Muhammad Zaid Afzal

Safety Officer

## Dammam, Saudi Arabia

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# Synopsis:

Accomplished track record of achieving project mile stone, targets, project reporting & providing technical support. Dedication and drive as hard-working individual with the ability to manage multiple tasks in a multi dynamic work environment.

# Formal Education/Certifications:

Bachelor’s Degree – Software Engineering

*Lahore Leads University*

*(2014-2018)*

* *IOSH- MS (Managing Safely)*
* *OSHA- Construction Safety*

**SKILL:**

Proven experience in safety and hazards works  
Key competencies  
Have knowledge of all safety policies  
Possess good communication and listening skills  
Goal-oriented and possess quality leadership skills  
Able to give training lessons out to all workers

Knowledge of file format conversion process.

Proficiency in MS Office with expertise in Microsoft Word, PowerPoint and Excel.

# Safety Officer Experience:

(2020-2022) STAR BUILDERS COMPANY

**Responsibilities And Role:**

* Inspecting workplace, on the multiple facilities and making report accordingly
* Assessing with HSE Manager for risk assessment and implementation of mitigation plan
* Creating analytical reports of safety data for the plant management
* Inspecting workplace equipment and processes to make sure they are safe and as per the manufacturing guidelines
* Follow-up with plant management for report and corrective action
* Focusing on prevention by keeping up with equipment maintenance and employee training
* Presenting safety principles to staff in meetings or lecture-type training sessions (TBT)
* Participating and conducting the HSE committee at site level
* Investigating causes of accidents and other unsafe conditions on the job site
* Finding the best way to prevent future accidents by local government compliance
* Coordinate with HSE manager for additional task.
* All reports send to the HSE Manager.
* Visiting construction site to assess working conditions on regular basis
* Keep all the HSE Related Trainings List and record i.e., Riggers, Scaffolders, First Aiders, and
* Fire warden, Confined Space, working at height & work Trained.

**CORE SKILLS:**

* Good communication skills.
* To be able to respect privacy as you might be dealing with sensitive documents.
* To enjoy working as part of a team.
* The ability to prioritize your workload.
* Ability to interface and interact with Management and Client representative at all levels.
* Project documentation and reporting.
* Progress reporting and meetings.
* IT skills.

## Personal Data:

* **Iqama Status:** Transferable
* **Date of Birth:** March 09, 1996
* **Civil Status:** Single

*Muhammad Zaid*