



SYED SAHAD HUSSAIN

HSE OFFICER (DOUCMENTS CONTROLLER)



(00971) 558640841



Sshussain0011@outlook.com



Omran green comp jebel ali Dubai

PROFESSIONAL SUMMARY

Keeping on the lookout for any unsafe behavior or breaks in regulations. Assessing risk and possible safety hazards of all aspects of operations. Creating analytical reports of safety data. Inspecting production equipment and processes to make sure they are safe.

A document controller is a controller responsible for the timely, accurate, and efficient preparation and management of documents. They control the numbering, sorting, filing, storing, and retrieval of both electronic and hard copy documents produced by technical teams, projects, or departments.

Overseeing clerical tasks, such as sorting and sending mail. Keeping an inventory of office supplies and ordering new materials as needed. Maintaining files. Welcoming visitors to your office

QUALIFICATIONS

international General Certificate (IGC) in Occupational Health & Safety (Level 3) from **NEBOSH-UK**.

Bachelor of Arts Abdul Wali |Khan University of Mardan Pakistan Mar 2013 - Dec 2014 Science and Education Law History Political Science

DAE in Mechanical Engineering from Board of technical Education **kpk Pakistan 2013**.

Auto CAD 2D&3D Nest computer academy Marden Pakistan Jan 2015 - May 2015

Quantity Survey IL ham College of Technology Marden Pakistan Jan 2013 - Dec 2013

Quantity surveyors manage the costs on a construction project. They help to ensure that the construction project is completed within its projected budget. ... price/forecast the cost of the different materials needed for the project. prepare tender documents, contracts, budgets, bills of quantities and other documentation

Diploma in Information Technology Nest Computer Academy Mardan Pakistan Jul 2009 - May 2010

CORE COMPERENIES

- ✓ Well-versed and complete knowledge of the Dubai Municipality Code of Practice. DM(COP)
- ✓ Sustainable and Safety Workplace Policy
- ✓ Presenting and Reporting Skills
- ✓ Accident investigation and Interviewing
- ✓ Excellent Communication & Learning Skills
- ✓ Personnel Support and Welfare Skills
- ✓ Risk Assessment and Reduction
- ✓ Safe System of Work in a Safe workplace
- ✓ Emergency Control techniques Safety Trainings & TBTs
- ✓ Safety Inspection and Audit
- ✓ Strong Teamwork & Training Skills

WORK EXPERIENCE

HSE OFFICER **April 2019 – Present**
CHINA ENERGY ENGINEERING GROUP
PROJECT: HASSYAN CLEAN COAL POWER PLANT (DEWA)



- ✓ **Duties and Responsibilities:**
- ✓ Prepare risk assessment and environmental assessment for site activities, products, and services.
- ✓ Monitor implementation of HSE standards by all subcontractors at the site.
- ✓ Ensure that safe working procedure are in place for enforcement of safety rules on a day-to-day activities.

- ✓ The issue, follow up, and conclude non-conformities/improvement notices with defined deadlines.
- ✓ Ensure and coordinate that corrective and preventive actions are taken if any unsafe acts or situations are observed.
- ✓ Investigate accidents and or incidents and submit reports to project manager / Head QHSE.
- ✓ Arrangement of providing training to employees on various topics related to health safety and the environment.
- ✓ Conduct daily site inspection of scaffolds, equipment, tower cranes, mobile ensuring 3rd party test certificates are available.
- ✓ Carry out environmental aspect assessments of hazardous activities based on method statements and communication of the same to the management as well as employees.
- ✓ Maintaining the MSDS register of hazardous chemicals and / materials.
- ✓ Issuing the work permit for critical activities (hot, cold work permits).
- ✓ Maintain first aid boxes as per requirement.
- ✓ Ensure risk assessments have been carried out for high-risk work activities.
- ✓ Ensure the use and wearing of PPE and other safety equipment provided.
- ✓ Conduct awareness programs (induction training, campaigns, etc).
- ✓ Conduct safety meetings on weekly basis.

Teller(Cashier).. **(October 2017 – February 2019)**
BANK ALFALAH LIMITED



cash sorting.

Balance sheet.

Performed duties by applicable standards, policies, and regulatory guidelines to promote a safe working environment.

Used coordination and planning skills to achieve results according to schedule.

Used accounting software to prepare weekly and monthly financial reports. + Edit or add your own

Reconciled account information and reported figures in the general ledger by comparing them to bank account statements each month.

Communicated with suppliers to reconcile invoice payments.

Reconciled company accounts for credit cards, employee expenses, and commissions

Office Assistant

May 2015 – May 2017



IT skills in MS Office including Outlook,
Good attention to detail.
The ability to multitask
Highly organized.
Excellent communication skills
Proficient typing skills.
Updating paperwork, maintaining documents, and word processing.
Coordinating events as necessary.
Maintaining supply inventory.
Maintaining office equipment as needed.

PROFESSIONAL SKILLS

- *Post-secondary training in health and safety knowledge of safety regulations .*
- *Organizational Observation Skills*
- *COMMUNICATION SKILLS.*
- *Communication skills to create reports and training materials*
- Risk Assessment and Reduction, Safety Trainings & TBT
- Safe System of Work in Safe workplace , Emergency Control techniques
- Personnel Support and Welfare Skills

Computer Skills

- MS Office (Word, Excel, Outlook, PowerPoint, OneNote, Access)
- Google Drive (Docs, Sheets, Slides, Forms)
- Spreadsheets (Excel, Google Sheets, OpenOffice Calc).
- Email (mail merge, filters, folders, rules)
- Presentations/Slideshows (PowerPoint, Google Slides, OpenOffice)
- Database Management (MS Access, Oracle, Teradata, IBM DB2, MySQL, SQL)
- QuickBooks. Pro tip: talk about specific applications of your skills: Expense tracking, accounts payable, invoicing, cash flow management, employee time tracking, reports, payroll.
- Social Media (Facebook, Twitter, Instagram).
- Graphics (Photoshop, I, Acrobat, Corel Draw,
- *AUTO CAD (2D AND 3D)*
- *VIDEO SUBTITLE*

LANGUAGES

English (Read, Write & Speak),

Urdu (Read, Write & Speak)

Pashto (Read, Write & Speak),