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|  **Muhammad****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
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|  **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 UniversityLahore 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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