

Cover letter

To,
The Manger,

Subject: Applying for "Safety OFFICER / COORDINATOR"

Dear sir,

Here by I am forwarding my Resume for your kind consideration. Analysis, my resume will reveal extensive knowledge & experience in the field of Fire& Health Safety environment.

Furthermore, my sense of initiative and responsibility and my desire to meet all challenges assure me that, I possess the required set of personal qualities that would make me a valuable contributor to your team.

I am available for a meeting at your earliest convenience to further discuss my background and how I might contribute to your organization. Thanking you in advance for your time and kind attention.

Objectives, I can be reached at the phone numbers listed on my resume.

Thank you for your time and consideration.

Sincerely,

Abdul Wahab ,
Mobile: 00973-37272683,
Email: chabdulwahab092@gmail.com

HSE OFFICER

Abdul Wahab

Mobile: +97337272683

Email: chabdulwahab092@gmail.com

**OBJECTIVE:**

To work in a highly motivated and professional environment by utilizing my knowledge under strong leadership. I am seeking a challenging position as an efficient & effective worker, which could provide me great opportunity to excel both organization & myself in this competitive environment.

Personal Information:

Father Name : Muhammad Zulifqar
Passport No. : AS6138911
Visa Status : Transferable
Date of Birth : 14-01-1999
Nationality : Pakistani
Marital Status : Single
Religion : Islam
Language Known : English , Urdu , Hindi,Punjabi

Educational Qualification:

DAE (Diploma Of Associate Engineering) in Electrical
Matriculation, Sargodha Board, Pakistan

Professional Skills

- ◆ Nebosh Igc1, Igc2 and GC3 (pass)
- ◆ Health and Safety Engineering 2 years
- ◆ Highfield level 2
- ◆ OSHA Global certification
- ◆ IOSH Managing Safely Certified
- ◆ OREGON OSHA Accident Investigation
- ◆ OREGON OSHA Safety Committees and Meetings
- ◆ OREGON OSHA Safety and Health Management
- ◆ WOH IPC FOR COVID-19
- ◆ Work Place Fire safety Induction by The International Association for Chemical Safety
- ◆ English language course
- ◆ Diploma of Computer Operator

Self-Evaluation

1. Hardworking
2. Good Communication Skills
3. Responsible
4. Intelligent
5. Honest

PROFESSIONAL EXPERIENCE:

About 3.5 years of work in Industry with extensive experience in the field of health Safety Environment as HSE Officer position, with different well-reputed organizations in the Pakistan & Kingdom of Bahrain

Experience

Safety Officer

Project: Al Dur water and power plant phase 2
Company: MBCE Specialized Construction
Location: Bahrain
Starting date: 18 November 2019 till present

Safety Officer

Project : Gardenia Plaza
Company : Tihama Construction
Location : Manama Bahrain

Safety Officer

Project. : Sauqya Walk Plaza
Company : Tihama Construction
Time period : 23 Feb 2019 to 10 Nov
Location : Manama Bahrain

Safety Officer

Project : Bahrain LNG
Company : kaefar
Time period : 1 September to 10 February
Location : Manama Bahrain

Sr. Safety Team Leader

Company. : Bahrain International Airport
Time period : 1 August g to 31 August
Location. : Manama Bahrain

Safety Officer

Company : Haier Electronics
Year : Dec 2017 to June2018
Location : Islamabad Pakistan

Safety Officer

Company : Interglobe Commerce
Year : Dec 2016 to Nov 2017
Location : Karachi Pakistan

Duties and Responsibilities:

- ❖ Establish and communicate safety rules and standards to all employees and contractors.
- ❖ Provide appropriate resources, and training for employees.
- ❖ Conduct and document safety meetings.
- ❖ Correct unsafe acts and conditions
- ❖ Maintain facility emergency plans and conduct regular emergency drills.
- ❖ Educating the people about safety rules and regulations.
- ❖ Developing safe work environment
- ❖ Monitoring work areas for hazards continuously.
- ❖ Monitoring shared facilities, safety readiness.
- ❖ Establishing the good behavior between workers.
- ❖ Explain the hazards of job before start of work.
- ❖ Check the all equipment's and vehicles according to safety standard.
- ❖ Check color code for each tool and equipment.
- ❖ Prepare weekly, monthly safety reports.

- ❖ Ensuring the housekeeping of the area.
- ❖ Provision of training how to use fire extinguisher
- ❖ Evacuate from area in any emergency.
- ❖ Ensure of proper PPE'S.
- ❖ Regular inspection of hand tools and other equipment's.
- ❖ Keeping the record of near misses, incident and Safety Statistics report.
- ❖ Keeping the record of all safety documents as per client and consultant requirement.
- ❖ Supports other departments on their safety goals, expectations and provides safety to the plant management and personnel.
- ❖ *Co ordination of HSE committees & HSE Walk.*
- ❖ *Escorting heavy vehicles on site.*
- ❖ *Identifying needs of appropriate signboards on site.*
- ❖ *Strictly supervise all maintenance of safety lighting equipment for use during hours of darkness.*
- ❖ *Monitor storage and handling of compressed gases and hazardous materials.*
- ❖ *Response to fire and emergency calls and managing the event.*
- ❖ *Arrange the monthly safety's award for motivation and improving the safety culture.*
- ❖ *Daily safety inspection of work sites and record findings*

Reference:

(contacts numbers can be provide in case of any requirement)

- MR. Irfan - HSE Engineer SEPCO
- MR Mohammad Waheed- Engineer & Site in charge (Tihama construction)
- MR Mohammad- client Safety supervisor (BLNG)
- MR Sangam Charate -Main contractor Safety Supervisor(GS)
- Mr Muhammad Aqeel -Shift Incharge(Haier Electronics)

Best Regards

Abdul Wahab