**** Curriculum Vitae

**Adil**

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## **Objective: -**

A suitable position as HSE **/** Safety Officer with a reputed organization where I can utilize my education, experience, creativity skills and various abilities to the maximum and contribute towards the growth and development of the organization and my personal development within the organization.

**Professional Profile: -**

* Have 6+ years of experience as Safety Officer /HSE in UAE and Pakistan.
* Certified with NEBOSH International General Certification.
* Certified with IOSH International General Certification.
* Undertaken several training programs in Safety & Hygiene in UAE.
* Well versed with safety rules & regulations, and enforcement.
* Specialized in industrial safety and Fire particularly in HSE rules, regulations, Procedure and safe working practices.
* Incidents / Accidents investigation and control planning.
* Well Experienced in Safety and Fire Exposure in UAE.
* Have excellent communication skills in English.
* Have proven problem solving, coordination and analytical skills.

**Core Competencies:-**

* Health & Safety Policies Recommendations to prevent recurrence
* Hazard Identification*.* Safety Inspections.
* Risk Assessment Law. Safety Meetings & Training.
* Communication & Information. Review & Auditing.
* Accident Reporting, Investigations. Monitoring/Supervising Safety Performance.

## **Summary Of Work Experience:-**

* ***HSSE Officer, UAE******July 2010 to till.***
* **Assignments:** Petrofac International, Sharjah.

## **Job Profile:-**

* Coordinate with site staff for HSE related matters.
* Preparation HSE check list.
* Preparation of Hazard identification with help of site supervisory staff.
* Arrange internal, external audit & arrange training for staff and workers.
* Maintain all incoming and outgoing correspondence records & keep records of appointments.
* Coordinate with Project manager as well as Contract Manager for solving the safety problems.
* Promote safety awareness through campaigns, Toolbox Meetings and Audits.
* Carry out periodic HSE training for staff & employees to express commitment , enhance relationship and encourage them to work in a safe way.
* Prepare monthly HSE statics and reports.
* Participate in accident/incident investigation.
* Initiate HSE/Safety Inspections and Safety walk through
* Coordinate HSE Personnel, Site Safety Committee and Client in formulating preventive measures to contain unsafe acts and behavior.
* Operation of various portable, fixed Fires Fighting Equipment.
* Ensure complier of evacuation plan during emergency.
* Coordinate with heavy lifting.
* Prepare, review and comments of Job Safety Analysis.
* Providing support and advise to all project and worksite personnel on matters related to HSE
* Liaising with yard on implement & promote safety programs.
* Check and coordinate Permit-to-work.
* Ensure that all hazards are identified and all preventive and mitigation measures and taken.
* Conduct and coordinate Emergency Exercise with yard.

## **Safety Officer:-**

Abbot Pharmaceutical Products (PVT) Ltd. Lahore Pakistan, May 2008 to June 2010.

## **Job Profile:-**

* Responsible as a Safety Officer for Fire and Emergency and provides leadership in policy and staff and educations.
* Assisted the Security Senior Supervisor in the planning, coordinating and directing security and safety programs to include loss prevention, parking/traffic control, patrolling of physical property, enforcement of statues and inspection of facilities and investigation of criminal acts.
* To ensure that Risk Assessment for all potentially hazardous operations are developed and made known to the concerned personnel.
* Review risk assessments method statements for consultants and contractors.
* To detect, identify, analyze, control, eliminate and recognize hazardous substances, unsafe acts, conditions, behaviors and violations.
* Develop site specific HSE Plans based on risks, regulations and customer HSE requirements.
* Propose, implement and monitor the measure necessary to comply with all HSE requirements.
* Provide induction HSE training to all new entrants in the company before start of work.
* Conduct PPE (personal protective equipment) need assessment as per job requirement.
* Maintain the accident statistics, analyze the trends and propose the corrective measures where required.
* Responsible in issuing detailed weekly / monthly safety reports including all accidents /incidents hazards and near misses observed, manpower, man-hours worked and submit it to the concerned office.
* To participate in the weekly safety audits inspections and to insure that all the unsafe acts/ conditions reported are rectified.
* Responsible in maintaining a register for all the accidents and near misses that happened during the project, publicize the statistics and update in a daily manner.
* Investigate the roof cause of the accidents and recommend the necessary preventive measures.
* Arrange First Aid facilities (first aider & first aid kit) for the office and sites.
* Prepare an emergency evacuation plan for the office.

**Academic Profile:-**

* Completed *Diploma in NEBOSH from Green World Group Dubai (UAE).*
* Completed Diploma in IOSH from Green World Group Dubai (UAE)*.*
* Completed *Intermediate* (D.B.A.) from the *Board of Technical Education Lahore, Pakistan.*
* Completed *S.S.C.* from *Government Boys High School*, Domeli, Pakistan.
* Completed *Diploma in Laboratory Technician in Gahandara University Peshawar, Pakistan.*
* Completed *Diploma in Typing from Universal Institute Of Computer Sciences Jhelum, Pakistan.*

## **Professional Training:-**

* Microsoft Word
* Microsoft Excel
* General Training in Overview of Closed Circuit TV (CCTV)
* General Training of electronics access control system.
* *Passed Basic First Aid Training by National Safety Council (Petrofac) Sharjah.*
* *Passed Fire Safety Training by National Safety Council (Petrofac) Sharjah.*

## **Other Skill Profile:-**

* Read, Write & Speak Languages: Urdu & English.
* Spoken Languages: English, Hindi

# **Personal Profile:-**

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| Name | Adil |
| Date of Birth | 03/04/1979 |
| Nationality | Pakistani |
| Marital Status | Married |
| Religion | Islam |
| Sex | Male |
| Visa Status | Residence (Employee of Group 4 Securicor) |
| Address in Pakistan | Village & P.O Domeli, Tehsil  Sohawa District, Jhelum (Pakistan) |

Declaration:-

I hereby declare that the above information is true and correct to the best of my knowledge and belief. If given opportunity, I assure the authority that I shall discharge my duties and responsibilities with ability and integrity.