

SURJA BAHADUR GAIRE

Mobile No: +977-9813601478 | Skype: surjagaire | Email: surjagaire@gmail.com
Milan Chok, Sarlahi, Janakpur, E-Nepal.

Dear Hiring Manager,

I am writing regarding the job opening of Admin Administrator, HSE Administrator, HSE Coordinator, Assist Admin Manager, HR Manager & Admin Manager. As a candidate with extensive experience in mentioned profiles. I am highly skilled in Sales & Marketing, Consultancy, Oil & Gas, and Petrochemical Engineering & Construction Industries and shutdown projects with multinational companies in HSE & Administration departments.

My solid background in People Skills has allowed me to manage teams with exceptional performance.

The opportunity to join your Organization greatly interests me and I can competently execute responsibilities.

I believe that I would make a valuable asset to your team and I offer my resume for your review.

I have 12+ years of experience in different fields like Sales & Marketing, Consultancy, Oil & Gas, and Petrochemical Engineering & Construction Industries and shutdown projects in the HSE & Administration Department.

Right now I am working as freelancer and had worked with GS Engineering & Construction Arabian Co., Ltd as HSE Coordinator for Petrorabigh 2020 Turnaround Project for Petrorabigh as a Client in Rabigh Industrial City, Kingdom of Saudi Arabia.

I had also worked with Petrofac International as HSE Administrator for Lower Fars Heavy Oil Development (LFHO) project for Kuwait Oil Company (KOC) as Client & Worley Parsons as PMC as Abdally, North Kuwait.

Throughout my career, I have demonstrated the highest levels of service and commitment to the mission of any organization I have worked for.

A few of my career highlights include

- Recognizing cultural sensitivities, energizing people to work towards organizational goals.
- Maintain all aspects of the HSE documentation and records as per the Client's HSE request.
- Capable of building a strong HSE culture in contractors / sub-contractors.
- Solution orientated approach in a challenging situation.
- Work as a team leader as well as a team member.
- Execute work procedurally and progressively.
- Ability to work and unison with Clients, Contractors & Subcontractors.
- Advance level of computer proficiency in all areas.
- Performing all administration jobs as per the HSE & administration departments.
- Ability to work under pressure and try to solve the issues with the concerned team.
- Ability to learn and take the necessary actions regarding the issues in HSE and admin departments.

I am eager to learn more about how your organization can benefit from my contribution.

I thank you for your precious time and consideration.

Best Regards,

Surja Bahadur Gaire



SURJA BAHADUR GAIRE

Mobile No: +977-9813601478 | Skype: surjagaire | Email: surjagaire@gmail.com
Milan Chok, Sarlahi, Janakpur, E-Nepal

VALUE PROPOSITION

A professional MBA with 12+ years of experience in Oil & Gas Industries, Petrochemical Industries and shut down projects as a role of HSE Administrator, HSE Coordinator, and Human Resource officer for offshore projects in Construction for Refinery, Oil & Gas Plant projects, Construction & Engineering projects, and shutdown projects. Delivering world-class solutions to the organization, focus on top-line growth & bottom-line expansion, ensuring total organizational satisfaction driven by personal core values such as Ethical Business practice, Transparency & Integrity.

EDUCATION

Master of Business Administration
from Lovely Professional University,
Phagwara, Punjab, India.
Bachelor of Science in Biochemistry
from Manipur University, Imphal,
Manipur, India.

PROFESSIONAL CERTIFICATIONS

NEBOSH IGC – Result Awaiting.
IOSH Certificate in Managing Safely.
IOSH Certificate in Working Safely.
NILEM Diploma in Construction
Safety Management.
NILEM Diploma in Industrial Safety.
NILEM Diploma in Office
Administration.
NSC (National Safety Council)
Certificate in Basic First Aid, CPR &
Fire Fighting.
Diploma in Computer Information
Technology.
Certificate in Computer Information
Technology.
Certificate in Computer Software
Engineering.

NATIONALITY

Nepalese.

LANGUAGES KNOWN

English, Nepali & Hindi.

REFERENCES

Provided on request.

PROFESSIONAL EXPERIENCE

FREELANCER – (Jul 2020 – Till now)

GS E&C SAUDI ARABIA CO., LTD, RABIGH, KSA. (Sep 2019 to Jul 2020)

COORDINATOR - HSE | Client - PETRORABIGH
Petrorabigh 2020 Turn Around Project.

- Managed the Communication in terms of health and safety and continuous implementation on changes of management, knowledge management.
- Prepared Look ahead program (LAP) for the specific period for strategy development and Project Health and Safety management as instructed by management.
- Request training programs in a manner that raises employee awareness and enables employees and supervisors to work safely.
- Assisted and supported as per the instruction of the management.
- Maintained the incident investigations reports in proper file & track the Remedial Action Tracking Register (RATR) and logs as per the HSE requirement.
- Updated safety and environmental changes that affect the organization.
- Assisted the implementation, and sustainment of HSE training programs.
- Interfaced with managers, supervisors, and employees on HSES issues.
- Prepare & assisted the weekly reports to the client as per the instruction.
- Updated Emergency Response Plan phone list when information changes.
- Maintained constant awareness of changing regulations, ensuring the company's Environment, Health and Safety policies, and training are aligned with current laws and industry standards.
- Assisted in the coordination of employee's timesheets and maintaining the PTW database as per the company policy.
- Assisted with the reports involved with drills & observation, finding in RATR, and make a track report of the RATR with traffic reports o all observation reporting, and maintenance of emergency action plans, fire prevention, and emergency response plans.

PETROFAC INTERNATIONAL CO., LTD, ABDALLY, NORTH KUWAIT (July 2016 to Sep 2019)

ADMINISTRATOR – HSE | Client - KUWAIT OIL COMPANY (KOC)

Lower Fars Heavy Oil Development (LFHO) Program Phase 1 Project.

- Implemented environmental programs such as emergency response, hazardous waste management.
- Maintain and update corporate quality, safety, training, and health programs, establishing objectives, and training programs.
- Monitor all quality-related activities on the project site and perform the closeout reports of all internal and external audits, all types of observation, and findings of site.
- Monitor Industrial Hygiene Exposure Assessment programs for job-specific health-related hazards and risks.
- Prepared the Remedial Action Tracking Register (RATR) for all HSE-related observations (i.e. Management walkthroughs, daily inspections, audits, etc.) and follow up for the closeout evidence in RATR. And submit the closeout to the client and PMC with proper documentation through transmittals.
- Prepared the daily Clients & PMC Observations and follow up for the closeout with the proper evidence from all subcontractors & prepared the final closeouts with the letter for the report for the client.
- Prepared weekly, monthly & yearly reports as per the client's request, and effective communication is provided and documentation properly kept for the record (Toolbox talks, Safety Alerts, etc.) in the respective areas. Assist/provided support to ensure effective implementation of Sub-contractor and Contractor HSE training program on the project. Provide regular, reliable reports and data for monitoring HSE performance.
- Ensure Golden Rules of Safety requirements are communicated and implemented at the site.

MITSUBISHI HEAVY INDUSTRIES, RABIGH, KSA (Aug 2015 to Nov 2015)

DOCUMENT CONTROLLER- HSE | Client - PETRORABIGH

IWSPP Power Plant Phase-II Project.

- Preparing the weekly, monthly reports as per the Petrorabigh procedure of the client and making the tracking of all the HSE related documentation keep all the scan copy in the system and hard copy in the file for the record
- Compiled soft and hard copies of safety data sheets and operations manuals and assist with new employee's HSE inductions & other related training as required.
- Liaise and communicated with all departments to ensure HSE and follow up for the HSE policy as per the client requirement. Responsible for the coordination of controlled documentation within the company.
- Investigate and respond to corrective actions related to document control. Promoted the highest standards of Health, Safety & Environmental documents.
- Maintain and update all the HSE-related files and reports as per the clients and contractor.

DAELIM SA CO., LTD, YANBU, KSA (Jan 2012 to April 2015)

ADMINISTRATOR – HSE | Client - YANBU ARAMCO SINOPEC REFINING COMPANY (YASREF)

EPC-4, Hydrocracker Package Project.

- Involved in Training Course Administration, Environmental / Finance, Control of Substances Hazardous to Health, Reports, Security Badge control, First Aid Provision, Maintenance of HSE Homepage on Ensemble, & Administration.
- Preparing the weekly, monthly reports as per the YASREF procedure of the client and making the tracking of all the HSE related documentation keep all the scan copy in the system and hard copy in the file for the record
- Regularly updating all the data as per the HSE requirement and performed all the tasks as per the Client HSE & Client and Contractor HSE policy.
- Maintain and update all the documents of the Contractor HSE and keep track of all the observations related to site and HSE with proper close out of the observation and submit to the client with proper documentation through the transmittal.

KANDYY, KATHMANDU, NEPAL (Feb 2010 to Aug 2011)

ADMINISTRATOR

- Administer student files and records to ensure accurate payment slips of students and employees and supervise administrative services with good coordination with management and others.
- Controlled incoming and outgoing documents and maintain a good relationship with the client and ensure digital files were kept up to date.

- Involved in staff training and development, preparation of job descriptions, staff assessments and promotions, and review and answer correspondence.

DAEWOO E&C CO., LTD, QATAR (Oct 2007 to Nov 2009)

HUMAN RESOURCE OFFICER | Client - QATAR CHEMICAL CO., LTD

Q-Chem I & II Project.

- Provided safety orientation training & other related training to new and old employees and handle site employees and office employees - direct and indirect.
- Taking care of ID issue (New& Renewal) & surrendered ID properly and monitored the timekeeping for employees and check the timesheets properly and forwarding to account for processing salary.
- Ensure digital files are kept up to date. Assign packages of work to charge hands in accordance with the project plan. Control the site attendance and timekeeping & keep records of all attendance.
- Monitor everyday labor relations and report to the responsible manager. Handled Daewoo Employee who was working on Q-Chem. (Qatar Chemical Company) project. Leading & Motivating to all Admin. Staff to produce a good result on time.
- Handling Official Correspondence. Maintain Office Administration. Prepared Weekly & Monthly reports of Existing & Resigned employee's related issues and submitting an approved report to the Client.

ICICI PRUDENTIAL CO., LTD, BANGALORE, KARNATAKA, INDIA (April 2005 to June 2006)

FINANCIAL EXECUTIVE

- Conducted telephonic screening of the candidates to determine skills, knowledge, interest, market value, and availability.
- Calendaring availability of Candidates & Technical Panel. Scheduling interview and interview coordination. Interview follow-ups.
- Maintain a good relationship with Candidate & Tech Panel. Post-interview follow-ups with the tech panel and update the candidate.
- Successfully launched and marketed the Products of Insurances. Participated in the creation of Insurances products that resulted in the establishment of the Company. Extensive involvement in managing client's relationships at all levels. Integration experiences and implements solutions to help clients Succeed.
- Successfully managed the Sales & Marketing and not only business. Start-ups, but also the period's rapid, sustained the company's growth. Going and meeting the client and discuss the full plan of ICICI PRU. Discuss the benefits of the ICICI Plan.

PERSONAL COMPETENCIES

- **ANALYTICAL SKILLS:** - Excellent ability to analyse complexities.
- **LEADERSHIP:** - Extensive experience of leading teams.
- **INQUISITIVE:** - Creativity with a quest to change complex conditions.
- **INNOVATIVE:** - Extensive experiences of analysis of case studies and have the ability to solve the issues.
- **ADAPTABLE:** - Adaptability to people and places with excellent skills.

DECLARATION

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

SURJA BAHADUR GAIRE