

# CURRICULUM VITAE

## **ABHISHEK SARKAR**

**QHSE Officer, First Aider, ISO QMS Internal Auditor, PFSO, PDPL Data Supervisor**

**NEBOSH IGC, IOSH MS, RoSPA, PG Diploma in Industrial Safety.**

**Total Experience: 9 Years of Experience (Bahrain, India)**

**Bahrain Driving Licence-900459123**

### **PRESENT ADDRESS**

**Flat No-32, Building No- 76**

**Road No- 2010, Manama-321**

**Kingdom of Bahrain**

**Mob - +973-32183888**

**Email- [sarkar.abhishek@hotmail.com](mailto:sarkar.abhishek@hotmail.com)**



## **Career Objective**

To work for a professionally managed organization in a modern and dynamic environment, offering abundant growth, opportunity and scope for continuous improvement of skills in the field of **HSE**.

### **Work Experience**

<b>Employers</b>	<b>Role/Designation</b>	<b>Job Period</b>
<b>NATIONAL CONCRETE COMPANY BAHRAIN</b>	<b>QHSE OFFICER</b>	<b>22.03.2020 to Till Date</b>
<b>KMC HOLDING BAHRAIN</b>	<b>HSE OFFICER</b>	<b>01.08.2018 to 10.03.2020</b>
<b>ARM CONTRACTING.WLL BAHRAIN</b>	<b>SAFETY OFFICER</b>	<b>16.03.2017 to 31.07.2018</b>
<b>MANI GROUP INDIA</b>	<b>SAFETY OFFICER</b>	<b>03.11.2013 to 30.01.2017</b>
<b>R.K CONSTRUCTION INDIA</b>	<b>SAFETY OFFICER</b>	<b>13.08.2012 to 20.10.2013</b>

### **Technical & Educational Qualifications**

<b>Course</b>	<b>School/Institute</b>	<b>Year of Passing</b>
<b>NEBOSH IGC- International General Certification in Occupation Health &amp; Safety.</b>	<b>3S Life Safe Akademie</b>	<b>2021</b>
<b>PFSO- Port Facility Security Officer, Bureau Veritas Marine &amp; Offshore Ships in Services Management</b>	<b>Bureau Veritas</b>	<b>2020</b>
<b>IOSH- The Institution of Occupational Safety &amp; Health. UK</b>	<b>Green World Kolkata</b>	<b>2014</b>
<b>SAFETY MEDIA approved by “The Royal Society for the Prevention of Accidents”(RoSPA)</b>	<b>Green World Kolkata</b>	<b>2014</b>
<b>Post Graduate Diploma in Fire &amp; Industrial Management Safety</b>	<b>GemsTech International Institute</b>	<b>2012</b>
<b>Diploma in Industrial Safety</b>	<b>Rastriya Technical Institute</b>	<b>2009</b>

<b>Bachelor of Commerce</b>	Durgapur Government College	<b>2011</b>
<b>Senior Secondary, C.B.S.E</b>	<b>Guru Teg Bahadur Public School</b>	<b>2008</b>
<b>Secondary, C.B.S.E</b>	Satyanarayan Academy	<b>2006</b>

## **Technical Skills**

- Consequence analysis and risk assessment
- Job Safety Analysis (JSA).
- Incident / Near miss Investigation and analysis.
- Safety in Various construction activity, operation and equipment.
- Occupational health, hygiene and safety.
- Environment pollution, monitoring and control.
- Industrial process and safety.

### **National Concrete Company (NCC- BAHRAIN)**

**Positioned as a QHSE Officer, ISO QMS Internal Auditor, PFSO (Port Facility Security Officer), PDPL Data Manager.**

**Period- 22<sup>nd</sup> March 2020 to till date.**

- Provide input in Strategic HSE planning, schedules budge with respect to integration & compliance with HSE Requirements & smooth functioning of HSE in projects. Provide technical support to site assessment studies, project risk assessments.
- Develops & supervise the implementation of HSE Plans, risk assessments, job plans, procedures, checklists for specific projects & facility in accordance with established policy, system, procedures, client requirement & regulations.
- Guide, coaches & motivates team performance & those directly associated with implementing HSE processes, procedures, systems, policies, critical to success of HSE as they applied to projects.
- Conduct trainings, Finding Training Needs, Prepare training Need Analysis, HSE Training effectiveness analysis. Prepare& deliver HSE Training modules to all level of employees in the Organization
- Lead & drive HSE functions as HSE Inspections, emergency mock drills, safety incentives, safety tours, people base safety, zero incident drive, different Campaigns & promotional activities to create healthy safety culture at all level of organization.
- Manage first aid & medical treatment facilities.
- Supervises & conduct accident investigations & notifications documentation factors contributing to an incident & ensure preparation of incident reports.
- Stop work in dangerous situation or conditions having imminent adverse HSE impacts, stipulated acceptable practices that are to be implemented before work can be resumed.
- Overall responsibility for running the ISO 9001- Quality Management System.
- Plan and conduct internal audit across the organization.
- Overall security responsibility of the port and maintaining the Port Facility Security plan, internal security audit, Liaison with the customs, Port & Marine Authority.
- Data Manager and overall responsibility of the PDPL (Personal Data Protection Law) implementation.

## **KUWAITI MANAGER CONTRACTING (KMC HOLDING- BAHRAIN)**

**Period- 01<sup>st</sup> August 2018 to till date**

**Positioned as a Safety Officer**

**Project Details – Royal Charity Organization Head Quarter, Sanabis**

**Client- Royal Charity Organization**

**Consultant- Arab Architect.**

**Period – 01<sup>st</sup> August to till date.**

**Project Details – H Building, Seef**

**Client- HRH Office of Prime Minister**

**Consultant- Aref Sadeq Design Consultants.**

**Period – 01<sup>st</sup> August to till date.**

### **Job Responsibility:**

- **Provide input in Strategic HSE planning, schedules budge with respect to integration & compliance with HSE Requirements & smooth functioning of HSE in projects. Provide technical support to site assessment studies, project risk assessments.**
- **Participate with HSE Manager for policy & system administrations**
- **Develops & supervise the implementation of HSE Plans, risk assessments, job plans, procedures, checklists for specific projects & facility in accordance with established policy, system, procedures, client requirement & regulations.**
- **Prepare & Maintain documents required for external & internal audits as per Integrated Management system (IMS). Preparation & execution of HSE Audit Protocol, schedule, audit report. Provide input in selection of sub-contractors for different activities, conduct sub-contractors audits**
- **Guide, coaches & motivates team performance & those directly associated with implementing HSE processes, procedures, systems, policies, critical to success of HSE as they applied to projects.**
- **Empower & leads personnel to work their maximum capabilities & efficiency.**
- **Meetings with clients, project team members & contractor/subcontractors to communicate on project HSE mitigation plans, training programs & performance reports.**
- **Conduct trainings, Finding Training Needs, Prepare training Need Analysis, HSE Training effectiveness analysis. Prepare& deliver HSE Training modules to all level of employees in the Organization**
- **Schedule & Execute HSE Committee meeting & training program.**
- **Preparation of Minutes of Meeting & follow up for immediate compliances.**

- Lead & drive HSE functions as HSE Inspections, emergency mock drills, safety incentives, safety tours, people base safety, zero incident drive, different Campaigns & promotional activities to create healthy safety culture at all level of organization.
- Provide HSE input to project team for safely completion of project task.
- Manage first aid & medical treatment facilities.
- Supervises & conduct project accident investigations & notifications; documentation factors contributing to an incident & ensure preparation of incident reports.
- Stop work in dangerous situation or conditions having imminent adverse HSE impacts, stipulated acceptable practices that are to be implemented before work can be resumed.

**ABDUL RAHMAN AI MANSOORI CONTRACTING. WLL (BAHRAIN)**

**Period- 16<sup>th</sup> March 2017 to Till Date**

**Positioned as a Safety Officer**

**Project Details – CAR SERVICE CENTER & STORAGE FACILITY, Tubli**

**Client- M/S KHALIL BIN EBRAHIM KANOO**

**Consultant- Mohammed Salahuddin Consulting Engineering Bureau, (MSCEB).**

**Period – 16<sup>th</sup> March to 31<sup>st</sup> July 2018**

**Project Details – National Guard Head Quarters, Phase 1 & 2, Zallaq.**

**Client- Ministry of Defence.**

**Consultant- Yousif Daoud Al Sayegh & Associates**

**Period – 16<sup>th</sup> March to 31<sup>st</sup> July 2018**

**Job Responsibility:**

- Identify unsafe acts, conditions, and hazards, investigate root causes and identify corrective and preventative actions and report to management
- Arranging safety training and tool box talk to all the site people before started any activity.
- Job related safety analyzing.
- Daily work area inspection, to identifying hazards such as the unsafe acts and unsafe conditions at site and taking its corrective action.
- Ensuring a day-to-day good housekeeping at the site.
- Making Safe Work Method Statement (SWMS) for each job and obtaining approval from the client.
- Giving Tool Box talk to all workers on daily basis before start the work.
- Evaluate adequacy of actions taken to correct health inspection violations.
- Monitors, advices and assists for the fulfilment of statutory requirements.
- Conducts periodic safety inspection and audits and maintains their records.
- Inspects the requirements of work permits and maintains records.
- Assists for preparation of safety guidelines, procedures, safety checklist, safety-manual, etc.
- Displays safety slogans, posters and sign boards etc.
- Reporting and analysis of all accident and unusual occurrence. Developing and delivering HSE training courses, internal auditing and risk Management workshops.
- Provide training, instruction and support to all.
- Providing advice regarding international & local HSE Legislative& Regulatory compliance
- Leading HSE audits and inspections of Client activities
- Demonstrating visible improvement in client's HSE performance

**MANI GROUP (INDIA)**

**Period- 3<sup>rd</sup> Nov 2013 to 30<sup>th</sup> Jan 2017**  
**Positioned as a SAFETY OFFICER**

**Job Responsibility:**

- Identify unsafe acts, conditions, and hazards, investigate root causes and identify corrective and preventative actions and report to management**
- Arranging safety training and tool box talk to all the site people before start daily activity.**
- Job related safety analyzing.**
- Daily work area inspection with the client, to identifying hazards such as the unsafe acts and unsafe conditions at site and taking its corrective action.**
- Ensuring a day-to-day good housekeeping at the site.**
- Making Safe Work Method Statement (SWMS) for each job and obtaining approval from the client.**
- Giving Tool Box talk to all workers on daily basis before start the work.**
- Evaluate adequacy of actions taken to correct health inspection violations.**
- Monitors, advices and assists for the fulfilment of statutory requirements.**
- Conducts periodic safety inspection and audits and maintains their records.**
- Inspects the requirements of work permits and maintains records.**
- Assists for preparation of safety guidelines, procedures, safety checklist, safety manual, etc.**
- Displays safety slogans, posters and sign boards etc.**
- Reporting and analysis of all accident and unusual occurrence.**

**R.K CONSTRUCTION Pvt. Ltd.**

**Period- 13th Aug 2012 to 20th Oct 2013**  
**Positioned as a SAFETY OFFICER**

**Job Responsibility:**

- Identify unsafe acts, conditions, and hazards, investigate root causes and identify corrective and preventative actions and report to management**
- Arranging safety training and tool box talk to all the site people before start daily activity.**
- Job related safety analyzing.**
- Daily work area inspection with the client, to identifying hazards such as the unsafe acts and unsafe conditions at site and taking its corrective action.**
- Ensuring a day-to-day good housekeeping at the site.**
- Making Safe Work Method Statement (SWMS) for each job and obtaining approval from the client.**
- Giving Tool Box talk to all workers on daily basis before start the work.**
- Evaluate adequacy of actions taken to correct health inspection violations**

## Computer Skills

- Operating systems “Windows XP, Windows7, Windows vista.
- MS office
- Internet &Networking.

## Personal Details

<b>Age &amp; Date of Birth</b>	<b>22/04/1990</b>
<b>Religion / Caste</b>	<b>Hindu</b>
<b>Gender</b>	<b>Male</b>
<b>Nationalities</b>	<b>Indian</b>
<b>Marital Status</b>	<b>Single</b>
<b>Father's Name</b>	<b>Late Shyamtanu Sarkar</b>
<b>Mother's Name</b>	<b>Tapati Sarkar</b>
<b>Languages Known</b>	<b>English, Hindi, Bengali</b>
<b>Hobbies</b>	<b>Travelling, Music, Sports</b>

## **PASSPORT DETAILS**

- **Passport No.** : N 7658869
- **Place of Issue** : KOLKATA
- **Date of Issue** : 21/03/2016
- **Date of Expiry** : 20/03/2026

**Bahrain Driving Licence No- 900459123**

## Declaration

I hereby declared all the above mention statements are true and correct to the best of my knowledge.

**Date:**

**Place:**

**ABHISHEK SARKAR**