***Tauseef***

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|  |  | **Religion:** | Islam |
|  |  | **Marital Status:**  | Single |
|  |  | **Date of Birth:** | 11-06-1982  |
|  |  | **Nationality:**  | Pakistani |

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| **PROFESSIONAL SUMMERY:** |

I am an experienced and motivated administration specialist coupled with sound IT skills. I am a certified HSSE professional as well with experience of implementing OH&S procedures at different projects. My strong organizational, communication, auditing and training skills help me to create environment for the wellbeing of staff and the optimization of business outcomes.

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| **ACADEMICS QUALIFICATIONS:** |

**2002 Bachelor of Arts (B.A)**

University of the Punjab, Pakistan

**2000 Diploma in Commerce (D.com)**

 Punjab Board of Technical Education, Pakistan

**1997 Matriculation**

Board of Intermediate & Secondary Education, Rawalpindi

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| **TECHNICAL QUALIFICATION/CERTIFICATION:** |

* **NEBOSH** **IGC in Occupational H&S** Certified (01-Feb-2016)
* **IOSH** Certified (02-Dec-2015)
* Diploma in **Fire Engineering & Safety Management** (2014-2015)
* **Security Licensed** from the Public Security Business Department (PSBD), Abu Dhabi, UAE (02-Feb-2014)
* Certification in **Industrial Health & Safety** (Jan 2012)

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| **COMPUTER COURSES:** |

* 6th Months Diploma in Office Automation (including MS Word, Excel, PowerPoint, Outlook, Inpage (Urdu), Windows Troubleshooting)

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| **EXPERIENCE:** |

 Currently working as a **Safety Officer** in **G4S** since **20 December 2014** till nowperforming following responsibilities:

* Implementation of safety and security procedures for employees and visitors.
* Participation in formal audits and conducting research on major issues related to HSE.
* Camp Inspections and preparation of safety reports.
* Providing crowd control for special events.
* Implementing procedures for the safety of lone workers.
* Conducting Induction Trainings for staff.
* Maintaining and assisting in HSE related records.
* Monthly awareness program for the occupational diseases and its preventive measures.
* Make sure that all the incidents, accidents and near misses are reported.
* Conducting accident/incident investigation and reporting to the management.

 I have **over 2 years** (from May 2012 till September 2014) experience of working as **SAFETY SUPERVISOR/HSE** in **G.S.ENGINEERING & CO.** which is permanent contractor of Mechanical works of **Pakistan Tobacco Company Limited,** Jhelum, Punjab Pakistan. I have performed following responsibilities there:

* Implementation of safety and security procedures for employees.
* Monitoring and supervision of high risk activities (hot works, electrical works, work at height, confined space working, working with heavy machineries).
* Assessment of risks and their available sources and necessary solutions.
* Ensuring that all firefighting equipments are in working condition.
* Report writing about any incidents, accidents & near misses and reporting to concerning high management.
* Conducting accident/incident investigation and reporting to the management.
* Implementing procedures for the safety of lone workers.
* Conducting Induction Trainings and safety awareness programs for staff.
* Maintaining and assisting in HSE related records.

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|  **KEY SKILLS** |

**Professional**

* Administrative Skills
* Risk Assessment Skills
* Full grip on MS Office
* Report Writing Skills
* Good eye to minute details
* Skilled in proper use of alarm systems
* Good Communication skills

**Personal**

* Able to work at heights
* An assertive but calm demeanor
* Can handle stressful situations calmly and effectively
* Being tolerant and respectful of fellow work colleagues

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| **Area of Expertise** |

* General Administrative tasks
* Facilities Management
* Employee Safety
* Fire Prevention
* Accident Prevention and reporting

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