**Shaji**

**E-mail:** shaji-394569@2freemail.com



**SERVICE MANAGEMENT PROFILE**

**COMMITMENT | QUALITY | INTEGRITY |SAFETY**

Over 11 years of Safety experience in OMAN [SHELL JV]

**INDIA**



**PROFESSIONAL EXPERIENCE**

**In Mumbai** (June 2013 till May 2018)

Project Management Senior Analyst (Team Lead)

**Accountabilities:**

* Project Management.
* Safety Supervisor for Team.

**INTERNATIONAL**



**PROFESSIONAL EXPERIENCE**

**IITC LLC** (Sep 1998 till June 2012)

Team Lead –Oman

Member

**Accountabilities: (Sep 2001 to Feb 2012)**

* Safety Supervisor for Service Desk team. Conducts Internal Audit for Safety.
* Ensure that Oman LNG [SHELL] policies, procedures and standards are followed.
* Preparing and maintaining relevant documentations related to HSE.
* Carry out & record basic assessments of the risks associated with workplace hazards, & recommend suitable control measures.
* Take account of risks arising from ergonomic factors and ensure that adequate information, training & supervision is provided to employees.
* Investigate an accident or incident involving injury or damage to determine the causes & take appropriate actions.
* Prepare and submit Quarterly HSE report
* Responsible for meeting contract requirements and obligations e.g. KPI, SLAs, HSE, Omanisation, OPAL etc. Provide regular reports to Client as per contract terms.
* Conduct regular HSE toolbox meetings, create HSE awareness among team members and attend HSE Workshops/Meetings conducted by OLNG.
* Supervise the activities of IT Service desk for 500+ staff members of Oman LNG

Senior Engineer – Oman, Sept 1998 – Aug 2001

**Accountabilities:**

* Ensured IT Operations support for Petroleum Development of Oman (PDO) at their Head Office and across various oil rig locations in the desert.



**EDUCATIONAL**

* **Diploma in Industrial Electronics**, Mumbai University
* **Bachelor of Arts** (Political Science), Osmania University
* Safety Certifications:
1. **NEBOSH International General Certificate – UK (IGC)**
	1. **Institution of Occupational Safety and Health -UK (IOSH)**
* **Post Graduate Diploma in E-Business Management**, Welingkar Institute of Management, Mumbai.
* **Post Graduate Diploma in Cyber Security**, IMT Ghaziabad.

**APPRECIATIONS/OTHER**

* Oman Holdings International, (OHI) Long Service Award
* IT SERVICE MANAGEMENT
* ACCENTURE MUMBAI ZONE BADMINTON MEN’S DOUBLES FINALISTS 2013



**PERSONAL PARTICULARS**

* Date of birth: 04/11/1968
* Nationality: Indian
* Driving License: Sultanate of Oman, India.
* Languages known: English, Hindi, Marathi & Malayalam