** ELIJAH**

**Email:** Elijah-396352@2freemail.com

***CAREER OBJECTIVE***

To build a sustainable long term career in **safety, security, science and technology**likewise adding values to the company through my previous experience and personal innovative skills while enjoying job satisfaction and career advancement.

***KEY COMPETENCIES***

* Ensuring a zero accident free workplace
* Promoting safe practice at the job site
* Establishing safety and security standards and policies
* Effective Risk assessment ability
* Due time application of safe system of work (SSW) on work activities
* Proficient in setting up associate safety and security training for staffs.
* Ability to conduct safety and security campaigns
* Perfect drafting of permit to work (PTW) before high risk activities are carried out
* Ability to conduct Job Hazard Analysis (JHA)
* Scheduling task with respect to scale and priority
* Checking of working tools and equipment to ensure they are safe for use
* Proper accident / incident report writing
* Proper accident / incident recording
* Competent accident / incident investigation
* Ensuring the 3Ps (Safe People, Place and Plant) of safety
* Conducting site inspection and tours
* Upto-date knowledge in safety and security surveillance
* Ensuring compliance with safety policies and management system (SMS)
* Organizing the safety management system of an organization
* First aiding with basic life support a workplace
* Experienced on emergency response procedure and drills
* Project management professional (PMP) certified.
* Good team leader
* Loss and waste prevention
* Utility services management and monitoring
* Skillful report writing techniques
* Conflict resolution skill.
* Good leadership skill

***WORKING EXPERIENCE***

* **Safety and Security Services company in UAE**

**Position: -**Safety and Security officer

**Date: -**2019 – till date

**Duties:**

* Manages all communications with government departments in regards of safety.
* Arranges OSHA-mandated evaluations of the site.
* Coordinates all issues regarding hazardous materials or waste during site setting
* Assisting with the preparation of a client’s health and safety plan.
* **Al Saifi Building Contacting LLC (UAE)**

**Position: -**Junior safety officer (workshop)

**Date: -**2 years (2017 – 2019)

**Duties:**

* Verification of tools and equipment to ensure good quality.
* Promoting safe practices on site Creating and enforcing safety guidelines and programs on workshop.
* Carrying out drills and exercises on managing emergency situations.
* Conducting investigations on accidents
* **Adron Homes and properties (Nigeria)**

**Position: -**Health and Safety Security officer

**Date: -**3 years (2014 – 2017)

**Duties:**

* Attending project planning meetings and collaborating with construction managers.
* Establishing and maintaining health and safety communication structures.
* Testing effectiveness of site emergency response plans.
* Continuous monitoring of all safety related documents, reports and issues to keep them updated.
* Ensuring that all safety and security gadgets are installed and fitted in building
* Overseeing all building maintenance activities and reporting to the FM manager
* Allocating of new workers to various buildings and giving orientation
* Ensuring the cleanliness of the building
* Middle point of communication between external suppliers and the management

***EDUCATIONAL QUALIFICATION OBTAINED***

* 2014 – B.Eng (Bachelor of Engineering) in Mechanical Engineering

***UNITED ARAB EMIRATE CERTIFIED (Attested by UAE embassy)***

* 2006 – WAEC (West Africa Examination Council)

 ***NIGERIA FOREIGN AFFAIRS CERTIFIED***

* 1999 – Primary School Leaving Certificate

***PROFESSIONAL COURSES/TRAININGS ATTENDED***

* NEBOSHIGC1, IGC 2 and IGC 3 **(UAE)**

***Certified security officer***

* IOSH**(UAE)**

***Certified safety officer***

* HSE competency Level 1 and 3 supervision

***Certified in Health, Safety and Environment (HSE)***

* HVAC (Heat Ventilation Air Conditioning)**(UAE)**

***Certified as a building HVAC Designer***

* SIRA (Security Industry Regulatory Agency)**(UAE)**

***Certified security officer***

* SIRA (security Industry regulatory Agency)**(UAE)**

***Certified in fire fighting***

* SIRA (Security Industry Regulatory Agency)**(UAE)**

***Certified in First Aid - Basic Life Support***

* Installation and maintenance of CCTV cameras, PABX, GPS,OBD, and radio frequency.

***Certified in Hi – Tech Systems Security***

* Leadership skills training and dispute settling modalities among work force.
* Professional courses on **project time management, project cost management, human resource management, Communication management, risk management**,

 ***Certified as a Project management Professional (PMP)***

***SKILLS***

* Utility services management and monitoring
* Skillful report writing techniques
* Conflict resolution and management skill.
* Good verbal and communication skills
* Security awareness skill
* Safety practice skill
* Good leadership skill
* Excellent supervision skill
* Project management skill (PMP)
* Client service and excellent administrative skills
* Ability to work under pressure
* Good communication skills and interpersonal relation on safety and security matters
* Excellent computer usage skills strong word, excel, power point and outlook

***HOBBIES AND INTEREST***

* Researching and quest for national information

***PERSONAL DATA***

**Date of birth:** 7th December, 1989

**Age:** 30

**Nationality:** Nigerian

**Language:** English and intermediate Arabic speaking

**Visa Statue:** Employment Visa(awaiting cancellation) and available for immediate joining

**Marital status:** single

Character references and original copies of my certificates are available upon request.

I, **ELIJAH,** acknowledge that the above given information are valid and true to the best of my knowledge.