

COVER LETTER

Kapil Khatri

khatrikapil18@gmail.com

+97335023492

12-08-2020

Hiring Manager,
Contra tech WLL.
Bahrain

Dear Hiring Manager,

I'm pleased to submit my CV for the post of Safety Officer in your esteemed organisation. So far my academics and achievements are concerned I've completed my NEBOSH International General Certificate UK and degree in BSc Environmental science. Presently I am working as Safety cum security incharge at Al Raya since April 2019.

Based on the posted description, I'm confident that I am qualified for the position and will be a strong addition to your team. I would appreciate a job interview at your earliest convenience.

Please find my resume attached.

I can be reached at the number above or at my email address.

Sincerely,

Kapil Khatri



Kapil Khatri

✉ khatrikapil18@gmail.com

☎ +97335023492

📍 Bukowarah, East Riffa, Bahrain

⚙ Skills

Great decision making skills

Safety management and operations

Strong familiarity with safety equipments

Good drilling skills

Effective communication and presentation skills

👍 Field of Interest

Environmental health and safety



Objective

To serve an organisation where I can devote my professional knowledge and experience to the extreme to achieve goal of the company and deliver consistently high results in challenging and pressurised work environment making a positive contribution to the position.



Academic Details

Pokhara university

BSc. Environmental science and management,
3.39/ 4, 2017

British Council

IELTS, 6.5, 2019

St. Augustine's School, India

ISC, A, 2011



Work Experience

Al Raya

Safety and security incharge, Apr 2019 - till date

Role : - Responsible for monitoring and assessing hazardous and unsafe situations and developing measures to assure personnel safety.

-maintain daily activity records and also reports on the frequency of occurrence of accidents and property damage.

- conduct surveillance and monitoring to spot presence or risky situations. rectify the spotted error out rightly to prevent any outward incident.

-Ensure the safety equipments are installed in the most accessible place in case of accidents.



Industrial Exposure

Implant Training at:

Safety training consultant, Salmabad



Achievements

NEBOSH IGC in Occupational health and safety

Nebosh Health & Safety at work

Award in Fire marshal

Workplace fire safety induction

Valid Driver's license



Curricular Activities

Co-Curricular

Accident reporting awareness

Extra-Curricular

Emergency planning and response

Fire safety inspection



Strength

Fluent in English, Hindi and Nepali.



Reference

Mr. Jeff Watson

Director General

Al Rawdha Palace

jeff@alrawdha.bh

39405003



Declaration

I hereby declare that the above furnished information is authentic to the best of my knowledge.

Date : 12/08/2020

Place : East Riffa, Kingdom of Bahrain

(Kapil Khatri)