

**Whats app Mobile:+971504753686**

**Gulfjobseeker.com CV No:260278**

E-mail: [gulfjobseeker@gmail.com](mailto:gulfjobseeker@gmail.com)

|  |  |
| --- | --- |
| Date of Birth: 12 November 1990  Nationality: Zimbabwean  Languages: English |  |

**SUMMARY**

A enthusiastic and self-motivated individual with good background experience in HSE, Administration and Customer Service backed by a solid educational background.

**PROFESSIONAL EXPERIENCE**

**Mealie Brand Company (Zimplow Holdings) Aug 2013 - Aug 2014**

**HSE Officer**

* Conducted audits, assessments and site inspections and ensured compliance with company HSE policies and procedures as well as local laws and regulations.
* Monitored operations and offered assistance with regards to Standard Operating Procedures (COPs), Risk Assessments and Hazard Identification.
* Analysed routine hazards in each step of a job or process, and recommended safe work practices or controls to eliminate or reduce risk of injuries or exposure to toxic chemicals.
* Assisted Production Managers in ensuring compliance with all policies and procedures;
* Conducted accident/incident investigations to identify causes and recommended prevention measures.
* Record keeping of incidents and accidents, data analysis using the Statistical Package for Social Sciences (SPSS) System as well as production of management statistics and reports for input into the company’s long term HSE strategy.
* Equipment assessment - covering Fire Extinguishers, Fire alarms, Water Hose Reels, Personal Protective Clothing. Compilation of Personal Protective Clothing/ Equipment list and Issuing
* Ensured staff received information on fire safety, emergency exits, biohazard safety, First Aid Training and mandatory Training (Hoists, TDG, Laser and Ladder)
* Ensured First Aid Boxes are available, valid, stocked with the required items and are maintained in good working condition as well as training staff on the emergency evacuation plan
* Managed and organised the safe disposal of hazardous substances
* Maintained the Departmental Safety Bulletin Board.
* Conducted premises Work Safety Analysis (WSA) practicals and documentation.
* Conducted induction & refresher training programs, presentations for all new and visiting officials as well as actively participated in safety discussions and safety drills.
* Performed pre-use & safe installation of equipment and change analysis for new equipment or processes in order to identify hazards up front before use.
* Injuries On Duty and lost shift record calculations
* Compiled Audiologic History Checklist.

**OTHER PREVIOUS EXPERIENCE**

* **Customer Service Officer** , Montague Auto Centre, Harare, Zim – Jan 11– Dec 2015

**EDUCATION BACKGROUND**

* Bachelor of Science Geo & Environmental Studies (2.1), Midlands State University, 2015
* GCE A’ levels, 2010 (3 A’levels passes)
* GCE O’ levels, 2007( 7 O’level passes incl. English & Mathematics)