**Laila**

**QEHS Specialist**

**NEBOSH IGC Certified, IOSH Lead Auditor**

: laila.392362@2freemail.com

**PERSONAL DATA**

Date of Birth: 3rd Jan,1990 Nationality: Pakistan Marital Status: Married

Visa Status: Employment Visa

**OBJECTIVE**

I want a highly rewarding career where I can use my skills and knowledge to help the company and my coworkers with my Professional Growth and wants to learn new things from them.

**QUALIFICATION:**

1. **Master of Science:** In Environment Health and Safety from Superior University Lahore (2016 - continue, Research work is in progress)
2. **Bachelor of Science:** In environmental Science from Punjab university Lahore (2010 to 2014)
3. **Higher secondary certificate:** From Science and commerce College, Karachi
4. **Matriculation:** New Gulshan-E-Fatima school, Karachi

**PROFESSIONAL EXPERIENCE**

**Regional QHSE Specialist**

**Duration: 1st Sep 2017 to continue Responsibilities:**

* + Leading effective implementation of EHS Framework resulting in triumphing Internal and External Awards at site, the extent of recognition included Customer, NGOs working at international level, national level.
	+ Educating and supporting other sites on EHS Framework enhancing the detailed specific understanding of the set-out requirements, so EHS framework is implemented mellifluously at other site aligned to expectations.
	+ Lead in developing and ensuring of effectively implementation of IMS (Integrated Management System) achieving in IMS Certification i.e. ISO 14001, OHSAS 18001 & ISO 9001 at UAE sites. Further completion of successful surveillance Audits.
	+ Support Pakistan Sites in achieving IMS certification and subsequently successful completion of surveillance audits by third party.
	+ Ensure EHS regulatory compliance at UAE Sites while supporting & inspecting other sites in Pakistan to accomplish prevention of Notice of Violations to project sites.
		- Provide Pragmatic guidance, elucidations and support to UAE site management and another Site EHS in all EHS matters.
		- Support customer in regulatory permit management to prevent violation.

**HSE Specialist**

 **Duration: 1st Sep 2016 to 31st Aug 2017 Responsibilities:**

* Comply with applicable environmental, health and safety laws and regulations, to ensure safe work practices.
* Observe environmental, health and safety related signs, posters, warning signals and written directions.
* Ensure the implementation of emergency plan and emergency coordination with the emergency response team and participate in emergency drills.
* Analyses the potential hazards associated with work and work area and give input for further correction according to the procedures.
* Following safe operating procedures and Material Safety Data Sheet (MSDS) guidance applicable to work performed, if the work involves hazardous materials.
* Following procedures and observe precautions for the use of special materials (such as carcinogens or bio-hazards), as detailed in the use authorization or other operating procedures.
* Use personal protective equipment and engineering controls appropriate to their work.
* Report all unsafe conditions to the department head or safety committee as soon as is reasonably possible.
* Warn co-workers about defective equipment and other hazards.
* Participate in health and safety training applicable to their work situation. Participate in required inspection and monitoring programs.
* Field visit to check safety of construction work.

**Trainee EHS Officer**

**Duration: 25th Oct 2015 to 10th Aug 2016**

**Responsibilities:**

* Operate the plant safely and efficiently during shift by leading a team of field operators and Control Room operators.
* Participate in the plant daily morning meeting giving input regarding plant operational needs. Issue and cancel work permit in the capacity of Senior Authorized Person.
* Coordinate with the Operations Manager, Plant Engineer and other departments of plant. Keep the Ops. Manager informed of any unusual incident.
* Generate report incident, accident and near miss.
* Make periodic rounds of plant observing conditions, note abnormal conditions and take corrective actions as developed and implemented in compliance with applicable laws.
* Report risks / hazards and environmental / legislative aspects / impacts to relate to work activities. Impart training and supervise the work of subordinate staff.
* Carry out periodic safety drill and lead emergency response team whenever an emergency emerges.
* Carry out LOTO audit at each month end.
* Ensure the proper housekeeping of designated plant area.
* Ensure hazardous waste in the plant areas are secured safely in line with the plant safety policy.

**COURSES**



* NEBOSH IGC
* IOSH
* Lead Auditor 9001:2015
* Environmental Awareness
* Risk assessment and Hazard Identification
* Emergency Response Procedures
* Certified first aider from Red Crescent

**LANGUAGES**

Spoken and written **Urdu** Spoken and written **English Spoken Shina**

**PROFESSIONAL STRENGTHS**

**Interpersonal/Communication**: Strong team working, leadership and communication skills.

**Analysis & Evaluation**: Proficient in assessing data and formulating solutions. **Organizational**: Effective at time management and prioritizing tasks to achieve deadlines. **Presentation**: Developed ability to produce reports and presentations to a professional standard. **Initiative and self-driven**