



Hafi Qamar Lodhi

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ABOUT ME

Results-driven HSE and Administrative Professional with over 5 years of experience in Health, Safety & Environment (HSE), Traffic Management, Administration, and Production Operations. Experienced in implementing HSE policies, conducting risk assessments, safety inspections, incident investigations, and delivering safety training programs to ensure regulatory compliance and workplace safety. Strong background in office administration, procurement, vendor management, inventory control, documentation, and facility management.

Currently serving as Lead HSE & Traffic Management Officer at a construction project under Mezan Group since February 2026, overseeing site safety compliance, traffic management planning, contractor supervision, and implementation of occupational health and safety standards. Proven ability to coordinate cross-functional teams, maintain operational efficiency, and promote a strong safety culture while achieving organizational objectives.

WORK EXPERIENCE

Mezan Group (Construction Project) – Multan, Pakistan

Lead HSE & Traffic Management

[01/02/2026 – Current]

- Lead and implement Health, Safety & Environment (HSE) programs across construction project activities.
- Ensure compliance with local HSE regulations, client requirements, and company safety standards.
- Conduct site inspections, safety audits, and risk assessments to identify and mitigate workplace hazards.
- Develop and enforce Traffic Management Plans (TMPs) to ensure safe movement of vehicles, equipment, and personnel on-site.
- Supervise traffic marshals, flagmen, and HSE staff to maintain safe site operations.
- Investigate incidents, accidents, and near misses; prepare reports and recommend corrective actions.
- Deliver HSE inductions, toolbox talks, safety briefings, and training sessions for employees and contractors.
- Monitor contractor compliance with safety procedures, permit-to-work systems, and emergency response requirements.
- Maintain HSE documentation, records, reports, inspections, and regulatory compliance registers.
- Coordinate emergency drills and ensure readiness of emergency response equipment and procedures.
- Promote a proactive safety culture through continuous awareness campaigns and employee engagement.
- Liaise with project management, clients, consultants, and regulatory authorities on HSE and traffic management matters.
- Analyze safety performance indicators and implement improvement initiatives to reduce incidents and enhance operational safety.

SM Foods Maker – Multan, Pakistan

Admin & HSE Officer

[01/10/2023 – 28/01/2026]

- Implemented HSE policies, conducted safety inspections, and ensured compliance with regulations
- Performed risk assessments, incident investigations, and delivered safety trainings
- Maintained HSE records, reports, and emergency response procedures
- Managed daily office operations, staff records, and administrative tasks
- Handled procurement, vendor coordination, and inventory control
- Organized meetings, documentation, and facility management
- Supervised facility management including maintenance, housekeeping, and security

 **Evyol Group (Kanzo Ag)** – Multan, Pakistan

Production Intnship

[01/07/2022 – 30/08/2022]

- Production Planning and Coordination
- Monitor production progress
- Implement quality control procedures
- Generate reports
- Collect and analyze production data

 **Sekiz Enterprises** – Multan, Pakistan

Executive administrative assistant

[01/05/2020 – 18/11/2021]

- Maintaining records
- Scheduling appointments
- Organizing events
- Preparing reports
- Communicating with staff
- Maintaining office supplies

EDUCATION AND TRAINING

Bsc In Chemical Engineering

NFC Institute of Engineering and Technology [17/10/2019 – 12/12/2023]

City: Multan | Country: Pakistan

WorkPlace Health & Safety

Alison [12/03/2024 – 06/07/2024]

City: Multan | Country: Pakistan

Financial Literacy Training Program

National Financial Literacy Training Program for Youth (State Bank of Pakistan) [12/07/2022 – 20/09/2022]

City: Remote | Country: Pakistan

OSHA (GFS)

OHS Academy

City: Multan | Country: Pakistan

ISOH (MS)

OHS Academy

City: Multan | Country: Pakistan

ISO 45001 (OHSMS)

OHS Academy

City: Multan | Country: Pakistan

NEBOSH (IGC)

OHS Academy

City: Multan | Country: Pakistan

ISO 14001 (EMS)

OHS Academy

City: Multan | Country: Pakistan

LANGUAGE SKILLS

Mother tongue(s): Urdu

Other language(s):

English

LISTENING B2 **READING** C2 **WRITING** B2

SPOKEN INTERACTION B1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

HONOURS AND AWARDS

[01/08/2022] TSE

Head Social Media MArketing

[09/05/2021] LEO Club

Certificate of Participation

[26/08/2021] LEO Club

Ambassador's Recognition

[25/03/2025] Mind Luster

HR Management in Public Service

HOBBIES AND INTERESTS

Cycling

Watching Movies

Gardening

Cooking

COMMUNICATION AND INTERPERSONAL SKILLS

Team Leadership

Time Management

Strong Communication Skills

MS Office

Management

Presentation Skills

RECOMMENDATIONS

Will be provided on demand