



MOHAMMAD KHAJA

Thuwal – Jeddah -23599

Career objectives

Seeking a career as a HSE Professional in an esteemed organization wherein my interpersonal and communication skills can be utilized to the hilt. I look forward to work in an organization that offers me an opportunity in professional development.

Educational qualifications:

- **Bachelor of Science (comp)** from ANU University, India.
- **Diploma in FIRE & SAFETY**
- **HSC** from GCSS JR COLLEGE, India.
- **SSC** from GCSS HIGH SCHOOL, India.

Training programs:

- **NEBOSH** International General Certificate (IGC)
- **IOSH** Managing Safely
- **ISO 45001** Internal Auditor
- **Scaffold** Inspector
- Emergency **FIRST AID** at work
- **Incident** Investigation and Analysis
- **COSHH** Risk Assessor
- Behavioral Safety Management System(**BBSM**)
- Hazardous Waste Operations and Emergency Response Management (**HAZWOPERM**)

Professional Skills:

- Developing RAMS, SSOW
- COSHH assessment
- Developing Plans (Training, TBT, Inspection, mock Drill)
- Formal Incident Investigation
- Conducting Internal Audits
- Promoting Positive safety culture

About me:

I'm an enthusiastic, self-motivated, reliable, responsible and hard working person with a Professionally Qualified HSE officer. I have 5 years of experience in safety field. I have completed my Bachelor's degree in BSc and I have a several safety accreditation certificate such as NEBOSH IGC, IOSH etc...

Personal profile:

Father name: Maqbool Jani
Mohammad

Date of Birth: 22.03.1993

Nationality: Indian

Marital Status: Single

Languages:

English, Hindi, Telugu

Contact No.:

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WORK EXPERIENCE:

HSE Officer

Modern Architecture contracting company from Nov 2018 To present

Project- King Abdullah University of Science and technology(**KAUST**)

Key responsibilities:

- Responsible for ensuring that all safety legislation is adhered to and policies and practices are adopted.
- Responsible for advising, monitoring and motivating the workforce regarding the implementation of HSE requirements at site including the reporting of non-compliance and unsafe practice.
- Responsible for conducting planned observation, inspection, and correcting any unsafe acts or omissions observed.
- Developing a good understanding of risk assessment methodologies, reactive and proactive monitoring techniques.
- Developing a COSHH assessment for the Chemicals.
- Developing a good understanding of hazardous activities including working at height, confined space management, hot working and electricity at work.
- Ensuring that the permit to work system is applied to relevant jobs and carried out as required by the company standard.
- Investigate accidents, incidents and safety violations as required and submits reports on work practices with recommendations for improvement.
- Ensuring that tool box talks are conducted on a daily basis and that tool box meeting attendance records are maintained
- Maintain an effective working relations between the company, its clients and its sub-contractors.

Safety Assistant

ANABEEB (Arabian Pipeline & Services Co. Ltd) from Dec 2017- May 2018

Project -Saudi Aramco Mobil Refinery Co Ltd(**SAMREF**)

Key Responsibilities:

- Initiates JSA's and obtains, reads, understands and enforces safe work permits, hot work permits and confined space entry permits.
- Follows all steps required before allowing work per guidelines and procedures specific to work being performed. Ensures that all workers have on the PPE (Personal Protection Equipment) specified on the permit.
- Follows all procedures while work is in progress. Maintains visual and/or radio communication with crew. Observes work conditions and maintains awareness of anything that could endanger the workers.
- Conducts job completion routine and completes all documentation per procedure.
- Constantly patrolling areas where "hot work" is being performed, maintaining vigilance of potential fires.
- Inspecting the entire work area to look for potential release of flammable vapors or liquids before, during, and at the end of each shift.

Safety Officer

Sterling Electro Enterprises Pvt. Ltd (India) from Sep-2015 to Oct-2017

Project-ITC Ltd

Key Responsibilities:

- . Conducting Daily Inspection on work site.
- . monitoring and assessing hazardous and unsafe situations. Correct unsafe acts or conditions through the regular line of authority.
- . Ensuing that all workers are working according the safe work procedures
- . Carry out PTW Monitoring and review.
- . Attending Monthly meeting with management
- . Conducting daily tool box meetings
- . Conducting fire mock drills
- . Promotes safe practices at the job site.

Computer skills:

- . operating system(Windows)
- . Office suites (Microsoft Office)
- . Presentation software (PowerPoint)
- . Spreadsheets (Excel, Google Spreadsheets)
- . Communication and collaboration tools (Skype, Zoom etc.)

DECLARATION:

I hereby declare that the information as furnished above is correct to the best of my knowledge and belief.

Mohammad Khaja

