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| **Fazeel**  **HSE Professional** | |
| **Personal Details:** |  |
| EMAIL I.D: [fazeel.301762@2freemail.com](mailto:fazeel.301762@2freemail.com)  MARITAL STATUS: Single  NATIONALITY:Pakistani  CURRENT LOCATION: ABU-DHABI (U.A.E) | |
| **HSE Qualifications** | |
| |  |  | | --- | --- | | * **OSHA Professional** | ***132 HOURS COURSE*** |   ***OSHA Academy*** – Institute of Safety & Health Management – Oregon – USA.   * ***Courses:***  |  |  | | --- | --- | | *Introduction to Safety Management* | *Effective Safety Committee Operations* | | *Effective Accident Investigation* | *Introduction to OSH Training* | | *Hazard Analysis and Control* | *Hazard Communication Program* | | *Conducting a Job Hazard Analysis* | *Effective Safety Committee Meetings* | | *Personal Protective Equipment* | *Energy Control Program – LOTO* | | *Introduction to Ergonomics* | *Safety Supervision and Leadership* | | *Confined Space program* | *Fall Protection Program* | | *Electrical Safety Basics* | *Safety Management System Evaluation* | | *Emergency Action Plans* | *Fire Prevention Plans* | | *Fleet Safety Management* | *Preventing Workplace Violence* | | *Developing OSH Training* | *Ergonomics Program Management* | | *Conducting OSH Training* | *Introduction to Industrial Hygiene* | | *Blood borne Pathogens Program Management* | ***TOTAL 25 COURSES IN 7 PROGRAMS.*** |   **Certifications**   * **NEBOSH** International General Certificate In Occupational Health & Safety * **IOSH**, Institution Of Occupational Safety And Health * **COSH**, Control Of Substances Hazardous To Health * **OSHA**, 132 Hours In Safety Management System * **Fire Warden& Fire Safety** * **Certificate of Graduation BMS Security Passport Training Scheme.** * **Basic First Aid** * **Helipad Operation and Safety** * **Hospital Mass Decontamination** * ***Occupational Health & Safety Professional*** * ***Occupational Health & Safety Supervisor*** * ***Occupational Health & Safety Trainee*** * ***Occupational Health & Safety Committee/Team Leader*** * ***Occupational Health & Safety Committee/Team Member*** * ***Occupational Health & Safety Specialist*** * ***Occupational Health & Safety Manager*** | |
| **Academic Qualifications:** | |
| * **B.S.C (2006-2008)** Punjab University Lahore, Pakistan(2nd Division) * **Intermediate (2003-2005)**Abbottabad Board of Intermediate and Secondary Education(1st Division) * **Matriculation (2002)**AbbottabadBoard of Intermediate and Secondary Education(1st Division) | |
| **Knowledge in computer Skills:** | |
| * Microsoft Office (MS Word, Excel and PowerPoint) * Fast Typing Skills * Printing and Scanning * Using Internet Fluently * Writing Official Emails * Drafting Maps and Sketches * Web and Social Skills. * Graphic and Writing Skills.   **Experiences:**  **Cleveland Clinic Abu Dhabi (ccad)October 2014 to till now**  **Position :**Safety and Security Officer  **MAJOR RESPONSIBILITIES:**   * Reporting Monitoring site activities to ensure that HSE Standards are complied. * Assisting in maintaining the ongoing development, implementation and effectiveness of the company HSE Program. * Ongoing maintenance of the HSE tracking databases and Contractor Management Systems. * Ongoing maintenance and updates to the HSE Computer Based Training System. * Participating in incident investigation reviews and data collection. * Assisting with site inspections, hazard assessments, meetings, and incident investigations. * Promoting safe work practices and injury prevention activities. * HSE Data analysis including Inductions / Trainings and Incident Register   **IN ADDITION TO:**   * Preparation of Weekly and Monthly Reports * Assisting HSE Manager during HSE Audits (Internal & External). * Maintaining statistical safety data and trending up to date. * Creating company Job Hazard Analysis, Task Risk Assessments and HSE data reports. * Researching safety topics and/or training opportunities as directed by Corporate HSE Manager. * Other duties as may be assigned or requested. | |
| **Mohammad Saleem & Brothers Co (Govt Constructor KPK)**  **Position: Safety Coordinator**( **March 2012 To Aug 2014)**  As a Safety Coordinator my role and responsibilities was included   * Conduct periodic safety and health walk-through inspections of all the facility. * Ensure that quarterly safety training and all other specifically required training is provided for all employees. * Establish and monitor a program for reporting and investigating “near-miss” situations. * Conduct investigations into employee inquiries, suggestions and complaints. * Maintain required safety and health documents/files. * Arrangement of safety classes to each type or class of employee no less than quarterly. * Keep records of safety-related incidents and propose corrective actions * Collaborate with managers to monitor compliance and identify safety issues * Maintaining record of all the safety and health related issues. * Collaborate with managers to monitor compliance and identify safety issues   **Marghazar Group Of Colleges(May 2010 To Jan 2012)**  **Position:** Administrative Assistant   * Performed administrative and office support activities including * Data Entry * Customer Service * Fielding Telephone Call * Receiving and directing visitors * Performs a variety of internet research function and uses word processing * Drafting and distributing student mailing, filling student information , scheduling * appointmentsCoordinating student orientation * Sorts and distributes incoming and outgoing mails * Operates manual and electronic mailing equipment * Interact with courier companies * Developing all office work by using word processing * Assistance with overflow work as a receptionist | |
| **Declaration**  *I hereby declare that the above mentioned statements are correct and true to the best of knowledge and belief.*  *If selected; I assure that I would perform to the best of my abilities.*  *Eagerly awaiting a positive response.* | |
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