

**SAJID**

**SITE COORDINATOR**

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DOB: 10 Feb 1981

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| **PROFILE** |
| I am a motivated, passionate Site Coordinator having also knowledge of EHS (Environmental Health and Safety), **Nebosh** qualified. I use my negotiation skills strive to achieve the best possible.I can manage employee and contracts. I can persuade with different nationality workers for convergence in safely completion of target. I can manage day to day production in collaboration with Project Manager and resolve issues on site.. Logistic support and liaison in different projects. I provide staffing and management support to all employee at client premises. I urge employees to be a benefitted member of organization. |
| **Main duties performed** |
| * Attending daily coordination meetings.
* Plan and coordinate events for organization.
* Assisting organization in budget cost for events.
* Safely operates company operation in designated area and liaison with client.
* Counselling the employees about company policy & discipline to enhance their professionalism and skill level.
* Collection & verification of time cards from client for accuracy of accounts department.
* Maintain individual client Quotation, LPO and all correspondence record.
* Assisting the Health & Safety Manager with day-to-day activities.
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* Carrying out incident/accident investigations.
* Deliver TBT (Tool Box talk) daily before start of job.
* Arrange third party certification of employees according to requirement of client & job specification.
* Active & reactive monitoring inspection.
* Implementation of SSOW (Safe system of work).
* PTW (permit to work) according to job authorized for.
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* Can maintain the LEL/UEL ( lower explosive limit/upper explosive limits) chart.
* Method statement of job as standard format.
* Risk assessment in light of ILO C115 and article R 164.
* LOTO (lock out / Tag out) procedure of equipment.
* Amending the organization’s safety policies & procedures (when required)
* Supervising subcontractor’s employees and their issues on site.
* Identifying HSE hazards and carrying out risk assessments.
* Inspecting the technical equipment as per their Standard Operating Procedures and Local Operating Procedures.
* Inspecting the technical tools and testers for their scheduled and unscheduled inspections.
* Despatch and receive the equipment for calibration to (PME) precession measuring equipment.
* Supporting office staff with record-keeping and data management.
* Ensuring compliance with health, safety and fire legislation.
* Implementation and proper use of PPE (personnel protection equipment).
* Prepare the site for occasionally visit of law enforcement agencies.

**Education**

* Diploma of **associate engineer** in Avionics Technology.
* Bachelor of Mass Communication in first Division from (University of Punjab, Lahore Pakistan).
* Six month training certificate in computer and programming.
* **Nebosh** (award in health and safety at work).
* Environmental engineering in Health and Safety

(2 years , Diploma) From Aimms (Islamabad, Pakistan).

* SEP (skills enhancement program) course.
* Disciplinary course.
* **Nebosh** IGC unit 1 Management of international health and safety.
* **Nebosh** IGC unit 3 Health and safety practical application.

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| **KEY SKILLS** |  |
| * Excellent communications skills (English, Urdu/Hindi,Pashto,Punjabi).
* Staff Training and Development.
* Ability to work across multiple sites.
* Research and report writing.
* Understanding technical policies, manuals and publications.
* Working as Admin officer and providing logistic support.
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| **EXPERIENCE** |
| 1. Pakistan Military ( as Associate Engineer Avoinics Technology) From Feb 1998 To Dec 2016.
2. Group of companies ( Working as site coordinator) From April 2017 To Present day.
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| **DECLARATION** |
| **I** hereby declare that the above mentioned details are true to the best of my knowledge and belief. If selected I assure that I would perform to the best of my knowledge, using my experience with full devotion and dedication for safely and in time achieving the project. |