

**MIRZA**

[**Mirza.370754@2freemail.com**](mailto:Mirza.370754@2freemail.com)

**Objective:**

To contribute my professional skills and as well as personality in an active and constructive way for continued growth and profitability of a successful organization to ensure efficient, economic and effective use of availed resources, up to the level best of my experience and strengths at the deserved position.

**Working Experience**

* 2012 to 2014 date as Safety Officer in NALLA THERMAL ENGINEERING Visakhapatnam, India, Pvt. Ltd
* 5 Years From the Month March 2005 to May 2010 worked as a Hardware and Network Engineer in Organization JayKay Computer’s.
* 4 Years From the Month September 15 2001 to December 2004 worked as a Photoshop Operator in Organization Photo Gallery Digital colour lab.

**Safety Officer Job Responsibilities:**

* Routine Site Safety Inspection and Reporting for improvement
* Co-ordination of Site Safety Audits with Consultant/Client
* Incident/Accident Investigation and Reporting
* Conduct of Site Staff Safety Meeting to discuss Safety Issues
* Job Hazard Analysis (JHA)
* Discussion and Resolution of Safety Issues with Consultant/Client
* Supervision of Scaffolding installations, scrutiny of permits to work.
* Develop safety policies, and procedures.
* Providing first aid facilities.
* Assist Supervisor/Foreman for the Job Safety Environment Analysis and Risk assessment for all working & practices at site
* Increase and apply the awareness on health and safety levels within the organization.
* Conducting Toolbox Talk weekly & as per Task required.
* To record and maintain a database of all inspections conducted to follow up and identify corrective actions.
* Managing all Commercial and Technical Document
* Distributing Documents and ensuring Accuracy of all Documents

**Technical Qualifications:**

1. **Post Graduate Diploma in Health Safety Environmental Engineering** From **Invotech**

Precision Engineering.

1. **Nebosh HSW certificated june** 2016 (cert No. 00338812/797580)
2. **IOSH, UK (cert No. 201990)**

**Education:**

* **Anwar-ul-Uloom Degree College (B.com ) Discontinue Osmania University A.P. India.**
* Higher Secondary (Intermediate), Vidya Dayani Junior College AP (BIE), India

**Computer Hardware & Networking Job Responsibilities:**

**KNOWELDGE SPHERE:**

**Operating Systems:** MS-Dos, Windows-95, and 98, XP,windows 7,windows 8.

**Windows Application Packages:** Office-97, 2000,

* Assembling and Formatting
* Installing and configuring software and hardware.
* Maintaining Security of Systems by implementing Antivirus Software and
* Other miscellaneous security tools
* Up to date documentation and trouble shooting of systems
* Management and Supervision
* Backup and restoring data
* Installation of Operating system and software at Clients Site.
* Maintenance and Troubleshooting of Hardware and software related problem.
* Handling Operating System like Windows 2000 Professional, XP and Win98.
* Wi-Fi and network device configuration
* Printer installation and configuration in network
* Configuration of DSL router and USB modems
* Configuration of mails on PC.

**Photoshope:**

Crystal - Sep 2001 to Dec 2004

**Role & Responsibility:**

* The job helped develop a wide range of skills from product photography, setting up photo shoots, selecting models, photographers and backgrounds for all kinds of layouts.
* Extensive experience in brochures, logos, t-shirt designs, informational graphics, products, multimedia, signage, people photography and catalogs.
* Activity in producing company catalogs, print media in magazines, business cards, logos, letterhead and creating brand marketing for multiple companies.

**Summary Of Strength:**

* Willing to work with Top Performers.
* There should be a prospect to augmentation in career.
* Research work gives an advantage to future plan.
* Good analytical and Communication skills.
* Strictness and dedicated towards the work.
* Self-motivated and go-better.

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| **Personal Details:** |  |
| Name | : **MIRZA** |
| Father name | : Mirza |
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| Nationality | : Indian |
| Marital Status | : Married |
| Languages Known | : English and Hindi |
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| **Visa status** | **: visit visa expire on 1 september** |

**Declaration:** Ihereby declare that all the information furnished above is true to the best of myKnowledge and belief.