

## CURRICULUM VITAE

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### CAREER OBJECTIVE

Personnel with Safety Diploma having considerable experience in Construction, Infrastructure, building sector. Have been involved with in the Construction Industry for many years and have chosen to specialize in Safety management, Possessing recognized certification from Safety Institutes and being a Self-motivated, Practical thinker.

### EDUCATIONAL QUALIFICATION:

➤ **B.Tech in Mechanical from Jawaharlal Nehru Technological University, Hyderabad.**

#### Professional Courses:

- NEBOSH - International General Certificate in Occupational Health and Safety (IGC)  
Master Log Certificate No: 00527820/1266551,SQA Ref: R63004
- NEBOSH - Health & Safety at Work (HSW)  
Master Log Certificate No: 00473610/1069768,SQA Ref: R24004
- NEBOSH Diploma in Fire Safety and Construction Safety
- Occupational Safety and Health Administration (OSHA) 30Hrs
- Professional Evaluation and Certification Board(PECB) in Fire Safety & Construction Safety

### WORKING EXPERIENCE

### HSE OFFICER

#### **TENPO TRADING & CONTRACTING(QATAR)**

Duration : NOVEMBER 2020 TO MARCH 2022  
Project : CRESCENT TOWER  
Main contractor : HBK CONTRACTING COMPANY  
Client : KATARA HOSPITALITY  
Position : HSE OFFICER

#### **TENPO TRADING & CONTRACTING(QATAR)**

Duration : OCTOBER 2019 TO NOVEMBER 2020  
Project : LRT DEPOT  
Main contractor : QDVC  
Client : Qatar Rail  
Position : HSE OFFICER

#### **SIDDIQUE ASSOCIATES & CONSTRUCTIONS(INDIA)**

Project : HIGH RISE BUILDINGS  
Position : HSE OFFICER

## **ROLES & RESPONSIBILITIES:**

- Implementing safety policies, plans and procedures.
- Conducting safety awareness and toolbox talks for all employees.
- Monitors the prevailing working conditions and ensures safe working practices.
- Inspecting and ensuring that all tools, tackles, and equipment's are safe and up to the standard before commencement of each job.
- Implementing safety measures to increase safety and reduce risk.
- Increase health and safety awareness at all levels within the organization.
- Ensure health and safety plans and procedures implemented by sub-contractors.
- Inspect and rectify any unsafe action/condition at workplace.
- Investigate and report on all near miss, incidents, and accidents to find the root cause and recommend means of preventing recurrence.
- Health and safety inspections such as conduct daily, weekly, monthly.
- Induction training for new employees.
- Inspection of electrical tools, first aid tools and lifting equipment's etc.
- Monitor activities on site & correct the unsafe practices followed by the workers.
- Carry out "job safety analysis" for selected jobs.
- Update the health and safety register book based on the daily observations.
- Conducting mock drill and train the workers for emergency evacuation procedure.
- Conducting in house job related specialized training program for employees.

## **ADDITIONAL QUALIFICATION**

- NEBOSH Diploma in Fire Safety and Construction Safety Identification Number- UID NO: 433474
- Diploma in HVAC – MEP

## **KEY SKILLS**

- Carrying out Incident analysis
- Establishing work place safety and health committees
- Developing Emergency procedures
- Knowledge of First Aid methods and Techniques
- Good Timekeeping and Attendance Record

## **IT SKILLS**

- Knowledge : MS OFFICE(Word, Excel, Powerpoint), Autocad
- Typing Level :Lower Level(30 wpm)

## **PERSONAL INFORMATION**

- Date of Birth : 05 March 1994
- Religion : Islam
- Languages Known : English, Urdu, Hindi, Telugu.
- Marital Status : Unmarried

I hereby declare that above information given is correct as per my knowledge.

Request you to consider my application favorably and Give me an opportunity to serve. I assure that I would strive hard to the utmost satisfaction of my superiors and I shall prove as an Asset of your concern.

**Yours Sincerely,  
(Mohammed Khaja Shareef)**