

CURRICULUM VITAE

Name: MOHAMMED SEMY SULTHAN

SAFETY OFFICER

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Objective

I am an enthusiastic and dedicated professional with extensive experience across all areas of HSE. An exceptional leader who is able to develop and motivate others to achieve targets, I can demonstrate a strong ability to manage projects from conception through to successful completion. A proactive individual with a logical approach to challenges, I perform effectively even within a highly pressurized working environment.

S. No	Institution / University	Course / Degree	Percentage (%)
1	KAKATIYA UNIVERSITY	B.COM COMPUTERS	48
2	ALPHORES JUNIOR COLLEGE	Intermediate	66
3	CHAITANYA EDUCATIONAL HIGH SCHOOL	SSC	76

TECHNICAL QUALIFICATIONS:-

- DIPLOMA IN OCCUPATIONAL HEALTH SAFETY AND ENGINEERING.
- ADVANCE DIPLOMA IN OIL AND GAS SAFETY
- OSHA INTERNATIONAL 30 HOURS TRAINING.
- FIRST AID TRAINING FROM JOHN AMBULANCE
- APPEARED FOR NEBOSH IGC EXAM AND PASSED IN IGC 3

Computer Skills

- ✓ Windows XP/98, MS Word, MS Excel, MS Power Point.
- ✓ SYSTEM HARDWARE AND SOFTWARE

EXPERIENCE SUMMARY

Designation	Company	Project	Duration
HSE-Officer	Kadevi Industries	Construction	Feb-2008 to Sep-2013
HSE-Officer	INMA Utilities Contracting	KAIA	Jan-2014 to Aug-2014
SR.HSE-Officer	INMA Utilities Contracting	Kingdom Tower	Sep-2014 to Feb-2018
SR.HSE-Officer	INMA Utilities Contracting	KAIA	March-2018 to January 2021
HSE-In charge	FMC Constructions	Tamimi Warehouse (KAEC)	February 2021 to Till Now

Job Profile

- Deliver safety Induction training and Tool Box Talk.
- Monitor and strict compliance of “Permit to Work” system at worksite & explain the importance of the same to the workforce.
- Arranging inspection and certification of Equipments and Tools in the work shop area and cross inspection for the same.
- Preparing Daily, Weekly and Monthly project reports.
- Make arrangement for marking of shutdown Assembly Point Area, Smoking Shelter & displaying Safety slogans, banner at the conspicuous locations
- Organizing “Safety Enhancement Scheme” for motivation of the workers.
- Ensure availability of fire fighting Extinguishers where ever necessary & also training the workforce for the correct use of the same.
- Close observation to make sure that the first aid and welfare facilities are properly maintained.
- Time to time visit of working area to ensure that PPE are provided and properly worn.
- Ensure proper safety sign boards are placed in the correct areas to prevent damages/accident.
- Monitoring all civil/Mechanical work activities.
- Enforce safety rules and regulations.
- Removals of unsafe conditions /warn personnel doing unsafe acts.
- Studying scaffolding plan and suggest the correct action to ensure they Complies with the standard.
- Studying about Crane and its lifting operation plan.

- Preparing incident and accident reports & make recommendations to fix the hazard.
- Monitoring Critical Activities at site & correct the unsafe practices on the spot.
- Conducting Fire Mock Drill and train the workers for the 'Emergency Evacuation Procedure'.
- Monitor Safety activities in critical work such as heavy lifting, confined space entry, working at elevated location & radiation.
- Provide necessary instructions to work force in maintaining good housekeeping & proper waste disposal.
- Monitoring Environmental issues.
- Maintain MSDS for the chemicals and train workforce in safe use of chemicals.

Skill Set

- Good Team Player and an Effective Leader.
- Good Communication Skill.
- A fast learner and an Efficient Information processor.
- Good Knowledge in Computer.
- Planning, Organizing and Executing Operational and Maintenance tasks as a skilled supervisor.
- Co-ordination between different agencies for effective functioning of the organization.
- Manpower Management and Office Administration including safe custody of classified documents

Good Management Practices:

- Establish achievable goals.
- Provide feedback on a regular basis.
- Provide meaningful rewards when safety goals are met.
- Identify un usual job hazards in advance (JSA)
- Eliminate unsafe shortcuts or methods.
- Plan for equipment, materials and people:
- Materiel handling.
- Personal protective equipment.
- New employee orientation.

Summary of responsibilities:

- Fire & safety inspection for the daily work progress.
- Ensure contractors follow safety health & environment requirements.
- Identity safety hazards & recommended corrective action.
- Review & audit of accident reports.
- Establish emergency investigation.
- Preparing of safety reports, training programs, emergency procedure & drills exercise lectures on safety matter etc.
- Organizes filing systems as monitor records or carryout as per Saudi Aram co work permit system.
- Maintain and update of safety records of all sections individually.
- Keeping the correspondence with all the departments and making of schedules and arranging the safety meetings.
- Safety inspections on construction site pointing in contractors about the descriptions noted & advise immediate remedial measures.

Summary of experience:

- Always keep in touch with workers to attend safety.
- Preparing daily, weekly, monthly safety reports.
- Routine inspections for safety.
- Before leaving the jobsite make sure that all unfinished job to avoid accidents.
- Checks handling of materials if it is fastening well.
- Check handling /storage of materials if it is fastening well.
- Conduct safety toolbox meeting.
- Daily inspection of crane and scaffolding.
- Inspection of necessary work permits whenever to begin the job.
- Make daily inspection to the workers if they are prescribed safety outfit.
- Make daily report regarding safety in the job site.
- Make monthly inspection of moving equipment & fire extinguisher ladder etc.
- Make sure all workers if they are wearing PPE.

Personal Information:

NAME	:	MOHAMMED SEMY SULTHAN
DATE OF BIRTH	:	23-11-1987
RELIGION	:	Islam
NATIONALITY	:	Indian
MARITAL STATUS	:	Married
LANGUAGE KNOW	:	ENGLISH, HINDI, URDU, TELUGU ARABIC

DECLARATION

I hereby declare that all above information are correct and could be verified at any given time
In conclusion, I would like to assure that I am capable of handling any job assigned to me, which suits my qualifications and experience with almost care coupled with Leniency and my efficiency towards work to the total satisfaction of my employer.

MOHAMMED SEMY SULTHAN