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ZAHID ASHRAF

**Position**:HSE Supervisor/Officer

Cell # 00966-597310738

Email: Zahidajk00@gmail.com

**Career Objective:**

Provided proactive safety support to internal and external customers for office and working site facilities. Monitored and prevented potential workplace safety hazards through routine inspections and training, accurate and up-to-date documentation of policies, procedures and data and investigations into accidents, injuries, and unsafe conditions.

**SUMMARY OF QUALIFICATIONS**

* August 2008 B. Com

University of Azad Jammu & Kashmir

* May 2006 I. Com

Board of Intermediate and Secondary Education Mirpur AJK

* March 2003 Secondary School Certificate (Science)

Board of Intermediate and Secondary Education Mirpur AJK

**Additional Qualification / Certifications:**

* May - 2014-- **OSHA 132 Hours** (Occupational Safety & Health Professional)
* November -2015 -- **IOSH Managing Safely**
* Decmber –2015 – **First Aid Course**
* June 2011 – June 2012 One Year Diploma of **“Safety Officer”**

TECH – NI - TEST

* Nov 2009 – April 2010 Six Months Diploma of “**Quantity Surveyor**”

National Institute of Science & Technical Education

* Feb 2008 - July 2008 Six Months Diploma of “**Computer -Professional IT”**

Information Technology Board AJK

**PROFESSIONAL EXPERIENCE**

**Previous Jobs:**

**1) Company : Creet International**

**Position: Safety Supervisor**

**Location: King Abdullah Economy City (Rabigh) KSA**

**Project : Labour Village phase 3**

**Cement Product Industry**

**York project**

**Nahdi**

**Total petroliume**

**Tenure: 24–Dec- 2018 to Continue**

**2) Company: ALUMCO**

**Main Contractor: Saudi Construction LTD**

**Position: Safety Incharge**

**Location: Riyadh KSA**

**Project :AL-Remal**

**Tenure: 03–Jan- 2018 to 18-Nov-2018**

**3) Company:Zamil Air Conditioning &Refrigaration Services**

**Branch of Zamil Industrial Envestment Co.**

**Position: Safety Officer**

**Location: Yambo KSA**

**Project 1: Zamil Projects**

**Tenure: 18 –Dec- 2015 to 25- Dec-2017.**

4) **Company: HabibRafiq Pvt. Limited**

Position: Safety Inspector

Location: Rawlakot AJK

Project: City Development Project, Rawlakot

Tenure: 03 July 2012 – Oct 2015

5) **Company: Bahria Town Pvt. Limited**

Position: Assistant Quantity Surveyor

Location: Rawalpindi, Pakistan

Tenure: Nov 2010 – June 2012

4) **Company: USAID Pakistan**

Position: Principal Manager

Location: Islamabad, Pakistan

Tenure: Dec 2008 – Oct 2010

**Responsibilities as Safety Officer:**

* Monitor the prevailing working conditions and ensures safe working practices in the company.
* Follow up on work permit systems and inspections, Planning safety arrangements for Erection work
* Maintaining General information report, Hazard condition & other requirements like equipment needs for first aid, PPE, etc
* Ensuring the standards of Emergency services like Fire Extinguishers, First Aid Box
* Assist facilities in complying with all safety and health regulation and company’s guideline.
* Investigation of all Accidents, incident / Near misses / Spills / Fires to find the root Causes and recommends corrective actions
* Attending the HSE Meetings and provide technical support related to HSE issues
* Expertise in hazard identification, risk analysis, risk assessment and job safety analysis Create safety awareness by promoting safety meetings, presentations, and open forum discussions and by implementing safety training. Etc.
* Maintains and implements the site Health, Safety & Environmental (HSE) plan, fire fighting plan, emergency evacuation plan.
* Conducts the monthly Site safety meeting and prepares monthly safety meeting topics Conducts monthly fire, First Aid and /or evacuation drills. Permit to work (PTW)
* Understanding all aspects of PTW (Permit to Work) functions including job risk assessments andisolation risk assessments. etc.
* Receive assignment, notification, reporting location, reporting time, and travel instructions from your home agency.
* Upon arrival at the incident, check in at designated check-in locations. Check-in locations may be found at: Incident Command Post, Base or Camps, Staging Areas, Division Supervisors (for direct line assignments).
* Agency representatives from assisting or cooperating agencies report to Liaison Officer at the Command Post after checking in.
* All radio communications to Incident Communications Center will be addressed: "(Incident Name) Communications".
* Use clear text and ICS terminology (no codes) in all radio transmissions.
* Receive briefing from immediate supervisor.
* Acquire work materials.
* Organize, assign, and brief subordinates.
* Ensure continuity using in/out briefings.
* Respond to demobilization orders.
* Brief subordinates regarding demobilization.

**TECHNICAL SKILLS**

* Microsoft Office Tools
* Windows 9X/XP//ME
* Email / Internet

**OTHER SKILLS**

* Have good English language skills both verbal and written..
* Efficient in meeting deadlines.
* Excellent interpersonal and communication skills
* Team player with excellent leadership skills.
* Possesses strong ability for multitasking.
* Demonstrated leadership abilities.
* Understanding the compliance and knowledge of the security and safety standards of the work place.
* Regular monitoring of the safety measures with a check for safety incidents and mishaps
* Ensuring the work efficiency of the safety equipment from time-to-time
* Ability to collect, prepare and analyze reports for the compliance and company audit purpose
* Experience of performing the risk assessment and conducting the test drills to ensure the alertness
* Experience of generating and circulating the health and safety reports monthly to the manager
* Updating the knowledge of the laws concerning the safety regulations from time-to-time
* Conducting the staff training with ability to guide them for the safety measures
* Responsible to get all the Safety certifications done
* Excellent communication skills with a good relationship with the management and the employees
* Hard-working, punctual, time-conscious.
* **Personal Profile:**
* Father’s Name : Sardar Muhammad Ashraf Khan
* Date of birth : 14 Aug 1988
* Marital Status : Married
* Religion : Islam
* Nationality : Pakistani
* **Languages known : English, Urdu, Arabic 40%, Hindco, Kashmiri, Panjabi, & Hindi**
* **Passport No : EP1847763**
* **Iqama Number : 2401389248**
* **Driving Licence : Valid until 04.02.2029**
* **Permanent Address : Village koiyan, P.O. Khaigala, Tehsil Rawalakot,**
* **District Poonch Azad Kashmir (PAKISTAN)**

References will be furnished on request.