Tanveer

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**PERSONAL SUMMARY**

I am expert at safeguarding people and property in occupied buildings, facilities, and grounds. I have a long track record of preventing accidents, identifying risks and promoting the best long term safety interests of a company. As a true professional i am attentive to detail and thorough in everything that i done. With my present employer i am responsible for evaluating procedures and ensuring that regular emergency response exercises and drills are conducted to the highest standards. One of my strongest points is my ability to accurately read, analyse, and interpret safety related instructions, technical procedures and government regulations. Right now i am looking for a suitable position with an ambitious and exciting company that is committed to employee safety.

**CAREER HISTORY**

**Worked in Al-Bawani Co. Ltd. , Thuwal, Jeddah as Safety Officer from 22/05/ 2018 to 22/09/ 2018.**

**Worked in Douse Fire System Pvt. Ltd. from 14.08.2017 to 12.05.2018.**

Worked in **Shah Const. Co. Pvt. Ltd.** from **05.05.2014 to 25.06.2017.**

DUTIES AND RESBONSIBILITIES

* Checking to make sure that staff do not arrive to work under the influence of alcohol or drugs.
* Making sure that work stations and seating are suitable for the individuals using them.
* Appointing competent people to enforcing Health & Safety rules and regulations.
* Having a system for waste disposal to ensure a high standard of cleanliness and hygiene in the workplace.
* Walking around the workplace and looking for any hazards.
* Ensuring that the causes of an accident are ascertained and that adequate steps taken to prevent their re-occurrence.
* Responding to fire alarms and then determining whether a fire exists and if it does then attempting to extinguish the fire.
* Monitoring noise level in offices and making sure that they are not excessive.
* Giving advice to colleagues on all issues to do with health and safety.
* Advising managers on how to minimise or eliminate risks and hazards.
* Regularly checking alarm systems to ensure they are working properly.
* Providing administrative support to the Health & Safety Manager.
* Liaising with governmental bodies and regulating agencies.
* Describing to senior managers how you intend to manage health and safety within the company.
* Undertaking any other additional duties that maybe required or are commensurate with the position.
* Presenting health and safety reports at Executive meetings.
* Investigating near misses.
* Educating new employees on the company’s emergency evacuation procedures in the event of a fire.
* Ensuring the legal compliance of all buildings and equipment.
* Establishing occupational health and safety management programs.
* Developing emergency response plans.

**KEY SKILLS AND COMPETENCIES**

Professional

* Conducting basic criminal investigations.
* Skilled in the proper use of firearms.
* Carrying out routine hygiene surveys.
* Knowledge of laws related to the safety of people and property.
* Following test and deployment procedures.
* Ability to communicate and relate well with key opinion leaders and clinical personnel.
* Possessing all Relevant Safety Qualification/Certification.
* Delivering front line safety education and training in tool box talk.
* Serving as a mentor and coach to others.
* Safely handling hazardous substances.

Personal

* Able to work at heights.
* An assertive but calm demeanour.
* Can handle stressful situations calmly and effectively.
* Being tolerant and respectful of fellow work colleagues.
* Willing to work a flexible schedule that may occasionally include early or late start times.

PERSONAL DETAILS

Nationality : Indian

Marital Status : Single

Language : English, Hindi & Urdu

ACADEMIC QUALIFICATION

Graduation (BA) from Mahatma Gandhi Kashi Vidyapith Varanasi.

Diploma in Industrial Safety from Dr. CV Raman University

Intermediate from U.P Board having main subject as Physics, Chemistry &Math’s (PCM) with achievement of 83.2 percent.

Matriculation from U.P Board with achievement of 64.66 percent.

IOSH MS

First Aid

COMPUTER KNOWLEDGE

D.C.A (Diploma in Computer Application)