****CURRICULUM VITAE****

**MD. RAZAUR**

**E-mail :** RAZAUR.374512@2freemail.com

**Position Applied for: -**

#### **CAREER OBJECTIVES:**

***To seek a challenging and rewarding position in the field of Construction or Industrial Safety Engineering that is financially satisfying and career promising, that will not only allow me to demonstrate my abilities more fully but also enable me to expand my knowledge and experience in Industrial Safety Engineering, hence providing and effective and efficient tool to face different types of works that requires mental and physical job competence.***

#### **GULF OVERSEASE WORK EXPERIENCE:**

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| **Project : 2****Company : Almabani General Contractor Limited.** **Position : Safety Officer** **Client : Saudi Railway Organization (SRO)****Consultant : Dar al-handasah Shair and Partners (DAR)****Period : November 2016 – Till Now.****Project : Harmain High Speed Railway Tunnel Project Leading to King Abdul Aziz Airport, Jeddah (HHR project leading to KAIA).** **Country : Saudi Arabia. Jeddah.****Project : 1****Company : Almabani General Contractor Limited.** **Position : Safety Officer** **Client : Arriyad Development Authority (ADA)****Consultant : Bernard Group****Period : January 2015 – November 2016.****Project : Development of King Abdullah Road Tunnel Project.** **Country : Saudi Arabia. Riyadh.** |  |

**Summary:**

**Reports to and assists the Engineer HSE / HSE Manager in the Overall implementation of approved Project Safety, Corporate Safety Manual, with a primary function Of performing continuous monitoring at work site to ensure continuing conformance of field work force with all relevant safety, health, and security requirements/programs. Responsible to maintaining and processing site safety department dossiers.**

**Job Responsibilities:**

* **Inspect all work area on a regular basis.**
* **Participate in any investigation relating to HSE issues.**
* **Job Hazard Analysis (JHA)**
* **Report all hazards to the Site Engineer/Safety Engineer and direct supervisor.**
* **Job Safety Analysis (JSA)**
* **Attend project meetings and communicate with the Site Manager and Superintendent on HSE issues and follow up corrective action.**
* **Assist employees with HSE and or Environmental issues.**
* **Facilitate in the implementation of project HSE Plan.**
* **Facilitate to the implementation of lifting Plan.**
* **Liaise/Communicate with Subcontractors HSE team working with Almabani General Contractors, to ensure smooth and safe progress of the works.**
* **Preparing Hazard Identification and Risk Assessments Matrix.**

* **Provide HSE induction to all new employees on arrival to site.**
* **Preparing Monthly reports & Maintaining records of all certified lifting tools & tackles, certified riggers, Scaffolder, crane, vehicle & third party equipment certifications etc.**

* **Organize training program for Work Permit System, Emergency Response Procedure, Fire Prevention & protection, Spill Management System, near Miss/Incident Reporting, Environment Management System etc. trainings to all workforces.**
* **Ensure Safety equipment and first aid facilities and also ensure they are adequately and properly maintained.**
* **Educate and train all the Project personnel to understand the Accident Prevention requirement.**
* **Maintain the records of accidents/incidents and near miss that occur on the Project including a detailed analysis of each injury, damage.**
* **Carried out all mandatory full body harness monthly inspections.**
* **Carried out all Tools and equipment inspection and color coding.**
* **Verify licenses /TUV and Third party certification of all crane operators, Riggers, drivers and ensure they are in compliance with Company HSE requirements.**
* **Maintain project relevant HSE records.**

#### **Training Seminar Attend**

1. ***Working & Height 100% Tie Off***
2. ***Access Ladder***
3. ***Electrical Safety***
4. ***Lock Out & Tag Out Procedures***
5. ***Fire Warden Safety***
6. ***Excavation***
7. ***Hand Tools and Power Tools***
8. ***Emergency Evacuation Plan***
9. ***Defensive Driving***
10. ***Supervising Safety***
11. ***Job Safety Task Instruction & Risk Assessment Training.***
12. ***Job Safety Task Observation***
13. ***Incident, Accident & near miss Investigation Reporting***
14. ***Permit to work (PTW)***
15. ***Material Safety Data Sheet, Personal Protective Equipment.***
16. ***Confined Space Entry***

#### **WORK EXPERIENCE IN INDIA:**

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| **Company : Afcons Infrastructure Limited.** **Position : Safety Officer** **Client : Delhi Metro Rail Corporation (DMRC), New Delhi.****Period : April 2011 – June 2014.****Project : Design and Construction of elevated viaduct ,**  **including entry & exist line , elevated ramp & special**  **spans and Construction of six elevated stations of**  **Delhi MRTS.**  | **afcon logo.gif** |

**Summary:**

**General Safety routine work like Labour Management, Work Permit review, monthly power tools inspection scaffold and pre-excavation inspection, fire extinguisher inspection, sling inspection, first aid and medicine supply inventory tool inspection, vehicle inspection, earth moving equipment inspection, preparation of safety reports & records etc. Co-ordination between Safety committee meeting and safety promotion activities. Preparation job safety analysis and Risk Assessment. Ensuring availability of all PPE’s, Fire extinguisher on work site. Maintaining TPC (Third Party Certificate) for all Heavy & Loading equipments i.e. Crane, Compressor, Lifting belts, D-Shackle & Slings. Maintaining of Personnel’s protective equipments. Conducting JOB Safety Analysis for all the new jobs.**

***Job Responsibilities:***

* ***Daily safety inspection of the site to identify the hazards, safe***

 ***condition and act.***

* ***Organize Daily Tool Box Meeting prior to job.***
* ***Monitoring and implementation of all safety rules at site.***
* ***Ensuring compliance with client safety requirement at site.***
* ***Job involves preparation of safety plan, work permit system.***
* ***Evaluate and ensure the proper using of PPE.***
* ***Conduct safety induction for new entrants.***
* ***Check all Scaffolding and fall protection.***
* ***Periodic inspection of Fire fighting equipment.***
* ***Periodic inspection of Power Tools.***
* ***Periodic inspection of Lifting Equipment.***
* ***Investigate of incident / Accident and Near Miss.***
* ***Keep a record of all accident/incident and near miss.***
* ***Conduct safety training.***
* ***Participate to preparation of Work Permit, lift plan.***
* ***Preparation and maintain of various records & monthly and weekly safety record.***
* ***Keep record all heavy equipments (Crane, forklift, man lift etc.)***
* ***To minimize unsafe condition and acts of operation.***
* ***Trained in safety aspects and execute safety plan.***
* ***Activity participation and implementation of safety standards.***
* ***Monitoring safe working practices at site.***
* ***To organize safety training on Health and Safety.***
* ***Preparation of job safety analysis (JSA)***
* ***Safety orientation to every employee.***
* ***Report all hazards to the Site Engineer and Superintendent.***
* ***Investigate incidents, injuries/illness, fire, property damage and other related incidents and issues reports as required.***
* ***Establish site emergency response plan, organize emergency response team and conduct training and exercise for emergency response.***
* ***Evaluate the need for personal protective equipment, fire protection equipment and other related equipment and specifies the equipment to meet those needs.***
* ***Review the MSDS for hazardous chemicals/ hazardous materials before ordering the material and ensures appropriate precaution are taken.***
* ***Display and maintains materials on site bulletin boards as required.***
* ***Ensure that Job planning and Safety Analyses are completed and reviewed before tasks are begun.***
* ***Conduct safety induction and site orientation to new site employees including contractors, visitors, suppliers, etc. Before mobilization to ensure that they understand and have agreed to comply with safety policies.***
* ***Initiate notification for HSE violation and recommend a Stop Job order to the Site Engineer and Manager for any highly potential conditions or practices that jeopardize the people’s health and safety.***
* ***To prepare and maintain weekly and monthly safety statistics report.***
* ***To implement emergency response plans, procedures and evacuation drills.***
* ***To ensure that all records for vehicles, drivers, electrical equipment’s etc., are maintained and up dated regularly.***
* ***To ensure that the toolbox meetings are conducted by the Supervisors and the records are maintained.***
* ***Anticipate the safety precautionary measure regarding the monthly working plan to ensure that everything is safe and correct.***
* ***Inspect on the job site to make sure that everything is, safe the satisfactory.***
* ***Coordinate activities that impact job safety with the company and other contractors at work site.***
* ***Responsible to correct any, unsafe act and unsafe condition.***
* ***Ensure that safe and healthy working environment for employees is to be maintained at all times, including vehicle safety.***
* ***Conduct monthly safety meeting with the representative of workmen on a regular basis to promote safety consciousness among employees.***
* ***Ensure all personnel are educated in fire prevention practices and the use of fire extinguishing equipment.***
* ***Responsible to implement safety in every activity at all locations where the work is performed in such manner, as to avoid any risk or bodily harm to persons or damage to property.***

**Areas of Expertise:**

**Report to site HSE Manager: Under supervision of the HSE superintendent, Responsible for over plant of daily activity the implementation of programs, policies, procedures and processes in support of safety, Health and Environmental Strategies, including but not limited to: Housekeeping, Waste minimization, Permitting assistance, and Hazards materials compliance, Spill response planning and assistance with other HSE tasks. Other duties may include: Hazards report cards must maintain knowledge of a wide variety of health, safety and environmental regulations, as well as project procedures. Provide leadership and technical support to other less experienced personnel. Assignments will not be generally well defined and will require a high degree of imitative to determine best approach to problem solving.**

**High Risk Activity Audits and Inspections:**

**High risk activity and inspection program, which covers those activities identified by the risk assessment procedure as current significant hazards.**

**Installation and dismantling of scaffolds (higher than 10 m, suspended type scaffolds or overhanging work type scaffolds), Electrical work (hot-line work), LOTO, Work in side confined space, Installation of heavy, tall, or unbalanced equipment and structures, all critical lifts, Heavy lifting operation work, electricity energized equipment, Handling and storing of toxic or harmful chemicals, Deep excavation, (greater than 2.5m), for foundation and trenching, Drilling activities, Work inside the existing plant Pneumatic Testing, Heat Stress, Ensure that the inspection and auditing schedule is prepared and implemented.**

#### **HSE Presentation Details**

* ***HSE Induction / Orientation for new employees on the project.***
* ***IIF (Incident and injury free) for all new employees***
* ***Hazard Identification & Recognition***
* ***Lock Out & Tag Out Procedures***
* ***Confined Space & Vessel Entry***
* ***Scaffolding Safety***
* ***Ladder Safety***

#### **Training Seminar Attend**

1. ***Manual Handling & Working & Height 100% Tie Off***
2. ***Lock Out & Tag Out Procedures***
3. ***Waste Management***
4. ***Job Safety Task Instruction & Risk Assessment Training.***
5. ***Job Safety Task Observation***
6. ***Incident, Accident & Investigation Reporting***
7. ***Permit to work (PTW)***
8. ***Material Safety Data Sheet, Personal Protective Equipment.***
9. ***Confined Space Entry***

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| **Company : Contentra Technologies India (Pvt.) Ltd**.**Position :Team Leader****Period : March 2007 – August 2009.****Country : INDIA.** |  |

**Summary:**

Ensuring that staff are motivated, monitored and measured in line with company targets and performance standards. Responsible for making sure that any gaps in performance or quality are quickly identified and addressed. Producing accurate reports on team performance for senior managers.

* ***Runs weekly Team Meetings focusing on targets, quality & achievements.***
* ***Provides Supervision/Support to team members.***
* ***Implementing new initiatives.***
* ***Motivates team members to achieve targets, quality & Profitability.***
* ***Review Annual Appraisal/Confirmation as per team performance.***
* ***Establishes and manages the job planning, including the delivery schedules, resource and manpower requirements and coordination/integration requirements with third party vendors and customer.***
* ***Motivates, directs and coaches project team and others, including such responsibilities as the structuring of work priorities and assignments, developing detailed project plans, managing deliverables-related staff performance, and directing deliverables-related training and development activities.***
* ***Provides on-going feedback to team members on their performance and contributes to their performance reviews.***
* ***Shares knowledge and experience with team members in a manner that enhances the overall performance of the team.***
* ***Discuss Technical Queries with Client and provides Technical Support to tam staff.***
* ***Producing accurate reports on daily production and team performance and reporting to Project Manager.***

#### **ACADEMIC QUALIFICATION:**

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| **Qualification** | **Awarding body** | **Year awarded** |
| **Diploma in Industrial Safety Management** | **National Institute of Labour Education & Management (NILEM), Patna** | **2010** |
| **Fire Fighting (One Month)** | **National Institute of Labour Education & Management (NILEM), Patna**  | **2010** |
| **Bachelor of Arts** | **Magadh University, Gaya** | **1996** |
| **HSSC (12th)** | **Bihar Intermediate Education Council, Patna** | **1992** |
| **SSC (10th)** | **Bihar Board, PATNA** | **1989** |

#### **TECHNICAL QUALIFICATION:**

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| --- | --- | --- |
| **Qualification** | **Awarding body** | **Year awarded** |
| **Diploma in Industrial Safety Management** | **National Institute of Labour Education & Management (NILEM), Patna** | **2010** |
| **Fire fighting (One Month)** | **National Institute of Labour Education & Management (NILEM), Patna**  | **2010** |
| **First Aid** | **National Institute of Labour Education & Management (NILEM), Patna** | **2010** |
| **Certificate in Computer Application & web designing** | **CMS/ STG (Delhi)** | **2000** |

#### **COMPUTER PROFICENCY**

1. **Microsoft Office: Word, Excel, Access, Power Point**
2. **Programming Language & RDBMS, GUI Tools:** C++, Java Script, VB Script, ORACLE, SQL/PL SQL, MS ACCESS, DEVELOPER2000, Visual Basic
3. **Designing Tools:** MS FrontPage, Dream Weaver, HTML, XHTML, Adobe PhotoShop.

#### **Personal Key Competencies:**

* ***Self-motivated, hardworking and quick learner, ability to work under time limit to achieve a target.***
* ***Proactive, keen learner, good communication and leadership skills.***
* ***Confident & Independent problem Solving attitude, team spirit.***

#### **Personal Profile**

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| **Date of birth:** | **02-01-1976** |
| **Nationality:**  | **Indian** |
| **Marital status:** | **Married** |
| **Languages and fluency:** | **Speak: English, Hindi, Urdu,** **Read: English, Hindi, Urdu.****Write: English, Hindi, Urdu.**  |
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#### **Passport Details**

**Date of Issue : 28-02-2014**

**Date of Expiry : 27-02-2024**

**Place of Issue : New Delhi, India**

## **Certification**

## **I, the undersigned certify that to the best of my knowledge and belief, the information contained herein correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal if employed.**

## **Date:**