

**Mr. May**

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| **Executive Summary** |

* **5 years of experience in Health Safety and Environment Officer / maintaining legal requirements for compliance of the Government and the International Organization for standardization.**
* **2 years of experience in IT Staff and Network Administration, Hardware Troubleshooting / Repair Desktop and Laptops, Configured, and maintain complex routed LAN, WAN Networks. Excellent communication skills with the ability to interface at all levels.**
* **1 year of experience in Admin Staff and in Management Information System.**
* **1 year experience in POS Maintenance and Inventory Officer.**

**I am skilled in Health Safety and Environment, Pollution Control, Fire Fighting, ISO representative for legal requirements compliance.**

**IT Admin and Windows Systems in development and management. And I had experienced in Retail System such as POS Magic Development Software Administrator. I have administrative skills. I am skillful as a team player and/or a team leader.**

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| **Education and Professional Qualification** |

* **Highest Academic Qualification : BACHELOR’S DEGREE**
* **2002, ICC Philippines**

**Graduate – Bachelor of Science in Computer Engineering– with DFA Seal. (Red Ribbon)**

* **DENR Environmental Management BureauPhils.: Pollution Control Officer**

**Certificate of Accreditation:**

* **Ministry of Labour Dubai U.A, E. : Safety Officer**

**Certificate of Approval**

* **Personal Safety Passport FALCK Abu Dhabi, U.A, E. : Fire Warden**

**Achievement:** Started as **IT Staff (**Management Information Technology**)** and **Admin Staff** andover the following years I was promoted to **Assistant LAN Administrator** where I am responsible to any Hardware & Software Issue in my field. After a few months the company was sent me to DENR (Department of Environment and Natural Resources to take a course of **Pollution Control Officer** and I continued the training at U.A.E. about Environmental Management System, Occupational Health and Safety, Fire Prevention and Risk Assessment,

**Health Safety and Environment/Safety officer** issued at Dubai Ministry of Labour with approval certificate and a **Fire Warden Safety Passport** issued at FALCK Abu Dhabi.

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| **Employment History** |

February 02, 2009 – April 18, 2013 **Health Safety and Environment Officer**

**Emirates Printing Press L.L.C Dubai U.A.E**

* Assist Management in developing and implementing HSE plan and advice on operational

Safety matters related to the works.

* Co-ordinate and conduct inspections/audits of facilities and activities to ensure compliance to safe and good work practices in accordance to applicable Local/National and international standards.
* Develop and implement safe work procedures/instructions.
* Communication of hazard and safe work practices through signboards/meetings.
* Develop detailed hazard identification and risk assessment for all existing and new activities.
* Develop emergency response plans and carries out periodic mock drills.
* Conduct planned and surprise HSE audits periodically.
* Coordinate for corrective actions based on the audits.
* Ensure and monitor contractor’s safety as per the checklist.
* Give safety presentation with the objective to enhance the Health, Safety and Environment awareness of all workers.
* Assists in accident/incident investigation, reporting and monitor their follow up in accordance to safety procedures.
* Conduct First Aid and Fire fighting training.
* Coordinate with management for preparing first aid, fire fighting, and other HSE related trainings.
* In charge of all solid and liquid waste management plan.
* Ensure segregation of wastes and proper disposal as per municipality rules.
* Ensure authorization of forklift operators, testing of cranes and other lifting equipments/maintain safe working load.
* Ensure preventive and breakdown maintenance are carried out regularly and necessary precautions are taken during such activities.
* Handle other matters of environmental concern as required by the company.
* Monitoring and maintain of activities pertaining to the installation or construction of pollution source and control facilities with the end in view of ensuring their compliance with the air, noise and water quality standards

April 16 2007 –January 31, 2009. IT STAFF (Network Administrator/Pollution Control Officer/Safety Officer

**Yo-Zuri Philippines Inc. Phil. Economic Zone Authority .Cavite Philippines**

IT STAFF (Network Administrator

* Maintain the Server, Workstation and the Local Area Network.
* Responsible for all Technical, planning, operational, and security issues concerning the LAN.
* Maintain the Network cabling and the Network Hardware
* Responsible for the server backup, Electronic mail, User Support and Network Monitoring.
* In charge of the LAN security which to investigate and resolve unsuccessful login attempts, intruder detection lockouts and compromised password.
* Adding, removing, or updating user account information, resetting passwords, etc.
* Assists in the triage and resolution of incoming support request.
* Troubleshooting and repair of all computer networks.
* Installing and configuring new hardware and software.
* Assemble and setup of new desktop computer.
* Prepare and research of all I.T. Network hardware and software solutions, and answering technical queries.

**Pollution Control Officer/Safety Officer**

* Monitoring and maintain of activities pertaining to the installation or construction of pollution source and control facilities with the end in view of ensuring their compliance with the air, noise and water quality standards.
* Supervise the proper operation and maintenance of pollution control facilities of the company.
* Reporting to DENR the breakdown of any pollution control facility, and the estimated and actual date completion/repair and operation;
* Prepare Self Monitoring Report (SMR) and submit to the DENR every quarterly.
* Prepare Compliance Monitoring Report and submit to the DENR every semi-annual.
* In charge in application of new and renewal of Permits.
* Handle other matters of environmental concern as required by the company.
* In Charge of Occupational Health and Safety and Environmental compliance. Responsible of all safety programs to protect Life, Health and Property. Assuring that the prescribed control measures are in effect, recommending or approving substitute or alternate control measures when the primary ones are not feasible or practical, and periodically auditing the functionality of those control measures in use and etc.

August 2005- April 2007 – MIS/Admin Staff

**CSB Battery Philippines, Panorama Compound 7 Ph.3 Philippine Economic Zone Authority**

In charge of Computer Hardware Software Installation, Troubleshooting, Computer Operation, Computer Networking, Instrument, Server 2000-2003 Administration Guide.

With additional task of Admin by maintaining the workflow by studying methods, develop reporting procedures, creates and revises system and procedure by analyzing the operating practices and etc.

November 2003-August 2005 – POS Maintenance/Inventory Officer/Warehouse In charge

**Cardam’s INC. Phils.**

Maintaining Point of Sales software and database entry /uploading of the incoming and outgoing stocks.

In charge of local area network and configuration of software application.

Responsible of all stocks of both warehouse and all store branches.

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| **Seminar and Training Attended** |

Managing Safely Course

(Institution of Occupational Safety and Health (IOSH) – ETA Consultancy (Dubai U.A.E.)

General Safety Course – Safe Star (Dubai. U.A.E.)

Fire Warden – FALCK Abu Dhabi U.A.E.

Pollution Control Officer – DENR(Department of Environmental and Natural Resources) PSME Phils.

Environmental Monitoring and Reporting –DENR –Pollution Control Association of the Philippines.

Fire and Life Assessment – Bureau of Fire and Protection (Phils.)

First Aid – Philippine National Red Cross of the Philippines

Safe Use of Chemical at Work- Occupational Safety and Health (PEZA Admin) Phils.

OHSAS 18001:2007 – PEZA ICA Phils.

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| **Professional Skills – Hardware & Software** |

**SOFTWARE / NETWORKING**

Photoshop 7.0 / LAN, WAN

**APPLICATION**

MS Word,MS Excel ,MS Powerpoint, MS Access, MS Outlook, Anti-Virus

**OPERATING SYSTEM**Windows 98 , Windows ME ,Windows 7,8 Windows 2000 Server ,Windows 2003 Server ,Windows 2008 Server

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| **Professional Skills – (Health Safety and Environment/Safety Officer** |

Managing Safely, Fire Fighting, Risk Assessment, Safety Inspection and Audit, Fire Warden, Pollution Control, Waste Management,

Working Environment Management, Fire and Life Assessment, Safe Use Chemical at Work, Environmental Monitoring and Reporting, ISO and Legal Requirements Compliance Representative, General Safety and etc.