

HAMZA JAVED

IMS & COMPLIANCE PROFESSIONAL

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PROFESSIONAL SUMMARY

Compliance and coordination professional with 5+ years of experience managing official documentation, audit-based compliance programs, and cross-department coordination in formally regulated manufacturing environments. Experienced in maintaining trackers for pending matters, deadlines, and required corrective actions; liaising with external certification bodies, auditors, and stakeholders; preparing status reports and concise briefs for top management; and ensuring the accuracy, confidentiality, and proper maintenance of official records. Strong track record of following formal procedures through to closure and coordinating approvals, inspections, and institutional requirements across multiple internal departments.

CORE COMPETENCIES

- Official Correspondence, Documentation & Record Management
- Compliance Coordination & Regulatory Liaison (ISO 9001/14001/45001/50001, GOTS, GRS, ZDHC, CTPAT)
- Tracker Management — Pending Matters, Deadlines, Observations & Follow-up Actions
- External Stakeholder & Auditor Liaison
- Cross-Department Coordination & Timely Information Provision
- Status Reporting & Briefing for Senior Management
- Audits, Inspections, Approvals & Institutional Requirements
- Confidentiality, Discretion & Accuracy in Official Matters
- Corrective & Preventive Action (CAPA) Tracking to Closure
- Report Writing, Drafting & Interpersonal Communication

PROFESSIONAL EXPERIENCE

Assistant Manager – IMS & Compliance

Jan 2022 – Present

Nizam Sons Private Limited, Sialkot, Pakistan

- Managed official documentation, records, and correspondence for an Integrated Management System (QMS, EMS, OHS, EnMS) covering ISO 9001, ISO 14001, ISO 45001, and ISO 50001, ensuring accuracy, confidentiality, and audit-readiness of all official records.
- Coordinated with internal departments to obtain required records, information, and supporting documents on time for 100+ internal audits, and presented findings and status briefs to top management during Management Review Meetings (MRM).
- Maintained an updated tracker of pending non-conformities, deadlines, corrective actions, and outstanding observations, following up consistently and tactfully with process owners until formal closure.
- Liaised professionally with external auditors, certification bodies, and programme representatives (GOTS, GRS, ZDHC, CTPAT, BCI) during compliance audits, inspections, and traceability reviews, representing the organisation in official meetings.
- Prepared and submitted formal reports, including BCI (Better Cotton Initiative) season-wise traceability submissions, ensuring accurate and on-time filing in line with external programme requirements.
- Supported matters involving formal approvals and institutional requirements, including Permit-to-Work (PTW) authorisation and Lockout/Tagout (LOTO) protocol compliance for high-risk tasks.

- Compiled and issued weekly and monthly status reports and concise briefs for leadership, tracking trends, outstanding actions, and site observations to support senior management decision-making.
- Managed the end-to-end Corrective and Preventive Action (CAPA) process — logging matters, verifying root causes, and confirming effective closure — while maintaining organised, retrievable official records.

Senior Executive – IMS

Apr 2021 – Dec 2022

Libermann International, Sialkot, Pakistan

- Supported internal audit cycles and coordinated with departments to track corrective actions through to closure, maintaining organised documentation for internal and external review.
- Assisted with compliance audits and traceability documentation (GOTS, GRS, ZDHC), supporting evidence collection and coordinating with process owners for required supporting documents.
- Investigated matters and incidents, identifying root causes and coordinating implementation of corrective measures with relevant departments.
- Conducted regular site visits and inspections, identifying issues and following up to ensure timely remediation and closure.
- Coordinated emergency-response readiness and training logistics for site personnel, liaising with external trainers and internal departments.
- Ensured compliant handling, documentation, and monitoring of materials and processes against applicable regulatory standards.

CERTIFICATIONS & PROFESSIONAL TRAINING

Quality, Compliance & Management Systems

- Lean Six Sigma White Belt Certification — Management & Strategy Institute
- ISO 14001:2015 Awareness — Knights of Safety Academy
- ISO 50001 Awareness — SGS Academy
- ISO 19011:2018 (Auditing Management Systems) — Bureau Veritas
- Risk Management Certificate — Bureau Veritas
- Risk Management Certification — Atingi
- Productivity and Quality Improvement Certification — Employers' Federation of Pakistan

Coordination & Professional Development

- Google Project Management Certification — Google
- Pearson Test of English (PTE) — Pearson
- Crisis Communication — Saylor Academy
- Training of Trainers — Employers' Federation of Pakistan

EDUCATION

- **BSc Mechanical Engineering** — UET Taxila, Pakistan (2017 – 2021)
- **FSc Pre-Engineering** — Science College, Chakwal, Pakistan (2014 – 2017)
- **Matriculation in Sciences** — Govt High School, Rawalpindi, Pakistan (2012 – 2014)

LANGUAGES

- English (PTE Score: 72) • Urdu (Native)