

UMAIR IRFAN

(HR / Documentation Professional)

Contact: +966575139607
E-mail: umairgcg@gmail.com
Address: Riyadh KSA.
Nationality: Pakistani

Having Transferrable Iqama (ID: 2627768613)

Objective:

My goal is to advance my career as a skilled Human Resources and Documentation professional within a dynamic and challenging environment at a renowned organization. This opportunity would allow me to further develop my practical expertise in HR operations and enhance my skills in managing employee records, compliance documentation, and process improvements.

Education & Certification:

- BS (Hons). Bachelor of Science (University of the Punjab)
- Diploma in Computer Application (Excel, Word, PowerPoint).

Experience:

❖ PAKWORLD INDUSTRY (PVT). LIMITED (TEXTILE MANUFACTURING PLANT)

From March 2025 up to Jan 2026 (01 Year)

❖ BLUE STITCH (PVT). LIMITED (TEXTILE MANUFACTURING PLANT)

From June 2022 up to February 2025 (03 Years)

❖ SEGERS TEXHOUSE (PVT). LIMITED (TEXTILE MANUFACTURING PLANT)

From Jan 2021 up to May 2022 (1 Year & 4 Months)

Responsibilities:

- **Document Management & Control:** Creating, filing, retrieving, and organizing electronic and hard-copy documents using specialized systems.
- **Version Control & Accuracy:** Managing document revisions, ensuring only the most current, approved versions are in circulation to prevent errors.
- **Distribution & Access:** Ensuring the timely distribution of documents to relevant personnel and managing access permissions for confidentiality.
- **Compliance & Quality Assurance:** Ensuring all documentation adheres to project standards, company procedures, and legal regulations.
- **Scanning & Archiving:** Scanning, scanning, and securely storing documents, as well as archiving or disposing of obsolete documents.
- Maintained **up-to-date HR files, employee records, and databases** to ensure accuracy and compliance.
- Performed day-to-day **HR operations** and administrative duties to support smooth functioning of the department.
- Assisted in preparing documentation for audits and inspections, ensuring all records were complete and accessible.
- Ensured the proper archiving of obsolete documents following company retention policies.
- Handled **attendance and leave management** for all employees, verifying monthly attendance prior to payroll processing.
- Assisted and facilitated the team during **internal and external audits**, ensuring documentation and records were audit-ready.
- Prepared and maintained **HR documentation** such as probationary letters, confirmation letters, transfer orders, and promotion letters.
- Managed employee separations, including handling resignations, conducting exit interviews, and issuing experience letters.
- Managed **onboarding and induction** processes for new hires, ensuring smooth integration.
- Handle **email correspondence**, draft communications and prepare reports.
- To handle all **recruitment matters** i.e. collection of C.Vs, short listing of suitable candidates, and arranging interviews.

Skills:

- MS Excel
- MS Word
- ERP/Oracle
- Outlook
- Driving

Languages

- English
- Urdu, Punjabi (Native)

References:

Will be provided on demand.

رجسٹریشن نمبر

Registration Number

2016-gcg-50

رول نمبر

Roll Number

016342

University of the Punjab



جامعہ پنجاب

This university hereby confers upon

Ammar Jrfan

son of **Muhammad Jrfan**

of the **Government College, Gujranwala**

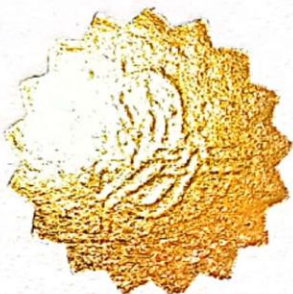
the degree of

B.S Mathematics

together with all the rights, privileges and honours belonging to this degree.

Session **2016-2020**

C.G.P.A **2.58**



محمد بلیح الرحمن

Chancellor

چانسلر

Lahore : Pakistan

23 JUN 2022

Controller of Examinations

کنٹرولر امتحانات

بی۔ ایس میتھمیٹکس

کی سند عطا کرتی ہے مع تمام حقوق، امتیازات اور اعزازات جو اس سند کے ساتھ وابستہ ہیں۔

۲۰۲۰-۲۰۱۶

دورانیہ

سی۔ جی۔ بی۔ اے ۲.۵۸

کو

یہ جامعہ

عمیر عرفان

محمد عرفان

از گورنمنٹ کالج۔ گوجرانوالہ

لاہور: پاکستان

002930 R

BBH 058867

BLUESTITCH PVT LIMITED

12 February 2025

Ref: BS_25/1033

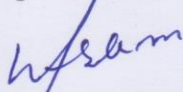
TO WHOM IT MAY CONCERN

This is to certify that **Mr.Umair Irfan S/O Muhammad Irfan** holder of CNIC# **34601-2643745-7** joined our company on **15 June 2022** as a **Assistant Manager** in our **Human Resource** department. He worked very hard and left the organization on **13 February 2025**.

During the course of his employment, **Mr.Umair Irfan** proved himself to be an able and hardworking employee.

We wish him the best of luck in his future endeavors.

Regards



Waseem Naseer
Head of HR
hr@bluestitchco.com
0345 4662428





Segers Texhouse (PVT.) LTD.

Formerly known as Yourtex (Pvt.) Ltd.

Dated: 30 May 2022

EXPERIENCE LETTER

This is to certify that Mr. **Umair Irfan** was employed with our company, Segers Texhouse Private Limited under the capacity of **Office Assistant** from 1st Jan 2021 to 30th May 2022.

During his tenure with us, he ably handled major responsibilities HR & ERP in Supply chain. He is hardworking and productive. We have found him to be self-starrer who is motivated, duty bound and a highly committed team player with strong conceptual knowledge.

He is leaving Segers Texhouse Private Limited at his own accord.

We from Segers Texhouse Private Limited wish him every success in his life.


HR & Compliance Manager





CERTIFICATE

— of Completion —

This is to certify that

Soft Skills Training

"This certification is recognized by **OEC & ICMPD** for enhancing employability skills and career readiness."

Ms. Marija Raus
Head of Region Silk Routes, ICMPD

Mr. Naseer Khan Kashani
Managing Director, OEC

هوية مقيم

رقم النسخة ١

المملكة العربية السعودية

وزارة الداخلية



عمر عرفان

UMAIR IRFAN MUHAMMAD IRFAN

تاريخ الانتهاء: ٢٠٢٦/٠٣/٣٠

مكان الميلاد: باكستان

الديانة: الاسلام

رقم الهوية: ٢٦٢٧٧٦٨٦١٣

تاريخ الميلاد: ١٩٩٨/٠١/١٣

الجنسية: باكستان

المهنة: عامل تحميل وتنزيل

هوية صاحب العمل: ٧٠٥١٣٢٠٣٥١

مكان الإصدار: جوازات الدمام

مكان العمل: منطقة الرياض

اسم صاحب العمل: مركز فهد عبد الكريم المطرفي لصيانة السيارات



يجب التحقق
من الرمز السريع
قبل اعتماد
التعامل مع الهوية

