***COVER LETTER***

***October 19, 2017***

***Dear Sir,***

*I am a health and safety Practitioner/Trainer/Environmental Coordinator as your company caught my attention which seems an ideal match for my experience and talents. As a capable health, safety and Environmental professional with a solid technical background and a wide range of experience, I believe I am someone who will be an asset to your company. With a proven ability to implement health safety and Environmental initiatives that get results, I would like to explore the possibility of putting my skills and experience to work for you.*

*As you can see from my enclosed resume, I have* ***Ten years*** *of Environmental health and safety experience. Currently working as Environmental Coordinator with Al Nakheel Landscapes Qatar a construction company specializing in MEP works in hotels and villas, landscaping, pipelines, facility management, Car parks roads and high rise buildings, metro line and industrial constructions. I am mainly responsible for auditing client work sites to evaluate health, safety and Environmental risk. With these years of work experience, I have audited various facilities and have developed a keen eye for safety infractions and improvement opportunities. For my time in this position, on-the-job injuries were drastically reduced and controlled.*

*My success in these positions is defined by my dedication, team approach, and strong interpersonal skills. Skilled at identifying problem areas and recommending remedial action, I am also adept at building the individual commitment necessary to make a Health, safety and Environmental program successful. An acknowledged leader with excellent communications skills, I have proven to be respected and valued resource personnel. With a record of success behind me, I am confident that I will be an asset to you as well.*

*I would be pleased to have the opportunity to discuss future employment and look forward to speaking with you. Feel free to contact me at the address and phone number on my resume.*

*Thank you for your consideration and my sincere respect for your exalted office.*

*Sincerely,*

***Samjela***

*Enclosure: Resume*

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***Name: SAMJELA***

***Email Address****:* samjela.374024@2freemail.com

***Date of Birth: 30th June 1985***

***Sex: Male***

***Marital Status: Married***

***Visa Status : Tourist Visa***

***Location : United Arab Emirates***

***NATIONALITY: CAMEROONIAN***

***Membership Body: Qatar Safety Organization (QSO), IOSH Member***

***Career Objective.***

*Professional, self-driven, highly organised HSE Practitioner/Environmental coordinator with 6+ years of progressive senior safety experience and 5 years of combined construction including safety planning and Environmental Management, site inspections ,HSE Audits and Inspections ,Client Relations and Communications ,Risk and Hazard Identification and accident investigation . I’m committed to the highest standard of health and safety, and also an expert at ensuring that risk is eliminated or minimised in the workplace. I’m focused and results driven professional, who can quickly establish confidence and rapport through an assertive and caring manner. Right now I’m looking to work for a suitable company that gives its employees unparalleled opportunities for personal development, responsibility and training.*

***EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS***

***2016: NEBOSH International Diploma (Occupational Health and Safety).***

***2015: Lead Auditor (OHSAS 18001-2007 ).***

***2014: NEBOSH IGC (Occupational Health and Safety at Work).***

***2011: International Diploma (Human Resource Development).***

***2006: Bachelor’s Degree (Environmental Engineering).***

***2002: Cameroon General Certificate of Education (GCE Advanced Level Certificate).***

***2000: Cameroon General Certificate of Education (GCE Ordinary Level Certificate).***

***TRAININGS***

***2014: Fire Warden Training***

***2013:First Aider and Confined Space Trainings***

***My Accomplishments and contributions***

* *Lunched specific tailgate meetings and quality toolbox meetings, improve proper hazard and risk assessment, improved inspections and achieved buy-in for HSE, implement claim management, HSE control and Foreman specific training with proper certification for all implementation and supervisory safety personnel.*
* *Raised safety standards significantly through multiple new initiatives with subsequent reduction of LTI’s from 5 to 0 annually.*
* *Negotiate operations ,buy-in and execute task specific PPE, substance abuse, Leading Indicator, Activity calendar and surfeit programs which contributed to 90% decrease in the number of safety accidents*
* *Recognised by peers as a leader in safety and received superior performance ratings for consecutive years based on communication, safety records, attendance and accountability*

***WORK EXPERIENCE***

***Company Name: Al Nakheel Agriculture and Trading (ANA) W.L.L Qatar)***

***Project: Landscape Works for Streetscapes North and South Fox Hills District LUSAIL PROJECT (December 2015-Sept 2017.)***

***Position: Sr. Environmental Coordinator***

***Responsibilities:***

* *Prepare, review and update the CEMP (Construction Environmental Management Plan)*
* *Prepare weekly and monthly environmental reports to LREDC (Lusail Real Estate Dev’t Company)*
* *Attend all monthly site environmental inspections as undertaken by Parsons (PM/CM) on behalf of the client to ensure close out of any actions are done within the agreed time.*
* *Ensure any changes to the CEMP are made known to all staff and subcontractors;*
* *Liaise with the Supervising Consultant, PMCM and LREDC Environmental Representatives to ensure variations to the scope or timing of the work that may impact on the environment are discussed, and be point of contact for all environmental issues and reporting*
* *Prepare information for environmental site training (toolbox talks)*

***Company Name: Debbas Enterprise Qatar W.L.L.***

***Project: Sheraton Park Project SPP (July 2014-December 2015)***

***Position: HSSE Superintendent***

* *Identifying hazardous conditions and practices in the workplace.*
* *Leading a small cross-functional team to establish standards and ensure that potential hazards are identified, understood and controlled.*
* *Weekly Health Safety and Environmental monitoring and inspection of site drinking water, waste management and noise levels*
* *Reviewing and overseeing safety procedures.*
* *Organising in-house health & safety training for managers and employees.*
* *Making changes to working practices.*
* *Ensuring the safe installation of new equipment.*

***Company Name: Al Bader Group of Companies, Doha, Qatar (February 2010– June 2014)***

***Position: Health Safety and Environmental Coordinator***

***Responsibilities:***

* *Ensure that all plants are operated to the specified safety procedure standard.*
* *Coordinate and communicate all safety procedures to employers and contractors.*
* *Ensure that adequate training is given to new and existing employees and well assist with training.*
* *Assist in conducting internal safety audit and checking up the employee’s safety gear for quality and standard.*
* *Weekly environmental inspections, drinking water sampling and laboratory tests for purity, noise control and waste management.*
* *Daily routine checks to identify unsafe acts and unsafe conditions and ensure remedial actions are being taken.*
* *Ensure overall safety compliance in the workplace****.***

***Company Name: Pravarthi Building Contracting LLC Saudi Arabia, (August 2008-Dec.2010)***

***Position: Senior HSE Supervisor.***

***Responsibilities***

* *Ensured safety of all staff on site*
* *Outlined safe operational procedures which identify and take account of all relevant hazards creating awareness to staff about all hazards on site.*
* *Supervised staff to make sure PPE is worn and report any major or minor incident that occurred to management*
* *Ensured and supervised staff safety during production.*
* *Carried out regular site inspections to check that policies and procedures are being properly implemented*

***Company Name: Heifer Project International (Oct 2006-June 2008)***

***Position: Environmental Coordinator.***

***Responsibilities***

* *Assist in the management of domestic wastewater systems, solid waste management services, recycling, and hazardous waste*
* *Organise local immunisation programs*
* *Promote and enforce the Public Health & Wellbeing Act and Council policy*
* *Work with marketing department to engage community in public health education programs*
* *Foster and uphold relationships with a variety of key public and private stakeholders*
* *Apply relevant legislation to ensure business and residential compliance*
* *Keep up-to-date on latest research on modern environmental health practices*

***Computer Skills****: Good knowledge of Microsoft office tools (MS Word, Excel, and Power Point).*

***Languages:*** *Speaks, read and write English and French Fluently****,*** *Arabic, fairly good.*

***Reference:*** *Available upon request.*

***HOBBIES:*** *Like Football, music, reading, R&D and cooking and computer games.*

***Declaration***

*I hereby declare that all the above information is true to the best of my knowledge.*