**Iqbal**

**HSE Officer /Management QHSE Coordinator**

**Iqbal.11998@2freemail.com**

Date of Birth 02-06-1972

Nationality Pakistani

Status Married

Language English, Urdu

#### CAREER OBJECTIVE

My main objective is to pursue career within an established organization providing opportunities to individuals for progression, treating people fairly and awarding them for their hard word. I am ambitious, enthusiastic and self motivated person and would really like to climb the ladder of success within an established organization. I am seeking an entry in a dynamic & progressive organization offering opportunities for progression.

###### EDUCATIONAL QUALIFICATION

Bachelor of Arts (B.A)

Higher secondary school certificate (HSSC)

Secondary school certificate (SSC)

### **MANAGEMENT WORK EXPERIENCE as SAFETY OFFICER**

Pakistan Ordinance Factory 1993 to 1998

Pakistan Atomic Energy) 1998 to 2006

**MANAGEMENT SAFETY OFFICER (OIL & GAS SECTOR)**

Oil & Gas Development company Ltd 2006 to 2008

Orang Communication 2008 to till date…

 (In satellite communication in forward Area near afghan border and also in Afghanistan)

# **MAJOR COURSES OF STUDY & COMPETENCIES**

# **(AS WELL AS EXPERIENCE)**

* Courses in Fire Fighting
* Management in Organization
* Training& Development
* Team building and leadership
* Experience in Nitration Plant As safety Officer (Nitro Glasreen)
* Safety Officer In HE Plant, (Heavy Explosive)
* Safety Officer in Chemical Lab (Atomic Research)

**RESPONSIBILITIES AS A NETWORK ADMINISTRATOR & COORDINATOR. EXPERIENCE**

* Maintain all Computers.
* Maintain all computerized record.
* Operate Multimedia. .
* Record maintenance/keeping.
* Correspondence (letter drafting)

* **Management arrangement of seminars, workshops and projects. in which the reference is Orange Communication/ VHR Islamabad**
* **CDL UNO(United Nation Certificate) Certified**

* Communication with organization and peoples.
* Arrangement of meeting with other organization.
* Held all types of activities.
* Reporting to the head from day to day activities and monthly and annual reporting.

 To maintain a seniority list of all employees to the employers of the organization.

* Monitor the annual budgetary allocation.
* Keep the record of annual confidential reports.
* Maintenance of files.
* Collection of primary and secondary data for the project proposal.

##### JOB DESCRIPTION

* Implementation of Site Safety.
* Issuance & Preparation of JSA’s.
* Raising Non-Compliances.
* Preparation of ERP for Sites.
* Reporting
* Audits.
* Incidents/Accident reports.
* Weekly HSE report.
* Monthly Report to H/O and Client.
* Preparing Material for training.
* Erection of Sign Boards.
* Conducting daily toolbox talks.
* Conducting orientation of PPE’s Compliance.
* Daily Inspection of Housekeeping in Labor Camp/officer Residence, Labor Canteen/Senior Mess.
* Environmental Management with EPA regulations.
* Solid waste management.
* Liquid waste management.
* Water testing.
* Air Pollution Controlling
* Waste water treatment.
* Monitoring and protection of wild and aquatic life.
* Inspection of work site through different checklist.
* Ensure the inspection of tools, equipment lifting gears at site before its issue of work.
* Conduct safety talks with employees on daily, weekly and monthly basis.
* Monitor and implement fire and explosion prevention measure.
* Publicity programs for awareness of work force.
* Advice and guideline to work force and site supervisor on HSE Matters.

**Safety Course:-**

* Tool Safety
* Compressed safety
* First Aid
* Electric Safety
* Pressure Testing
* Chemical Safety