

NAME : Muhammad Bilal  
PROFESSION : Safety Officer  
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NATIONALITY : Pakistan



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## OBJECTIVE

- To promote, demonstrate and lead best practices in the fields of safety, Health, and environmental protection under the guiding principle of good relationship, professional conduct, mindset and university accepted norms and philosophy in occupational safety, Health and Environmental management.

## EDUCATION

- Bachelor in Commerce  
University of Karachi, Karachi (Pakistan)  
Year 2010
- Intermediate in  
Commerce  
Board of Karachi  
(Pakistan) Year 2007

## PROFESSIONAL SUMMARY

- Excellent communication and relationship management skills.
- Good coordination & convincing skills.
- Ability in compensation and incentive management
- Can create and develop confidence and trust even within very short time span
- Able to work unsupervised and yet also be able to follow instructions

- Able to work effectively under pressure and within tight time demands to achieve organization goals
- Able to work closely and communicate interactively with all level of employee
- Highly organized and dedicated with positive attitude.
- An experienced team player, bringing enthusiasm and energy into group efforts
- Willing to learn and improve skills, increase efficiency and strengthen financial results
- Ability to supervise, delegate and lead by example
- Ability to learn quickly, plan and manage projects
- Have advance computer and excellent presentation skills Willing to mobilize globally

### **SEMINAR/ TRAININGS**

- 30 Hours Occupational Health & Safety - OSHA
- IOSH – Managing Safety
- One Year Safety Officer Diploma
- Fire Safety and First Aid Course
- Certificate of Professional HSE Course
- Scaffold Safety Course
- Welding Safety Course
- Electrical Safety Course
- Confined Space Safety Course
- Certificate for Construction Safety
- Ladder Safety Course
- Excavation Safety Course
- Fire Safety and First Aid Course

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### **CAREER HISTORY**

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#### **Organization – SIEMENS KSA**

**SAFETY Officer /Field Safety Officer – July 2018 To December 2021**

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Location : Haddid Plant Jubail, KSA  
Project Title : Haddid extension project

#### **Job Responsibilities:**

- Monitor risk assessment
- Inspect the work site daily report unsafe act/ conditions
- Conduct safety toolbox talk meeting to all project workers prior to start of work

- Electrical safety precaution
- Spread the safety signboard
- Job safety analyses
- Monitor high risk activities such as confined space entry, lifting, welding, scaffolding erection, excavation etc.
- Conduct First aid Trainings
- Inspect Lockout/Tagout
- Follow the Instructions given by his Supervisor related to Safety

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**Organization – KAEFER KSA**  
**SAFETY Officer – March 2016 To April 2018**

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Location : Abqaiq KSA  
Project Title : Abqaiq refinery maintenance project

**Job Responsibilities:**

- Inspection of safety sign boards to avoid accident
- Inspection of scaffolding as per standard
- Prepare contractor monthly safety reports
- Training for the workers in their local languages
- Identify safety hazards and taking corrective action
- Keep a record of all injuries, property damage, fire and heavy equipment accident
- Monitor excavation and confined spaces
- Conduct Job hazard analyses
- Maintains safety documentation