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MANOJ

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**To : HR Manager.**

**Job Application :** **Safety/ HSE Engineer**

Dear Sir/Madam,

Having acquired a broad range of skills, experience and qualifications in HSE/ Safety management, I write with great interest to be considered for the above career opportunity with your leading company.

A self-motivated, physically fit and energetic individual with a strong work ethic, I am available for immediate commencement, willing to work various working atmosphere offering my 100% dedication, flexibility and commitment. I have gained a high level of proficiency in managing the OHS management systems through managing/ implementing OHSE policies, rules & regulations, plans, etc…

Throughout my career as a dedicated, hardworking and reliable team leader, I have demonstrated a wealth of relevant expertise that I believe would make a positive contribution to your highly regarded company. I have assumed various positions including my current role as Project HSE Manager (Al Rashid- RTCC-, KSA.), before as Sr. HSE Engineer, Chief Training Faculty, SHE&S Supervisor, Sr. Safety Officer and Safety Officer in different national & international companies, so I can utilize these wide range of experience from bottom to top of the departmental organization to achieve high level of safety at company work sites, eventually it will help full for the overall development of the company.

Maintaining a high level of competency in many areas, I look forward to contributing to the achievement of safety and project objectives, providing a range of assistance to the team members with a proven track record of results whilst implementing the OH&S standards and the safe work practices. Whilst employed in the construction industry, I completed all OHS documentations to record and report for the continual OHS improvement.

Committed to professional development, I have completed numerous training and certificates including NEBOSH, OHSAS 18001, ISO 14001, IOSH, OSHA, etc… and still pursuing the higher courses such as NEBOSH Intl. Dip and Post Graduate Dip in HSE as steps of continual self-potential improvement.

I am keenly interested in join in to your reputed company as a Safety/ HSE Engineer and it will be a great honor for me if I get an opportunity to demonstrate my aptitude and ability in the organization. Here with, I enclose my CV for your kind consideration and perusal, which will give you all the applicable information about my qualifications and experience for the Safety/ HSE Engineer post.

Thank you for your time and consideration.

Sincerely,

MANOJ



***Career Objective:***

Be a part of an organization that gives me opportunities to sharpen my skills and talent as a Safety/ HSE Engineer to eventually contribute the overall development of the organization by the potential of my qualifications and 14 years of experience at various local and international reputed companies.

***Key Strengths & Attributes:***

* Proven ability to work under any circumstances and taking responsibility towards implementing safety policies, rules & regulations accordance with international standards OHSAS 18001.
* Consistently promotes and adheres to workplace OH&S and Environmental policies and procedures.
* Developed safety plan and supporting safety procedures for implementing the HSE Management System as OHSAS 18001 and managing the safety programs on a daily basis.
* Hardworking and organized with the ability to perform a wide range of hand on practices on **HSE inspections/ HAZID/ Risk Assessment/ HAZOP/ COSHH Assessment/ LOPA/ Audits/** **Environmental compliance/** **Emergency preparedness/ Fleet Safety** in all the HSE matters pertaining to internal and external activities in the company and follow-up & rectify the detected irregularities as the part of continual improvement of OSH MS.
* Strong leadership skills with proficiency in the supervising and mentoring of team members to implement all safety concerns for getting more valuable safety level as the result of zero accident and monitoring company/ project Safety performance like **KPI.**
* Responsible for providing operational HSE advise consistent with corporate standard procedures and training programs covering health, safety and environment aspects of Electro mechanical, processing safety, construction project sites, oil and gas production facilities and camps.
* Excellent written and verbal communication skills with the ability to liaise with people at all levels from labors to top management team and reporting skills.
* Self-motivated, reliable, resourceful and efficient with the ability to assume higher duties to gain the goal of accident/ incident free work places with high level of professional ethic.

***Me at a glance:***

* *Total Experience -- 14 Years*
* *Now working as -- Project HSE Manager with 2500 Manpower, KSA.*
* *Higher Qualifications -- Graduation in Engineering (EE) and MBA in HR.*
* *Higher Professional Qualifications -- Nebosh IGC, OHSAS 18801, ISO 14001 & IOSH.*
* *Courses Pursuing -- Nebosh Intl. Dip and Post Graduate Dip in HSE.*
* *International Professional Membership -- ISQEM (International Safety Quality Environment*

*Management Association), London, UK.*

* *Driving Licenses -- GCC (KSA) and Indian.*

***Educational Qualifications:***

* Post Graduate Diploma in HSE Anamalai University, Tamil Nadu, India Pursuing
* MBA in HR The Global Open University,

Nagaland, India July: 2012- June: 2014

* Graduation in Engineering (EE) Panjab University, Panjab, India July:2007- May: 2011



***Professional Qualifications:***

* Nebosh International Diploma Nebosh, UK. Pursuing
* ISO 14001 (Lead Auditing) IRCA, TVE, India (Out Reach) Oct: 2016
* OHSAS 18001 (Leading Auditing) IRCA, BSCIC, India June: 2016
* IOSH (MS) IOSH, UK Feb: 2014
* IIF (Incident& Injury Free) Training JMJ Associates, Qatar Sep: 2013
* Nebosh IGC Nebosh, UK. April:2011
* OSHA- 30 Hrs Labor Dep., USA Feb: 2009
* Advanced Safety Officer Training SOTA (Accredited by ANAB-US, &

UKAS –UK), Kerala, India Dec: 2004

* Fire & Safety Engineering Diploma BRIO Technical Institute (Govt. of Kerala

recognized & Affiliated to AITES, India) June: 1998

***Employment History:***

1. ***Project HSE Manager: 13th Feb: 2016 - current***

* **Company:** Al Rashid Trading & Contracting Comp. (RTCC) Ltd, Riyadh, KSA
* **Company Profile: Al-Rashid Trading & Contacting Company –RTCC- (Closed Joint Stock Company)**was established in 1957 and expanded vigorously in the field of contracting. Now RTCC is the one of the top company in the kingdom. **RTCC has man power of more than 25000 and** is awarded with contracts to build all kinds of civil constructions like infrastructure, multi-story building, villas, water supply works, and railway project from renowned clients like different ministry departments, SABIC, MAADEN and ARAMCO.
* **Project:** [King Abdullah bin Abdul-Aziz (KAP2C)](http://www.rtcc.com.sa/Contracting/projectdetailsbuilding_new?ListName=ProjectDetails_For_Building&Name=King%20Abdullah%20bin%20Abdul-Aziz%20(KAP2C)&languageidentity=1430) project for the special emergency force, Jizan, KSA.
* **Key Duties:**
  + Implementing the approved Health Safety Environmental Policies, Rules and Procedures to get maximum safe work atmosphere and safe work practice at all over the project as per OHSAS 18001, ISO 9001 and ISO 14001standards.
  + Making good team works for the implementations of the OHS management.
  + Attending the weekly progress meeting with the consultant, HSE meeting with the consultant, and making meeting with the safety team periodically.
  + Closing out all safety issues from the consultant, making monthly, weekly HSE reports & submit to consultant and to the owner.
  + Monitoring and taking control measures for the environmental aspects & impact activities.
  + For the safety implementations making proper awareness programs for all level of designations (from Project director to Labors)
  + Implementing the Traffic Management System to minimize the traffic incidents.
  + Implementing proper Emergency Systems to face all type of emergency situations likeFire, Electrical hazards, fall from Heights and other emergency situations.
  + Closing out all safety issues from the consultant, making monthly, weekly HSE reports & submit to consultant and to the owner.
  + Implementing the system for continual improvement for all health & safety implementations.

1. ***Sr. HSE Engineer: 4th Feb: 2015 – 10th Feb: 2016.***

* **Company:** Al Rashid Trading & Contracting Comp. (RTCC) Ltd, Riyadh, KSA.
* **Project:** [MA ‘ADEN King Abdullah Project for Waad Al Shamal City Development](http://www.rtcc.com.sa/Contracting/projectdetailsbuilding_new?ListName=ProjectDetails_For_Building&Name=Ma%E2%80%99aden%20King%20Abdullah%20Project%20for%20Waad%20Al%20Shamal%20City%20Development%20&languageidentity=31), Waad Al Shamal, KSA.
* **Key Duties:**
* Developed Risk Assessment/ JSA according to the nature of the different work method statements**.**
* Developed LMRA (Last Minutes Risk Assessment) and implementing proactive measure at site.
* Implemented & issued the work permit system as the part of LMRA.
* Developed & designed practicably reasonable proactive control measures to eliminate / reduce the hazards or exposure to ALARP level.
* Provided proper training for the Management & work force to understand OHSE MS and safe system of work practices- Different Safety Training-
* Close monitored of site activities by the help of Safety Officers.
* Reported the site issues, implementations, recommendations to the HOD.
* Investigated all Accidents & incidents.
* Audited monthly or periodical the site & document.
* Accompanied the PMT walk-down & PMT meeting.
* Maintained proper communications between construction management to assure implementation safe work system.
* Implemented the technical support to maintain continual improvement of HSE system.
* Prepared and implemented Fire Prevention Plan.

1. ***Chief Faculty: 10th Feb: 2014 – 26th Jan: 2015.***

* **Company:** TÜV Rheinland NIFE, (An Indo- German Fire& Safety Engineering Institution), Kerala, India
* **Company Profile:** In the vocational training industry in India, NIFE stands out unique in having introduced such innovative vocational training programs like Fire & Safety, Lift Technology and Fiber optics. Established in 1992 NIFE has over 70 branches located all over in India. NIFE is approved by N.S.D.C (National Skill Development Corporation), India and The TÜV Rheinland Group, Germany.
* **Key Duties:**
  + Facilitate the development of training program; ensure that the standardization & availability of instructional materials, handouts, tests, lesson plans and delivery.
  + Supervised/assisted in the production and distribution of various publications (e.g., training reports, calendar schedule, workbooks, instructional guides, newsletters, etc.); directs the preparation of comprehensive reports (e.g., staff studies, evaluations, needs assessments, grants solicitations, etc.) to document events or specific needs.
  + Provided site oriented training for the students including HAZID, RA and immediate and long term remedial actions according to the HAZID & RA.
  + Provided Fire Training including theory & hand on practices.

1. ***HSE & S Supervisor: 10th Dec: 2011 – 30th Dec: 2013.***

* **Company:** Nasser.S.Al-Hajri Com.Ltd (NSH), Doha, Qatar.
* **Company Profile**: Nasser S. Al –Hajri Corporation (NSH) established in 1978 as Industrial Contractor, has grown, not only as the largest but also as the safest working industrial contractor in the Middle East with more than 60000 man power. Now company is the top most multinational industrial contractors. NSH work with all major international clients and the customer profile includes Saudi Aramco, SABIC & its affiliates, Qatar-Gas, Ras-Gas, ADNOC, Sipchem, Shell, Exxon Mobil, Total, Qatar Petroleum, Oryx-GTL, Dolphin Energy, Tasnee, Chemanol etc...
* **Project**: BARZAN ON SHORE PROJECT, RAS GAS, Qatar.
* **Key Duties:**
* Coordinated and implemented the organization's safety program in the work site as per the SWMS (Safe Work Method Statement)
* Coordinated and cooperated the concerned construction authority personnel to implement the SWMS without loss of time by the help of area Safety Officers and Safety Stewards.
* Developed the site-specific Safety and Health Plans and ensures they are implemented.
* Enforced the work force to do the tasks safely by TBT (Tool Box Talk) and TSTI (Total Safety Task Instructions)
* Enforced Environmental Compliance, specific to waste generated in construction & manufacturing operations.
* Trained the work crew individually to use the Step Back 5\* 5 techniques to find out the safe practices and unsafe conditions just before do the each task as a part of LMRA (Last Minute Risk Assessment).
* Encouraged the work crew to develop the attitude “Think, Look around, Listen and Talk” to get more sufficient Coordination, Cooperation and Communication to do the tasks safely.
* Verified closely different MSDS for different chemicals. Set up common safety requirements for the chemical storage as per the company regulations and MSDS of chemicals. Aware the management and employees the safe practice for the different chemicals.
* Implemented Fire protection engineering and management as per NFPA regulation.
* Report all safe and unsafe conditions and practices to HOD by daily observation report and JSO (Job Safety Observation).
* Accompanied with the top management, Company (RAS GAS) Safety and ALT (Area Leadership Team) walk through.
* Ensure the safety coverage at the work sites at all time periods.
* Act as POSC (Project On Scene Commander) if any emergency might be occur.
* Done proper gas test for different confined spaces as AGT (Authorized Gas Tester).
* Enhance the safety attitude of workers by TBT, On Job Training (OJT), Safety briefing and safety campaigns
* Update with the amended SWMS and align the work crews accordingly.

1. ***Chief Faculty: 13th April: 2005 – 6th June: 2007. & 4th July 2011 – 15th Nov: 2011***

* **Company:** Safety Officer Training Academy (SOTA), Kerala, India.
* **Company Profile:** SOTA is an ISO 9001:2000 certified Academy locates in Kerala, India. SOTA is also fully UKAS (United Kingdom Accreditation Service) and ANAB (American National Accreditation Board) accredited. SOTA provides fully practical oriented international standard Safety Trainings by visualization methods. SOTA’s syllabus include a wide range of safety concerns of different fields like Industrial Safety, Commercial and Oil & Gas construction Safety, Hotel Safety, Hospital Safety, Airport & Aviation Safety.
* **Key Duties:**
  + Identified, developed and monitored the use of subject matter experts who provide curricular and instructional content of training courses.
  + Supervised subordinate’s' activities and work product by delegation, performance evaluation, disciplinary action and conflict resolution; provides leadership, guidance, motivation, counseling and/or discipline to contract staff, subject matter experts or student participants.
  + Developed and monitored annual and long-range statewide departmental training programs. Direct the design and distribution of surveys, interviews and questionnaires for conducting training needs assessments.
  + Designed and introduced innovative or amending training programs. Facilitate the development of training program masters to ensure standardization of instructional materials, handouts, tests, lesson plans and delivery.
  + Communicated with diverse audiences to provide information and clarification regarding training programs, actions, policies and procedures.
  + Supervised/assisted in the production and distribution of various publications (e.g., training reports, calendar schedule, workbooks, instructional guides, newsletters, etc.); directed the preparation of comprehensive reports (e.g., staff studies, evaluations, needs assessments, grants solicitations, etc.) to document events or specific needs.
  + Taught the students about all safety concerns of different fields.



1. ***Site Safety In charge: 26th March: 2003 – 30th March: 2005.***

* **Company:** Phoenix Constructions, Bangalore, India.
* **Company Profile:** Phoenix Constructions is very reputed construction company in Bangalore with more than 3000 manpower. Phoenix’s business mainly concentrated on the construction of villas with high quality. And Phoenix provides well safe atmosphere for their workers.
* **Key Duties:**
  + Supported and helped the safety officers to conduct TBM, Training and Safety briefings.
  + Prepared the safety documents like MSR, Accident & incidents investigations & reporting, Near miss reports.
  + Implemented Safety Rules and Regulations according to the work site to identify the hazards and develop the corrective actions to rectify the issues.
  + Coordinated with construction team to implement safety systems at the sites.
  + Implemented traffic safety management system to get maximum safety from traffic hazards.
  + Acted as First Aider for the projects.
  + Issued & Implemented PTW for different activities.
  + Implemented the Safety Communication Systems to aware the workers about more safety concerns.
  + Advised the project management to enforce the work force to use the safety measures at work activities.

1. ***Senior Safety Officer: 15th Oct: 2001 – 8th March: 2003.***

* **Company:** BRIO Engineering, Kerala, India.
* **Company Profile:** BRIO Engineering Group is the very famous Electro Mechanical Engineering group in north Kerala. It has a Kerala Govt. approved technical institute for proving the different engineering courses. BRIO Engineering Group has the main business to build Electro Mechanical contracting with the client like Calicut International Airport, Indian Rail way, etc...
* **Key Duties:**
  + Coordinated and cooperated the concerned construction authority personnel to implement the SSW (Safe System of Work) without loss of time by manage the area Safety Officers and Safety Stewards.
  + Reviewed operations and maintenance safety procedures, monitoring the management coordinate involvement, monitoring both proactive & reactive measures.
  + Monitored TBT, and enhance workers safe morality.
  + Verified all safety documents like PTW, check lists, Safe work procedures
  + Checked the availability and reliability of different control measures like engineering controls, e.g.: machines guards, cable management, GFCI, etc...
  + Conducted AEGCP (Assured Equipment Ground Conducting Program) to achieve an electrical hazards free work place.
  + Implemented proper LOTO (Lock Out and Tag out Procedure) to prevent unexpected reenergizing of equipment.
  + Intervened the workers if they do any unsafe acts or in act in unsafe condition and report any incident and near miss to the HOD.

1. ***Senior Safety Officer & Safety Officer:***

* **Duration:** 2nd March: 2000 – 20th Sep: 2001 as Senior Safety officer and 3rd Aug: 1998 – 22nd Feb: 2000 as Safety Officer.
* **Company:** Enfab Industries, Cochin, India.
* **Company profile:** Enfab Industries very popular industrial contractors in Cochin, India with more than 1000 work force. Enfab Industries main business concentrate on the maintenance works in the Cochin shipyard, Hindustan Petroleum, FACT, etc...
* **Key Duties:**
  + Coordinated and cooperated the concerned authority personnel to implement the SSW (Safe System of Work) without loss of time by manage the area Safety Officers and Safety Stewards.
  + Reviewed operations and maintenance safety procedures, monitoring the management involvement, monitoring both proactive & reactive measures.
  + Minimized & controlled major hazards by Identify the risks, evaluate the risks, Compact the ricks at source, Adapt work to the individual, adapt the technical progress, replacing the dangerous things.
  + Close monitored for unsafe practices and conditions and made corrective measures.
  + Conducted monthly inspection on tools and lifting gears such as web slings, shackles, hooks, etc.
  + Promoted a Positive Health and Safety culture among employees safety briefing, OJT (On Job Training) and safety campaign.
  + Ensured all dangerous and hazardous conditions must guard with suitable barricades and signage.
  + Provided Emergency Evacuation procedures training for employees and occupancies & Conduct Emergency Drill Procedure.

***Additional Achievements:***

* Excellent HSE Engineer Appreciation from Bechtel, KSA.
* Excellent HSE Engineer Appreciation from RTCC, KSA.
* Excellent HSE&S Supervisor Appreciation from RAS GAS, Qatar.
* Excellent HSE Supervisor Appreciation from JGC (Japan Gas Company Cop.), Qatar.
* International Membership from ISQEM (International Safety Quality Environment Management Association), London, UK.
* Successfully completed lot of training from JMJ Associates, JGC and other reputed companies like Excavation Safety, Confined Space Safety, Work At Height Safety, Hot work Safety, Electrical Safety, Compressed Air Safety, Behavioral Safety, Rigging & Lifting Safety, Crane Safety, Mobile Equipment Personal Interface Safety, TSTI, LMRA, Work Alone Safety, Fleet Safety, Malaria & Dengue Safety, First Aid, Camp & Kitchen Safety, Food Safety, Chemical Safety, Waste Management, Heat Stress Safety, Clod Weather Safety, Safety Communication, Haz Com, Permit To Work, Risk Assessment, Compressed Gas cylinders, House Keeping, LOTO, Ware House Safety, Violence in the Work Place, Proper Intervention, etc…

***Driving Licenses:***

* GCC Driving License (KSA) License No. :
* Indian Union Kerala State Driving License No :

***Linguistic Abilities:***

* English, Malayalam and Hindi : Speak, Read & Write.

***Personal & Family Details:***

* Age : 40Years
* Sex : Male
* Nationality : Indian
* Marital Status : Married
* Depends : Wife, Son, Father & Mother.

***Declaration:***

I hereby declare that the above written particulars are true to the best of my knowledge and belief.