**First Name of Application CV No 1641768**

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**CAREER SUMMARY**

Mr.Satheesh Nair has more than two years of work experience as environmental health andsafety administratorin civil construction, infrastructure works and road works .Experienced in audits and documentation works. Sound Knowledge in all HSE applications of a multi task work place.

**AREAS OF EXPERTISE**

* Good Communication & Analytical Skills.
* Capable of working in flexible environment.
* Self Confidence, Hard Working, Sincerity & Positive Attitude.
* Commitment & Dedication towards my Job.
* Take up any kind of challenges in the area of my specialization.

### PROJECT EXPERIENCE:

**1.Al Falah community development – Town centre infrastructure works**

**April 2014 - Present**

**Client:** Al Dar Development

**Consultant:** Hyder Consulting Middle East Limited

**Project Value:**  AED 350 Million

**Project Role:** Environmental health and safety administrator

**2. Emirates Aluminium Smelter complex project**

**April 2013 - April 2014**

**Client:** Emirates Aluminium

**Consultant:** SNC-LAVALIN International

**Project Role:** Environmental health and safety administrator

**The Duties and Responsibilities are:**

* To work in line with EHS manager to ensure adequate safety advice and source can be provided in the area of responsibility.
* Work with construction/maintenance teams to increase safety awareness and improve safety practices.
* Preparing weekly & monthly statistic reports.
* To ensure that the company safety policies is maintained on site.
* All reports and documents receiving and submitting through ACONEX
* Ensuring strict adherence of safety guidelines by all employees.
* Initiate In-house training program and explaining the hazards to the staff in the field of work preventive measure and methods to control the accidents.
* Investigation of all Accidents / Near misses / Releases / Spills / Fires to find the root causes, recommends corrective actions.
* Making two weeks ahead Risk Assessments (HIRA)for each activity
* Updating of various material safety data sheet (MSDS) of hazardous chemical.
* Closing the NCR and Consultant inspection reports
* Attending the EHS Meetings and provide technical support related to EHS issues.
* Preparing MOM (minutes of meeting)
* Collecting accurate EHS statistical information from projects/contracts and submit to EHS Manger for Monthly EHS statistics reporting.
* Ensuring induction and internal training for all employees
* Ensure strict adherence of EHS guidelines by all employees.
* Ensuring induction training for all workers and supervisors and engineers
* Updating, formatting and amending the procedure and policies with the instruction of EHS Manager.
* Co-ordinate with EHS Officers for inspections for plant, equipment & machinery entering his work area are inspected and safe to work.
* Ensuring, all operators of plant, equipment and machinery are trained and competent to operate the respective plant or machinery.
* Ensuring that PTW procedures are properly implemented and all supervisors were following.
* Expertise in hazard identification, risk analysis, risk assessment and job safety analysis.
* Keep a permanent record of all injuries, fires, motor vehicle accidents, property damage and crane/heavy equipment accidents which have occurred at the site.
* Liaise with sub-contractors and in particular their nominated site safety officers.
* Follow up and record on a variety of permit systems and inspections.
* Co-ordinate with EHS Officers for Hazard analysis/risk assessment and submit the same to the EHS Manager.
* The Method statement and HIRA shall be given a briefing and it shall be recorded on the company briefing form.
* Updating the briefing/training of all appointed persons on their duties and responsibilities at the time of appointment.
* Co-ordinate out site inspection, EHS audits to ensure the compliance of company management system.
* Create safety awareness by promoting safety meetings, presentations, and open forum discussions and by implementing safety training.

**INDUSIND BANK LTD.(Under Indus Ind Marketing and Financial Services Private LTD, Business correspondent of INDUSIND BANK LTD**

**June 2007 – November 2012**

**Role: Credit Verification Officer**

Overall in charge of Processing of Two Wheeler and Car loan applications which get logged in at the RAC. The major activities include: -

* Ensuring the smooth processing of applications by leading the Credit Processing Team. The steps include income eligibility calculation, compatibility checking of applicant profile, document verification, final disbursal of sanctioned loan amount etc as per the Product Paper Guidelines of the bank.
* Preparation & Maintenance of various Reports & MIS. The same is used for the purpose of business analysis, delinquency analysis and preparing the final report to be submitted to the senior management to understand the performance & trend of the business portfolio.
* Coordination with different vendors for various pre approval & post approval activities like verification triggering, follow up for reports, monthly billing settlement etc.
* Conduction various types of analysis like Defaulter Analysis, Profile Performance Analysis etc. This type of analyses are useful & being used for modification in existing lending norms of the region.
* In charge of Customer Service prior to the loan disbursal and for necessary follow up in dues and payments.
* In charge of the administrative aspects of the Centre. The same includes monitoring & processing of various reimbursement claims/bills of employees, utility & stationery bills of the centre and external vendor bills for monthly pay outs.

**KOTAK MAHINDRA BANK LTD. (Under Sysoft Solutions P Ltd)**

**Sep.2006 to Mar.2007**

**Role: Back Office Executive** – CPU Branch, Kalina, Santacruz Road, Mumbai

Funding Department at Centralized Processing Unit of the bank is the office where A/c opening applications from all branches across country get processed. The responsibility included:-

* Opening of accounts after checking the application thoroughly as per the checklist. The activity also includes creation of dummy accounts for verification & maintenance purpose.
* Creation & Maintenance of Data for tracking of all the application in terms of type of A/c & region it belongs to.
* Creation of BCIF, capturing the complete details of A/c opening applications and Customer ID created.
* Confirmation of cheque transactions details at Funding Department where the transaction through dummy cheque is happened.

**EDUCATIONAL QUALIFICATION**

* Bachelor of Commerce (BCom*.*) 2002-2006 Calicut university Kerala, India
* Higher secondary school education 2000-2002 higher secondary board Kerala, India
* Secondary school leaving certificate 1999-2000 Kerala, India

**TECHNICAL QUALIFICATION**

* Diploma In Computer Applications covering Windows 98, MSOffice, FoxPro, Tally & Aconex.

**TRAINING**

* Basic First Aid Course **TEAM SAFETY CONSULTANTS** Abu Dhabi –UAE

**PERSONAL PROFILE**

Date of Birth 20th May 1985

Religion Hindu

Marital Status Married

 Languages English, Malayalam, and Hindi