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| **Muhammad**  [**Muhammad.337839@2freemail.com**](mailto:Muhammad.337839@2freemail.com) | **Objective:**  Passionate to be beneficial and accept any challenges and responsibilities to obtain an optimum level of utilization of my skills through consistent hard-work & dedication. | shahzaib_photo_1.jpg |

**Experience** **HSE Officer EA Consultant (US AID’s Project)**

**Jan 2015**

**To**

**Oct 2016**

EA Consultant is a large company in construction and Engineering of Pakistan. Recently working on US Aid’s

Project (Construction of Faculty of Education Complexes in Pakistan)

**Responsibilities:**

* Working on US-Aid’s project as Consultant’s HSE Officer.
* Monitor Contractor’s Activities on-site and supervise contractor’s Safety Officer to enforce Health and Safety regulations and standard.
* Enforce company policies and procedures and Safety and Health Regulations and Standards.
* Observe contractor’s work in progress and assure safety equipment is worn and procedures followed.
* Maintains records such as daily observation Reports, toolbox talks, Weekly HSE statistic reports, Inspection reports and Monthly Environment Checklist.
* Evaluate risks and hazards and suggest for corrective action. Perform Accident or Incident Investigations.
* Analyze hazards and develop ergonomic risk assessments for public and non-public areas.
* Assist Contractor’s Safety Officer in preparing Safety Sign Boards and Banner
* Site Inspections and Supervision
* Ensure availability of First aid kits and Fire extinguishers at all work place.
* Ensure wearing of PPE’S by all workers and staffs like helmets, gloves, glasses, Safety jackets, safety shoes, safety belts, masks, etc
* Ensure all the lifting equipment, tools and tackles are inspected and checked.
* Coordinate and participate in the investigation of accidents and near misses.
* Supervises the regular inspection of firefighting, safety and emergency response.
* Suggest for corrections and follow-up to correct violations.

**Achievements & Experience:**

* Strengthening the administration functions effectively
* Controlling the issues between segments

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|  | | **Safety officer** | **Al-Jaber Group(UAE)** |
| **May 2011**  **To**  **Oct 2014** | | Al Jaber Group UAE is a large company in Construction, engineering, aviation, petrochemical, energy oil field Company having with the strength of more than 85000 employees.  **Job Responsibilities**   * Review and analyze accidents and near miss incidents and making corrective action recommendations. * Ensure regular emergency response exercises and drills are conducted to ensure the highest level of preparedness in any emergency. * Maintains records of such drills, providing recommendations for emergency response improvements. * Supervises the regular inspection of firefighting, safety and emergency response. * Assist in developing and implementing field location emergency response procedures and evacuation plans. * Supervise on-site doctors and medical emergency response preparation and implementation. * Ensure that operations employees, contractors and site visitors receive HSE inductions. * Responsible for preparing written weekly and monthly. * HSE reports, statistics and presentations related to HSE performance. Report to the HSE Manager weekly. * Resolve complaints and suggest to management for corrective actions. * Ensure employee safety training, classroom lectures, demos and hands-on instruction. * Review accidents and suggest preventing similar future incidents. * Prepare narrative reports on incidents impacting resort. * Familiarize with resort operations on policies and procedures of divisions. * Execute effective safety, hazard control and industrial hygiene program. * Evaluate risks and hazards and suggest for corrective action. Perform Accident or Incident Investigations. * Enforce company policies and procedures and Safety and Health Regulations and Standards. * Observe work in progress and assure safety equipment is worn and procedures followed. * Suggest for corrections and follow-up to correct violations. * Analyze hazards and develop ergonomic risk assessments for public and non-public areas.   **Achievements & Experience:**   * Strengthening the administration functions effectively * Controlling the issues between segments | |
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| **October 2008**  **To**  **DEC 2010** |  | **HSE OFFICER HEAVY MECHANICAL COMPLEX TAXILA**  Heavy Mechanical Complex Taxila is leading engineering goods manufacturing enterprise in Pakistan.  **Job Responsibilities**   * Provide HSE improvement proposals stating: the non-conformance, proposed corrective action, required resources for corrective action and plan of implementation. * Investigate the root cause HSE complaints put forward by staff members, customers. * Clients and contractors and report the result to the HSE manager. * Follows up to ensure that corrective actions are implemented where necessary and ensures that any certification requirements are complied with. * Assist with the implementation of Job Safety Analysis and inspect job site activities during particularly difficult or hazardous work situations. * Assist local management in the preparation and presentation of field HSE meetings. * Coordinate and participate in the investigation of accidents and near misses. * Review and analyze accidents and near miss incidents and making corrective action recommendations. * Ensure wearing of PPE’S by all workers and staffs like helmets, gloves, glasses, life jackets, safety shoes, safety belts, masks, etc * Ensure all the lifting equipment, tools and tackles are inspected and checked. * Site inspection & supervision. * Conducting Tool box talks. * Preparing Check lists, Accident reports. * Ensure safe operating instructions are available at working place. * Ensure availability of First aid kits and Fire extinguishers at all work place. * Preparing Sign Boards & Banners regarding safety. | |

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| **SKILL SET:** |
| * Good written and verbal communication skills in English, Urdu & Punjabi * Strong team, project, time, risk, analytical and process management skills * Ability to work with people at all levels of the organization * Ability to pick up new skills quickly * Efficient and organized with excellent written and verbal communication skills * Deliver thoughts & concepts clearly and concisely in group & team environment * Proven ability to manage multiple tasks, changing and conflicting priorities * Ability to work without supervision in a busy and high-pressure environment * Ability to build and maintain working/productive relationships |
| **COMPUTER SKILLS** |
| * Proficient in using Microsoft Office * Proficient in using Windows /2000/XP/Window 8 * Internet & Email |

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| **ACADEMIC QUALIFICATIONS:** | |  |
| **2008**    **2005** | **Bachelor in Commerce**  **Diploma in Commerce**  **D.Com** | Punjab University  Lahore Board |
| **2003** | **Matric**  **(Science Group)** | Rawalpindi Board |

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| **ADDITIONAL CERTIFICATES:** | |
|  | * Health and Safety Environment Engineering 2Yrs Diploma * NEBOSH International General Certificate * Quality Management System QMS ISO 9001-2015 * OHSAS 18001-2007 * Environment Management System ISO 14001-2015 * Basic First Aid Certificate * Basic Fire Fighting Certificate * PIA Internship Certificate * UAE Driving License |
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