

**MOHAMMED MINHAJUDDIN**

**Position: SAFETY OFFICER**

**Experienced: 6 YEARS**

**Contact No.: +971507109150**

**Email ID:mminhaj555@gmail.com**



**CAREER OBJECTIVE:**

*To get a challenging job that will change and support my existing abilities. A job that use my knowledge and experience as well as a job which allowing me to achieve more experience in administrative areas*

**EDUCATION:**

**B.Com (Bachelor of Computers)**

*Specialization: Commerce*

*University: Kakatiya University*

**Intermediate (CEC)**

*Board of Intermediate*

**SSC**

*Board of Secondary School*

**DIPLOMA:**

*Post Graduate Diploma in Health Safety Environment*

**CERTIFICATION:**

**NEBOSH LEVEL 2 CERTIFIED**

**WORK EXPERIENCE:**

**1. Company** : **Alborj Facility Management**  
**Designation** : **Safety Officer**  
**Duration** : **From September 2016 to September 2019**  
**Location** : **Makkah Clock Tower, Saudi Arabia**

**Job Responsibilities:**

- ❖ *Identifying hazards*
- ❖ *Finding unsafe conditions and unsafe acts*
- ❖ *Issuing work permits(hot work permits, cold work permits)*
- ❖ *Daily Inspection*
- ❖ *Conducting risk assessment*

- ❖ *Enforce preventative measures*
- ❖ *Weekly inspection, monthly inspections, raising safety alerts and work orders*
- ❖ *Stop any unsafe act's or process that seems dangerous or unhealthy*
- ❖ *Record and investigate incident to determine causes and handle worker's*

**2. Company** : **B.E.BILLIMORIA & CO.LIMITED**  
**Designation** : **Safety Supervisor**  
**Duration** : **From July 2012 to February 2016**  
**Location** : **Hyderabad, Telangana, INDIA**

### **Job Responsibilities:**

- ❖ *Conducting risk assessment and incident investigation*
- ❖ *Identifying hazards*
- ❖ *Issuing work permits (hot work, cold work permits)*
- ❖ *Stop any unsafe acts or process that seems dangerous and unhealthy*
- ❖ *Raising safety alerts and work orders*
- ❖ *Conducting safety inductions and refresher trainings to work men and supervisors.*
- ❖ *Daily site inspections and ensuring the safety procedure at work place.*
- ❖ *Display of sing-boards and ensuring the client standards.*
- ❖ *Coordinating tool box talks on site.*
- ❖ *Electrical safety assurances and reporting the deficiencies to concern departments through proper channel.*
- ❖ *Conducting and participating Critical injury handling training and mock drills.*
- ❖ *Ensuring fire and emergency drills and participation for awareness and culture establishment.*
- ❖ *Ensuring fire extinguishers at work place. Maintaining fire extinguishers log sheets.*
- ❖ *Inspecting hygiene at work place and at labor cam.*
- ❖ *Reporting daily man hours and machine hours to safety manager for safety statistics preparation.*
- ❖ *Monitoring safety railings installation and reporting the unsafe conditions to execution team.*
- ❖ *Ensuring catch nets at height working area.*

### **TECHNICAL SKILLS:**

- ❖ *Operating Systems* : *Windows family.*
- ❖ *Applications* : *MS-Office (Word, Excel, Google form)*

### **INTERPERSONAL SKILLS:**

- ❖ *Ability to absorb and manage stress.*
- ❖ *Work effectively in multinational and multicultural environment.*
- ❖ *Proven motivational and leadership skills.*
- ❖ *under deadlines and pressure.*

### **STRENGTHS:**

- ❖ *Leadership Quality*
- ❖ *Comprehensive problem solving ability.*
- ❖ *Analytical soft skill like communication, willingness to learn*
- ❖ *Self-confidence & optimistic attitude*
- ❖ *Eagerness to learn new things*
- ❖ *Dedicated to work*
- ❖ *Adaptability to any new working environment*
- ❖ *Good interpersonal relation skill.*
- ❖ *Ability to work in group*

### **PERSONAL INFORMATION**

- ❖ *Marital status* : *Married*
- ❖ *Languages Known* : *English, Hindi, Urdu & Telugu*
- ❖ *Passport number* : *U5656813*

**Place:**

*Signature*

**Date:**

**MOHAMMED MINHAJUDDIN**