Jan 2022 - Mar 2023

### **To certify Frontier Works Organization Camp Site HQ 492 on standard of ISO 45001:2018**

Environmental Services Pakistan (Private) Limited | Sep 2021 - Dec 2021

## References

### **Muhammad Ishfaq**

Jacobs

Muhammad.Ishfaq@jacobs.com

+966582538416

### **Muhammad Hassan (حسان) Sharif**

ALS Arabia

hassan.sharif@espak.com.pk

+966530689033

Noor Khan  
JACOBS ENGINEERING GROUP INC.

Final (WF-064515) IPINF057-HTC-MN-PAF-Personnel A...  
WORKFLOW TRANSMITTAL

01/05/2025  
JCB-WTRAN-095754

### Diriyah Company Phase 2

8500 Prince Sattam Ibn Abdulaziz Al Shoh  
AD DIRIYAH 12572  
Riyadh  
4000 Saudi Arabia



MAIL TYPE  
Workflow Transmittal

MAIL NUMBER  
JCB-WTRAN-095754

REFERENCE NUMBER  
JCB-WTRAN-095754

## Final (WF-064515) IPINF057-HTC-MN-PAF-Personnel Approval Form-CVs - 057 - CV of Environmental Engineer- Talha Saleem

From: Noor Khan - Jacobs Engineering Group Inc.



To (9): Mr Syed Muzammil - Haif Company-RUH (+8 more...)

Cc (37): Mr Aqdas Malik - AECOM (+36 more...)

Sent: Thursday, 1 May 2025 4:44:20 PM AST (GMT +03:00)

Status: N/A

### DOCUMENT ATTACHMENTS (2)

(2 selected)					
File	Document No	Revision	Revision Date	Title	Status
	IP-INF-057-0000-HTC-PAF-HR-000080	00	09/04/2025	057 - CV of Environmental Engineer- Talha Saleem	B-Approved with Comments
	IP-INF-057-0000-HTC-RCS-HR-000080	00	09/04/2025	057 - RCS for CV of Environmental Engineer- Talha Saleem	B-Approved with Comments

### ATTRIBUTES

Attribute 1: DG2/IP/INF/057-Western Ring Road Works

### MESSAGE

#### Workflow Review History

The attached documents have completed the "IPINF057-HTC-MN-PAF-Personnel Approval Form-CVs - 057 - CV of Environmental Engineer- Talha Saleem" workflow with the following results :

*This transmittal was automatically generated.*

Doc No	Step	Participant	Review Outcome	Comments
IP-INF-057-0000-HTC-PAF-HR-000080	DC QA Check	S Aijaz	Approved	
	CSC Review	M Ishfaq	Approved with Comments	Approval has been granted for three-month probationary period
	CSC Lead Reviewer	N Khan	Approved with Comments	3 months' probation period
IP-INF-057-0000-HTC-RCS-HR-000080	DC QA Check	S Aijaz	Approved	
	CSC Review	M Ishfaq	Approved with Comments	Approval has been granted for three-month probationary period
	CSC Lead Reviewer	N Khan	Approved with Comments	3 months' probation period



الرقم 130497 / س / 20

التاريخ

( 13 Oct 2025 م )

الموضوع

المرفقات: (بدون)  
الموضوع: إشعار تسجيل بالهيئة

## خطاب تعريف Introduction Letter

To Whom it May Concern

الى من يهمه الامر

Saudi Council of Engineers hereby certifies that

بهذا تشهد الهيئة السعودية للمهندسين بأن

**TALHA SALEEM MUHAMMAD SALEEM**

طلحة سليم محمد سليم

has been registered with SCE as follows :

تم تسجيله في الهيئة وفقا للبيانات التالية :

Identity No. : 2603821402

رقم الهوية / الإقامة : 2603821402

Membership ID : 1181519

رقم العضوية : 1181519

Classification: Engineering

التصنيف : هندسة

Specialization : Environmental Engineering

التخصص الرئيسي : الهندسة البيئية

Membership Start Date : 10/13/2025

تاريخ بداية العضوية : 10/13/2025

Validity : 10/13/2026

صلاحية التسجيل حتى : 10/13/2026

This letter is issued upon his request without  
any liabilities towards the Council.

وقد أعطي هذا الخطاب بناء على طلبه وبدون أدنى مسؤولية  
تجاه الهيئة.

Best regards,

وتقبلوا خالص تحياتنا ,

الامين العام



المكلف / م. فيصل بن عبدالله اليمني



# University of Engineering and Technology Taxila

In recognition of the fulfillment of prescribed requirements on  
16th August 2019

**Talha Saleem**

son of

**Muhammad Saleem**

is admitted to the degree of


**BACHELOR OF SCIENCE**

**IN**

**ENVIRONMENTAL ENGINEERING**

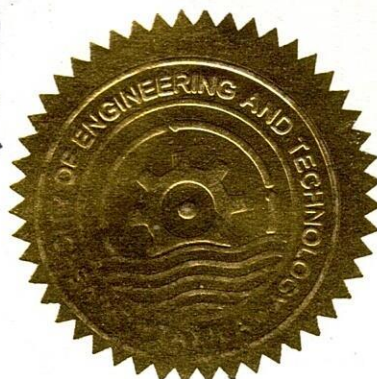
He obtained CGPA *Three Pt One Five* 3.15/4.00

Countersigned

  
Controller of Examinations

Taxila Pakistan

The 4 FEB 2020



  
Chancellor

225

Degree number: 019569

Prepared by \_\_\_\_\_

Checked by \_\_\_\_\_


Issued by \_\_\_\_\_ 21/3/22

٢٦٤٠٣٠٣٣٤٤٤٤

تصادق بخاترة المملكة العربية السعودية  
 (القسم القنصلي) في السلام آباد على صحة  
 الختم و التوقيع دون مسؤوليتها عن المتوثبات

التاريخ: ١٤ رجب ١٤٤٦

من رئيس القسم القنصلي



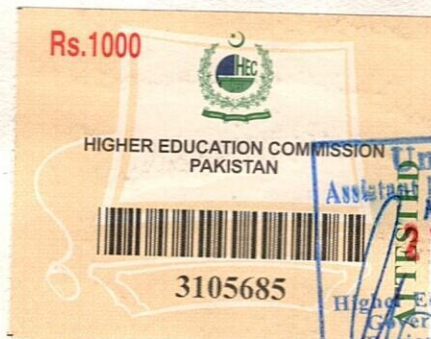
عبدالله بن خلف القرشي  
 ABDULLAH AL QORASHI



COUNTERSIGNED ONLY  
 Ministry of Foreign Affairs is Not  
 responsible for the contents of the  
 Documents



2025-01-12



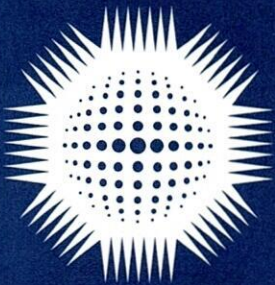
Timber Ajaz  
 Assistant Director (Attestation)  
 27 OCT 2023  
 Higher Education Commission  
 Government of Pakistan  
 Regional Centre, Lahore

10 DEC 2024

Checked By Saba Wanas  
 Assistant Chief of Protocol



Ministry of Foreign Affairs, Pakistan  
 LHR27220ndi



nebosh

# NEBOSH International General Certificate in Occupational Health and Safety

This is to certify that

**Talha Saleem**

was awarded this qualification on

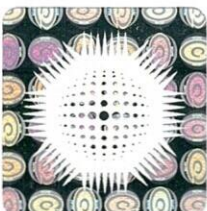
**16 December 2022**

Les Philpott  
Chair

Dee Arp  
Accountable Officer

Master log certificate No: 00700620/1328825

SQA Ref: R630 04



**The National Examination Board in  
Occupational Safety and Health**  
Registered in England & Wales No. 2698100  
A Charitable Company Charity No. 1010444

## Certificate of Achievement

is being awarded to

Engr. Talha Saleem

for

Environmental Management System  
Auditor / Lead Auditor Training Course  
(18100) Based on ISO 14001:2015



Scan to Verify  
Certificate # 06755

Held at

Pakistan

Sunday, April 25, 2021 to Thursday, April 29, 2021

By passing continuous assessment and written examination

This Course is certified by (CQI and IRCA). This Course meets the formal training requirements for individuals seeking certification under (CQI and IRCA) **EMS** Auditor Certification Scheme and for this purpose this certificate is valid for 5 years from the date of course completion

CQI-ULN: 306714



Issued By:  
RICI CO W.L.L.

Office 44, Building 2126, Road 1529, Block 115, Hidd, Kingdom of Bahrain  
[www.ricionline.com](http://www.ricionline.com)



## Certificate of Achievement

is being awarded to

Talha Saleem

for

Occupational Health and Safety Management  
System Lead Auditor Training Course (1985)  
Based on ISO 45001:2018



Scan to Verify  
Certificate # 07049

Held at


Pakistan

Saturday, September 25, 2021 to Wednesday, September 29, 2021

By passing continuous assessment and written examination

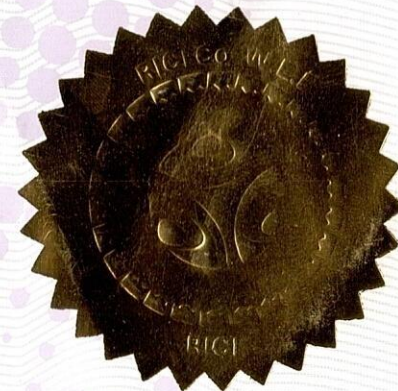
This Course is certified by (CQI and IRCA). This Course meets the formal training requirements for individuals seeking certification under (CQI and IRCA) **OH&SMS** Auditor Certification Scheme and for this purpose this certificate is valid for 5 years from the date of course completion.

CQI-ULN: 329529



Issued By:  
RICI CO W.L.L.

Office 44, Building 2126, Road 1529, Block 115, Hidd, Kingdom of Bahrain  
[www.riconline.com](http://www.riconline.com)



*Talha Saleem*

has successfully completed the 20 hour Online Module

**Possibilities of Sustainable Maritime Development with  
Special Reference to Pakistan and Local Region**

*IOI Ocean Academy – PAKISTAN*

*[26 Feb - 08 March 2024]*

Organised by the  
International Ocean Institute  
as part of the  
IOI Ocean Academy Programme



Antonella Vassallo

*MD International Ocean Institute HQ*

*International Ocean Institute*



Raja Javed Afzal

*Director*

*IOI Ocean Academy Pakistan*





This is to certify that

**Talha Saleem**

has successfully completed

**Level 3 Award in Environmental Management**

a course approved and validated by the

**Aosh Awarding Body United Kingdom**

in association with

**Safe-T-Sociates Private Limited**

Course Provider

Chief Executive



Cert. No.: 029071



Date: 15 May 2024

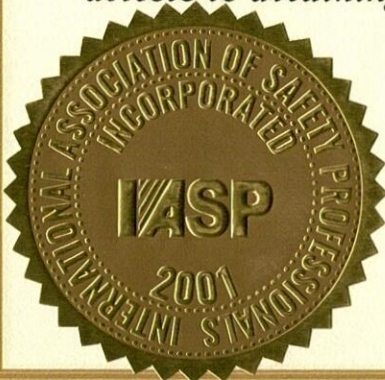



# International Association of Safety Professionals

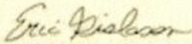
*In recognition of the successful completion of the requisite course of study and by virtue of authority granted by The International Association of Safety Professionals hereby presents the*  
**30-Hour - Construction Safety OSHA Compliance Course**

*Certificate Awarded to*  
**TALHA SALEEM**

*In witness whereof this Certificate, signed by the International Association of Safety Professionals Certified Trainer and sealed with the corporate seal of The International Association of Safety Professionals, is granted. The Signatory below is solely responsible for the quality and content of said training, and attests to attaining certification appropriate to provide training from The International Association of Safety Professionals.*



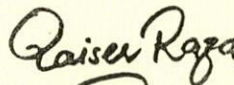
  
\_\_\_\_\_  
President, CEO

  
\_\_\_\_\_  
Executive Director

30  
Course Hours

631781  
Student ID

2024-06-08  
Completion Date

  
602652  
Trainer ID

\_\_\_\_\_  
Certified Trainer Signature



The International Association of Safety Professionals Certified Trainer, whose signature and certification number appears below, hereby certifies that the named person did attend and satisfactorily completed the course of study herein specified and that the signatory is solely responsible for the content of said training.

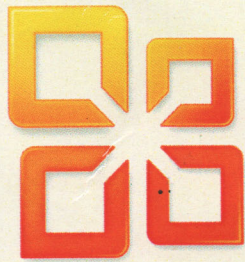
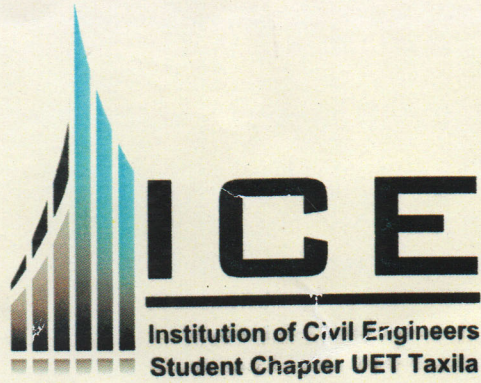
**Course: 30-Hour - Construction Safety OSHA Compliance Course**

**Student: TALHA SALEEM**

**Trainer: QAISER RAZA #602652**

**Date: 2024-06-08**

Microsoft



# Office Workshop

## Certificate of Participation

This Certificate is awarded to

Mr./Ms. Talha Saleem

for Participation Microsoft Office Session held on

9th December 2015 by ICE Student Chapter

UET Taxila

Ahmed Usman Dewan

President ICE

Dr. Naeem Ejaz

Advisor ICE



# CERTIFICATE OF PARTICIPATION



This certificate is awarded to

ENGR. TALHA SALEEM


*For attending / Organizing One Day CPD Activity on*  
**“ISO 14001:2015 Implementation for a Green Industrial  
Revolution”**

(1.0 CPD credit point)

*Held on March, 14<sup>th</sup>, 2023*  
at

The Department of Environmental Engineering  
University of Engineering and Technology, Taxila

  
Dr. Naveed Ahmed  
PEB Coordinator  
UET, Taxila

  
Prof. Dr. Faisal Shabbir  
Chairman  
(Environmental Engg. Dept.)

Organized by:

Department of Environmental Engineering and Green Youth Movement (GYM) Club, UET Taxila



Serial No: 512373

# Pakistan Engineering Council

Continuing Professional Development Programme

*This Certificate is awarded to*

**Engr. Talha Saleem**

*for attending One Day CPD Webinar for the Awareness of*

**"Construction Safety and Management"**

(1 CPD Point)

*June 07, 2023*

*at Pakistan Engineering Council HQ, Islamabad*



Secretary/ Registrar  
Pakistan Engineering Council



Serial No: 613842

# Pakistan Engineering Council

Continuing Professional Development Programme

*This Certificate is awarded to*

**Engr. Talha Saleem**

*for attending One Day CPD Short Course on the Awareness of*

**"Sustainability-Advanced Concept, Opportunities and Solutions"**

(1 CPD Point)

*April 26, 2024*

*at PEC HQ Islamabad*



Secretary/ Registrar  
Pakistan Engineering Council



# University of Engineering and Technology Taxila

Ph. No. 051-9047405, Fax: 051-9047420

www.uettaxila.edu.pk

(REGISTRAR'S OFFICE)

UET/A&R/SS/ 6295

Dated: 15.04.2021

## **ENGLISH PROFICIENCY CERTIFICATE**

The University of Engineering and Technology (UET), Taxila (Pakistan) is one of the top most public sector universities providing quality education to high merit students at an affordable cost. The official language in the University is English. The University offers graduate, full time/part time Master, Doctoral programs and awarding degrees in nine disciplines. The degrees offered are taught and assessed in English. The students have good command on four language skills listening, speaking, reading and writing that are important for communication.

This is certified that **Mr. Talha Saleem S/O Muhammad Saleem Regd.No. 2015-UET/ENV-35** completed his degree of **B.Sc in Environmental Engineering** with English as medium of instructions. This is also certified that the student has proficiency in English Language and I am sure that incumbent will face no language barrier while pursuing future career or higher studies at any institution where instruction is English.

  
(EHSAN AHMAD)  
Assistant Registrar  
for Registrar

REGISTRAR  
University of Engineering Technology  
TAXILA - 47050



**STATE GRID**

**CHINA ELECTRIC POWER EQUIPMENT  
AND TECHNOLOGY CO., LTD.**

March 30, 2023

Mr. Talha Saleem

CNIC: 36601-9712170-9

Mobile: 0331-7908761

**APPOINTMENT LETTER**

We are pleased to appoint you in China Electric Power Equipment & Technology Co.Ltd as per the following terms and conditions:-

<b>Position:</b>	HSE Engineer	<b>Department:</b>	Business & Legal
<b>DOJ</b>	3 <sup>rd</sup> April, 2023	<b>Work Location:</b>	Head Office Lahore or as assigned by the Management

**1. Salary**

Your monthly gross salary will be PKR 80,000/- (In Words: Eighty Thousand Only.)

**Deductions:**

According to the laws of Pakistan, company will have the right to deduct the applicable taxes from your gross salary and remit to the relevant head of the Govt., department(s):

- Income Tax liabilities (if applicable), EOBI contribution.
- And any others liabilities as may be applicable from time to time.

**2. Probation Period**

You will be on probation for a period of Three (03) months, on satisfactory completion of the probationary period your appointment will be confirmed through written understanding, otherwise may be extended as per the discretion of Management.

**3. Nature of Job**

Ensure that the Organization complies with all environmental, health and safety regulations.

**4. Role and Responsibilities**

To implement, review and report on all aspects of the health, safety and environmental (HSE) management systems. To ensure HSE by all employed on the project are adhered to in accordance with the contract documents, relevant international standards and local/federal authorities' requirements. Site visits in order to address or examine environmental issues in accordance with the requirements.

**5. Office Timing/Working Hours**

The normal working hour's system shall be implemented according to rules and regulations of the company. Whereas, the normal working days are Monday to Saturday and the regular working hours are from 9 AM to 5 PM.

**6. Leaves**

During the employment, you will be eligible for ten (10) casual leave, eight (8) sick leave and fourteen (14) annual leave days per annum. Annual leaves will be offered after successful completion of one year. All leave applications are to be scheduled and approved by the management as per relevant leave policy.

**7. Perks and Benefits**

Along with your salary, you will be entitled for health and life insurance, gratuity and EOBI as per company policy.

**8. Transfer**

At the sole discretion of the Management, you may be transferred to any subsidiary or associate company or to any location (within Pakistan) to perform such duties as may be directed by the Management.

**9. Termination**

Termination of services during probation period will be without any notice and at the sole discretion of the Management, and the employee has no right to raise any objection before any forum.

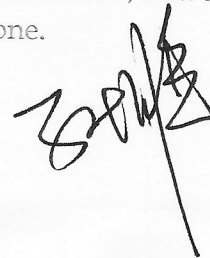
Further, if the termination is due to any misconduct that is alleged against you, you can be suspended from duty without wages; insubordination, disobedience, theft, fraud, dishonesty, concealment of any fact during the initial scrutiny and/or appointment etc., in such situation, the termination may be affected with 24-hours' notice. You shall not be entitled to claim any compensation, damages or payment from the company for or in respect of such dismissal. However, if you are held guilty, during such period, of all or any of the charges leveled against you, you will be treated absent from duty during the period of suspension.

**10. Confidentiality**

During the course of employment, strict confidentiality shall be required in respect of all information acquired by you.

**11. Other Terms & Conditions of Employment**

In addition to the aforesaid terms and conditions, your employment shall be subject to the relevant company policies, rules, regulations and practices either expressed or implied as may be imposed from time to time. Further, the company reserves the right to amend or change its policies, rules & regulations at its sole discretion, and the amended policies, rules & regulations shall take precedence over old one.



If you are agreeable to this offer of regular employment, on the terms as set out herein, kindly sign and return the duplicate of this letter to the undersigned.

Wishing you a successful career with CET.

Sincerely,



Ma Desheng  
Project Manager  
For and on behalf of CET

**Commitment or declaration:** I hereby agree to the aforesaid terms and conditions of this contractual employment as set out above and accept this offer.

Signature of Applicant: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Dated: \_\_\_\_\_

QHSE

QHSE Business International

Dated: 16-8-2021

Ref: QBI/JDS/HEE/02

Employee#: 0007

Letter of Appointment

Name: Mr. Talha Saleem

Address: Yousaf-abad-Burewala- Wahari - Pakistan

ID Card #: 36601-9712170-9

Dear Mr. Talha Saleem,

Congratulations on appointment as "HSE Executive" at QBI.

We are offering you this position and be advised to start your work w.e.f. 20.8.2021 under the following terms and conditions.

1. Salary:  
Your salary will be 40,000/ Rs./ per month.
2. You have to meet per week/month/year targets.
3. You will be on probationary period for 3 months. After that according to your performance you will be confirmed.
4. Working hours: 09:00 AM – 6:00 PM. (Monday – Friday). The working hours can be flexible on the nature of clients and meetings. If required you have to work on Saturdays.
5. You have to be regular and un-schedule leaves will not be acceptable.
6. Benefits such as bonuses, provident fund, pension, fuel, medical benefits, 30-40 leaves per year inclusive of casual, medical and annual, promotions, bike, car, international travel will be given on the basis of performance. These all benefits will be applicable after confirmation.
7. You have to be a team player and honest.
8. You cannot proceed to any court of law for any proceedings against QHSE Business International.
9. You have to give one month prior notice if you have to leave the company.

10. Pilferage will not be acceptable and if it happens will lead into termination of your employment immediately.
11. Perks as mentioned in the clause # 6 be given and added to your profile on your regular performance after confirmation.
12. You have to work at QBI office. When required you have to work from your workplace and moving outside.
13. You have to report to your CEO on per day basis.
14. You have to obey the company (QBI) laws at all times.
15. You have to perform any tasks which are not part of sales if told to you by the CEO of the company.
16. You will be trained will appropriate training's on regular basis.
17. You have to show performance by giving results on regular basis.
18. You have to show your good conduct throughout your appointment with QBI.



**QHSE**  
**Business International**  
**Ph: 0335-734741**  
Mr. Amir Sultan Rana  
CEO  
QHSE Business International



Serial # 20B / 19994

Date: 1<sup>st</sup> Oct, 2021

### TO WHOM IT MAY CONCERN

It is our pleasure to write about **Mr. Talha Saleem**, son of **Muhammad Saleem**, who has worked with Green Crescent Environmental Consultants Pvt. Ltd in the capacity of **Environmental Executive Officer (Field)** for a period of 1 year and 10 months, from **November, 2019 to September, 2021**.

During the aforementioned tenure of his work here, Mr. Talha Saleem was responsible for conducting Environmental Monitoring following Health and Safety best practices. He was also responsible to maintain the quality of technical assessments which were performed in the field according to **local and International Standards**.

Mr. Talha Saleem is technically sound, hard-working, and a motivated employee whose dedication in taking initiative and contribution for the realization of organizational goals and objectives has proven helpful in the advancement of our establishment repeatedly. We have found him to be a resourceful employee and his work over here has further polished his technical skills.

We wish him luck for his future endeavors.

Sincerely,

Country Manager,  
Green Crescent Environmental  
Consultants (Pvt.) Ltd.

Rashid Maqbool,

Country Manager,

Pakistan.



**WWF-Pakistan**  
Ferozpur Road  
P. O. Box 5180  
Lahore -54600  
Pakistan

Tel: +92 42 35465972-77  
UAN: 111 WWFPAK (993725)  
Fax: +92 42 35862358  
[info@wwf.org.pk](mailto:info@wwf.org.pk)  
[www.wwfpak.org](http://www.wwfpak.org)

**August 19, 2024**

**TO WHOM IT MAY CONCERN**

This is to certify that **Talha Saleem** has successfully completed WWF-Pakistan's Eco Internship Programme, which was organized for during the months of April to May 2019.

The internship aimed at equipping the students to not only learn about the environmental challenges faced at the global level but also to generate innovative solutions within the context of Pakistan. **Talha** participated in numerous skill-building workshop sessions naming Wildlife Conservation, Youth for Climate Change and Ecopreneurship. Additionally, the Eco Intern also completed **35 hours** of community service by designing awareness-raising content, to sensitize and engage communities about environmental challenges.

WWF came into being in 1961 in Gland, Switzerland. Today it is the leading and most respected conservation organization in the world, with a global network active in over 100 countries. WWF-Pakistan was established in 1970 and is now the leading conservation organization in the country. Our mission is to stop the degradation of the planet's natural environment and to build a future in which humans live in harmony with nature.

On behalf of WWF-Pakistan, I acknowledge and appreciate the invaluable contribution of Talha for our environmental education initiatives.

Wishing you all the best for your future endeavours.

Regards,

**Taseer Ali Mirza**

Senior Manager, Environment Education Programme

**Karachi**

Bungalow 35/D, Block 6, PECHS, Shahrah-e-Faisal, Karachi  
Tel: +92 21 34544791-2, 35693475, Tel & Fax: +92 21 34544790

**Islamabad**

3 - Constitution Avenue, Pakistan Academy of Sciences, Ground Floor, Sector G-5/2, Islamabad  
Tel: +92 51 8857771-6, Fax: +92 51 2270029

**Peshawar**

House No. 2-A, Circular Road, University Town, Peshawar; Tel: +92 91 5841593, 5852845-6 Fax: +92 91 5841594

**Quetta**

Gishkori Town, Sabzal Road, Quetta, Tel: +92 81 2452251 Fax: +92 81 2452250

**Gilgit**

GCIC, NLI Colony, Near Imamia Eid Gah, Shahrah-e-Quaid-e-Azam, Jutial, Gilgit.  
Tel: +92 5811 455658 Fax: +92 5811 455688

**President:**

Nadeem Khalid

**Director General:**

Hammad Naqi Khan

**President Emeritus:**

Syed Babar Ali

**Vice President Emeritus:**

Brig (R). Mukhtar Ahmed



WWF-Pakistan certifies that

**TALHA SALEEM**

has successfully completed training on natural resource conservation, climate action, and entrepreneurship under

**ECO-Internship Programme**

Manager  
Environment Education Programme  
WWF-Pakistan

Hammad Naqi Khan  
Director General / CEO  
WWF-Pakistan

[www.wfpak.org](http://www.wfpak.org)





# JINNAH COLLEGE OF ENGINEERING & TECHNOLOGY

Chungi No. 5, Near Govt. College of Commerce, 505 Road, BUREWALA

Mob. 0333-6299313, 0333-6298412

E-Mail: jcetbrw@yahoo.com, jcetbrw1@gmail.com

Ref. No. JCET / BRW / ADMIN / 19 / 153

Dated: 06-12-2019

## TO WHOM IT MAY CONCERN

This is to certify that Mr. TALHA SALEEM S/O, MUHAMMAD SALEEM has been working as INSTRUCTOR (SAFETY INSPECTOR) in this institute from 01-10-2019 to 31-10-2019.

We wish him success in his life.

  
PRINCIPAL

PRINCIPAL  
Jinnah College  
Of Engineering & Technology (Regd.)  
BUREWALA

### RECOGNIZED / ACCREDITED / REGISTERED / AFFILIATED BY:

1. Technical Education & Vocational Training Authority (TEVTA) Govt. of Punjab, Lahore.
2. Punjab Board of Technical Education (PBTE) Lahore.
3. National Training Bureau (NTB) Govt. of Pakistan, Islamabad.
4. National Vocational & Technical Training Commission (NAVTTTC) Govt. of Pakistan, Islamabad.
5. Partner, Punjab Skills Development Fund (PSDF) Govt. of Punjab, Lahore.
6. Study Centre (Open Technical Courses) Allama Iqbal Open University (AIU) Islamabad.
7. Member, Vehari Chamber of Commerce & Industry (VCCI) Govt. of Pakistan, Vehari.
8. Member, Jinnah Group of Colleges (JGC) Lahore.