

# HSE OFFICER CV

**NAME:** SALEEM AKBAR SHAIK

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## **JOB OBJECTIVE:**

HSE professional with 9 year of experience with well-verse experience in service operation in Oil & gas plant, and construction and Facility Management. I have played a wide role in development and implementation of corporate integrated management system and enhancement of the HSE framework using occupational health and safety amassed skills in analytical and system evaluation, auditing, risk assessment, incident investigation, root cause determination, performance monitoring and gap analysis to add value and increase productivity.

## **Experience summary**

- QATAR – 6 years as HSE Engineer, Dubai – 2 years as HSE officer, and India 3 years as HSE officer.

## **HSE PROFESSIONAL CERTIFICATIONS:**

1. NEBOSH (IGC) INTERNATIONAL GENERAL CERTIFICATES - 1, 2 and 3.
2. IOSH MANAGING SAFELY
3. OSHA CONSTRUCTION 30 HOURS
4. NEBOSH INTERNATION DIPLOMA (**NEBOSH IDIP** Perusing unit 1B achieved )
5. INTERNAL AUDITOR – OSHAS 18001:2007, ISO14001:2015, ISO 9001-2015
6. FOOD HANDLING SAFETY- (IRRSM)
7. DEFENSIVE DRIVING QATAR PETROLEUM CERTIFIED.



## **HSE TRAININGS**

1. H2s safety
2. Diploma HSE (Health, Safety & Environment)
3. Diploma Fire And Safety
4. Diploma Hazard Communication
5. Diploma OIL & GAS Safety
6. Diploma Confined Space Safety
7. JOB HAZARD ANALYSIS
8. COSHH RISK ASSESSOR & MANAGER
9. **COVID 19**- WHO-Prevention and Response Plan
10. MS-Office complete
11. Hardware & Networking

## **DRIVING LICENSE:**

1. QATAR - Valid till : 30/04/2025
2. UAE (UNITED ARAB EMIRATES) – Valid till : 05/07/2022

**LANGUAGE KNOWN:** English, Hindi, Telugu, Tamil, Urdu, basic Malayalam, and Arabic

## **EDUCATION: ACADEMIC QUALIFICATION:**

- Bachelor of Engineering in Information Technology from JNTU University- India
- Intermediate +2 (MATH, PHYSICS & SCIENCE)
- Secondary School Certification (S.S.C)

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## SKILLS

1. Health, Safety and Environment Management Systems
2. QCS (Qatar Construction Specification -OHS)
3. Project HSE tendering
4. Incident & Investigation Management
5. JHA, JSA & HIRA, SSOW, LOTO.
6. Inspections & HSE Audit
7. Façade Cleaning /IRATA Safety
8. HSE Project management and Training
9. Managing HSE in contract
10. Accommodation and Road & Vehicles , food safety
11. Theft, security vulnerability risk management
12. Construction and oil & gas safety

## ORGANIZATIONAL WORK EXPERIENCE:

- **Currently working** as HSE officer at Green contracting company – Hyderabad-India.
- **Worked as a HSE Engineer -QATAR**

Duration : **JANUARY 2015 to MARCH 2021**

Company : OPD Group of Company -Oilfield Projects Development Co (OPD, NME, PSSC, OTS)

**PROJECTS:** - QATAR Petroleum, Dolphin (RLIC), BAKER HUGHES, LUSAIL, QATALUM, QATAR STEEL, QPMC.

## RESPONSIBILITIES:

- Managing the overall implementation of the Project Approved QHSE Plan including Company's HSE policies, programs, SSOW and procedures as per QP & QCS, International Standards and other local/statutory laws and regulations.
- Ensuring Client & company policies and procedures regarding health, safety, and environment are fully implemented at each phase of the project and ensuring to maintain the culture of Zero Accident.
- Conducting QHSE induction training, refresher training, **STARRT** and encouraging employees involvement in all safety rules and regulations
- Conducting inspection of work areas, machinery, equipment, and electric equipment and working conditions for compliance with QP and national and international HSE regulations and COVID 19 precautions.
- Investigating all Accidents & Near misses to find out root causes & recommend proper preventive measures & follow up on recommendation to prevent similar occurrence in future.
- Preparation of monthly and annual HSSE statistic & KPI reports
- Conducting Risk Assessment and ( **Conducting TRA,JSA JHA**)
- Ensuring the availability, readiness, and proper use of required accident prevention procedures, safety and fire prevention equipment, protective clothing and devices, and first aid supplies
- Maintaining records of safety audits and inspections, as well as required follow up actions
- Acting as a management representative with regulatory bodies & certification agencies for ISO 45001 and OHSAS 18001 & ISO 14001
- Attending monthly Client & subcontractor QHSE Meetings.
- Monitoring projects with critical activities that requires ECPW and Permit to work such as Confined space, Excavation, Hot Works and Working at height etc...

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- Managing safe transportation of heavy equipment, material and employee.
- Preparation of Evacuation plan, emergency response plan and procedure and Carrying out quarterly and annually emergency Mock Drill (medical, fire and others)
- Conducting safety awareness campaign & road and vehicle safety programs for development of safety culture and issuing NCR for the non-compliance
- Coordinate with sub-contractors to maintain & follow all the safety rules & regulation for respective projects
- Assessing and issuing all rights Personal Protective Equipment in particular job assignment in compliance with safety standards.
- Maintaining continuous security improvements to ensure the safety of employee and company property.
- Participating with project team for Audit & HAZID & HAZOP
- Issuing Weekly & Monthly safety alerts and notices for project.
- Identifying hazardous work conditions, conducting follow-up inspection on all welfare facilities on site and raise safety violation / NCR for noncompliance.
- Maintaining MSDs and first aid box for all work location and warehouse
- Managing labor staff & official staff accommodation safety standards as per the QP and QCS standards

## ➤ Worked as a HSE Officer

Duration : Jan 2013– Dec. 2014

Company : DP Domestic Oil & Gas Resource, Hyd. India.

### **Responsibilities:**

- Daily monitoring and engagement with contractors and activities responsible persons to ensure compliance to safety standards, work procedure and control.
- Identifying unsafe work conditions, working with stakeholders and contractors to resolve technical safety concerns on site.
- Rising daily safety observation reports, cascading finding of workforce and follow up for closeout action.
- Promoting site safety campaign, participating in joint inspections and ensure adequate monitoring and continuous site safety communication to all workforce.
- Ensure that permit to work is secured and communicate the job safety before work commence
- Check lifting plan and Coordinating a safe lifting operations.
- Issuing PTW, equipment certifications and coordinating safe erection and dismantling of work platforms, scaffoldings and boom lift.
- Reviewing Permit to work system and Lockout Tag out (LOTO), electrical safety compliance supported with Hazard Identification and Risk assessment (HIRA)
- Providing periodic health and safety reports on inspections conducted and facilitating internal and external HSE audit program.
- Reporting and conducting investigation of accident / incident to determine the root cause, recommending and ensuring that corrective and preventive actions are taken, procedures and risk assessments reviewing, and training will provide to avoid recurrence

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## ➤ Worked as a HSE Officer

Duration : March 2011-Dec 2012  
Company : Blue World Commercial LLC- Al Faizan Safety Maintenance L.L.C, Dubai (UAE)  
Project : Ajman Construction

### Responsibilities:

- Conducting Safety Induction and Orientation program for all new and transferred employees
- Conducting daily toolbox talk as per the permit to work task.
- Preparing and implementing of Job Safety Analysis/Job hazard analysis(JSA/JHA);
- Organizing weekly and monthly internal HSE and client's meetings
- Conducting daily worksite risk assessment
- Conducting a daily site inspection in the workplace includes machineries, Hazardous materials, Heat stress, suspended load, and reporting details to the safety manager on weekly base to ensure safe and healthy working conditions to all employees.
- Participating with HSE manager for HSE audit OSHAS18001 and walkthrough with client.
- Ensuring the compliance of the Health and Safety Standard and legal requirements of Safe System of Work in the workplace.
- Organizing and Conduct training to all employees regarding health and safety measures accordance with Health and Safety Standard policies and Regulations.
- Conducting the monthly inspection test and maintenance of all fire protection and prevention systems installed in the company premises.
- Conducting emergency evacuation drills and taking corrective action
- Ensuring Safe system of Work at Height, Safe Lifting Operation, Scaffolding system etc are in accordance with Method statements and Risk Assessment/JSA.
- Inspection of Scaffolding, Proper Access and Safety sign boards, Fire Protection Equipment, First Aid boxes, Ladder, Power tools, Work equipment, etc.
- Maintaining record of third party certificate of equipment operator, lifting equipment/gears and plant & equipment and maintaining record of calibration certificates of equipment.

## ➤ Worked as an Safety Officer

Duration : Jan 2010-Jan 2011  
Company : STAR CONTRACTING COMPANY HYD (India)

### Responsibilities:

- Conducting toolbox talk based on the daily task
- Taking photos of unsafe act and unsafe condition and reporting to the lead HSE supervisor
- Attending weekly meeting with lead HSE officer and HSE manager
- Checking all fire extinguishers and reporting to the HSE supervisor and issuing & monitoring PPE

### PERSONAL DETAILS

**Name** : Saleem Akbar Shaik  
**Date of Birth** : 10/06/1987  
**Religion** : Muslim  
**Nationality** : Indian  
**Marital status** : Married  
**Passport number:** V7059258 - 18/01/2031

### Declaration

I hereby declare that the above information are true and correct to the best of my knowledge and belief.

Saleem Akbar Shaik.