

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

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Road No- 2010, Manama-321

Kingdom of Bahrain

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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

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

Technical & Educational Qualifications

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

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

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- 22nd 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- 01st 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 – 01st August to till date.

Project Details – H Building, Seef

Client- HRH Office of Prime Minister

Consultant- Aref Sadeq Design Consultants.

Period – 01st 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- 16th 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 – 16th March to 31st July 2018

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

Client- Ministry of Defence.

Consultant- Yousif Daoud Al Sayegh & Associates

Period – 16th March to 31st 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- 3rd Nov 2013 to 30th 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

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

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