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| **Fazeel** **HSE Professional** |
| **Personal Details:** |  |
| EMAIL I.D: fazeel.301762@2freemail.com MARITAL STATUS: SingleNATIONALITY:PakistaniCURRENT LOCATION: ABU-DHABI (U.A.E) |
| **HSE Qualifications** |
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| * **OSHA Professional**
 | ***132 HOURS COURSE*** |

***OSHA Academy*** – Institute of Safety & Health Management – Oregon – USA.* ***Courses:***

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| *Introduction to Safety Management* | *Effective Safety Committee Operations* |
| *Effective Accident Investigation* | *Introduction to OSH Training* |
| *Hazard Analysis and Control* | *Hazard Communication Program* |
| *Conducting a Job Hazard Analysis* | *Effective Safety Committee Meetings* |
| *Personal Protective Equipment* | *Energy Control Program – LOTO* |
| *Introduction to Ergonomics* | *Safety Supervision and Leadership* |
| *Confined Space program* | *Fall Protection Program* |
| *Electrical Safety Basics* | *Safety Management System Evaluation* |
| *Emergency Action Plans* | *Fire Prevention Plans* |
| *Fleet Safety Management* | *Preventing Workplace Violence* |
| *Developing OSH Training* | *Ergonomics Program Management* |
| *Conducting OSH Training* | *Introduction to Industrial Hygiene* |
| *Blood borne Pathogens Program Management* | ***TOTAL 25 COURSES IN 7 PROGRAMS.*** |

**Certifications*** **NEBOSH** International General Certificate In Occupational Health & Safety
* **IOSH**, Institution Of Occupational Safety And Health
* **COSH**, Control Of Substances Hazardous To Health
* **OSHA**, 132 Hours In Safety Management System
* **Fire Warden& Fire Safety**
* **Certificate of Graduation BMS Security Passport Training Scheme.**
* **Basic First Aid**
* **Helipad Operation and Safety**
* **Hospital Mass Decontamination**
* ***Occupational Health & Safety Professional***
* ***Occupational Health & Safety Supervisor***
* ***Occupational Health & Safety Trainee***
* ***Occupational Health & Safety Committee/Team Leader***
* ***Occupational Health & Safety Committee/Team Member***
* ***Occupational Health & Safety Specialist***
* ***Occupational Health & Safety Manager***
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| **Academic Qualifications:** |
| * **B.S.C (2006-2008)** Punjab University Lahore, Pakistan(2nd Division)
* **Intermediate (2003-2005)**Abbottabad Board of Intermediate and Secondary Education(1st Division)
* **Matriculation (2002)**AbbottabadBoard of Intermediate and Secondary Education(1st Division)
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| **Knowledge in computer Skills:** |
| * Microsoft Office (MS Word, Excel and PowerPoint)
* Fast Typing Skills
* Printing and Scanning
* Using Internet Fluently
* Writing Official Emails
* Drafting Maps and Sketches
* Web and Social Skills.
* Graphic and Writing Skills.

**Experiences:****Cleveland Clinic Abu Dhabi (ccad)October 2014 to till now****Position :**Safety and Security Officer**MAJOR RESPONSIBILITIES:*** Reporting Monitoring site activities to ensure that HSE Standards are complied.
* Assisting in maintaining the ongoing development, implementation and effectiveness of the company HSE Program.
* Ongoing maintenance of the HSE tracking databases and Contractor Management Systems.
* Ongoing maintenance and updates to the HSE Computer Based Training System.
* Participating in incident investigation reviews and data collection.
* Assisting with site inspections, hazard assessments, meetings, and incident investigations.
* Promoting safe work practices and injury prevention activities.
* HSE Data analysis including Inductions / Trainings and Incident Register

**IN ADDITION TO:*** Preparation of Weekly and Monthly Reports
* Assisting HSE Manager during HSE Audits (Internal & External).
* Maintaining statistical safety data and trending up to date.
* Creating company Job Hazard Analysis, Task Risk Assessments and HSE data reports.
* Researching safety topics and/or training opportunities as directed by Corporate HSE Manager.
* Other duties as may be assigned or requested.
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| **Mohammad Saleem & Brothers Co (Govt Constructor KPK)****Position: Safety Coordinator**( **March 2012 To Aug 2014)**As a Safety Coordinator my role and responsibilities was included * Conduct periodic safety and health walk-through inspections of all the facility.
* Ensure that quarterly safety training and all other specifically required training is provided for all employees.
* Establish and monitor a program for reporting and investigating “near-miss” situations.
* Conduct investigations into employee inquiries, suggestions and complaints.
* Maintain required safety and health documents/files.
* Arrangement of safety classes to each type or class of employee no less than quarterly.
* Keep records of safety-related incidents and propose corrective actions
* Collaborate with managers to monitor compliance and identify safety issues
* Maintaining record of all the safety and health related issues.
* Collaborate with managers to monitor compliance and identify safety issues

**Marghazar Group Of Colleges(May 2010 To Jan 2012)****Position:** Administrative Assistant* Performed administrative and office support activities including
* Data Entry
* Customer Service
* Fielding Telephone Call
* Receiving and directing visitors
* Performs a variety of internet research function and uses word processing
* Drafting and distributing student mailing, filling student information , scheduling
* appointmentsCoordinating student orientation
* Sorts and distributes incoming and outgoing mails
* Operates manual and electronic mailing equipment
* Interact with courier companies
* Developing all office work by using word processing
* Assistance with overflow work as a receptionist
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| **Declaration** *I hereby declare that the above mentioned statements are correct and true to the best of knowledge and belief.**If selected; I assure that I would perform to the best of my abilities.**Eagerly awaiting a positive response.* |
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