

# MUTWALI ELAMIN AHMED

## Safety Officer

### Address

DAMMAM, Saudi arabia-Al ammamra-King  
Saud St.Near Arabic Bank.

### LinkedIn

<https://www.linkedin.com/in/mutwali-ahmed-b112b714b>

**Phone** +966552350548

**E-mail** mutwalialameen87@gmail.com

**Date of birth** 1987-01-01

**Safety officer** with 3 year experience in Health & Safety with extensive knowledge of Health & Safety, motivated & committed as HSE who has goals to achieving the highest standards in HSE at workplaces, looking forward to getting more qualifications in Health & Safety, & more experience with those who have **professional in Health and Safety**.

## Experience

2017-05 - present

### Safety Officer

**Quality Performance Company-HSE Department-DAMMAM.KSA**

#### Responsibilities:

- Ensure that all personnel have received appropriate safety and health training as stipulated in HSE.
- Update the Safety and Health documents and follow-up on recommendations of safety committees and work group.
- Monitor and maintain safety and health, prevent and fight fires Mock Drill, respond to accidents and control environment pollution.
- Assist to Define and Specify all PPE (Personal Protection Equipment) to be used like clothing, Helmets, Goggles, Shoes, Gloves, etc.; designed to protect the wearer's body from injury from accidents bearing in mind the Hygiene of the employee and the work atmosphere.
- Observe , Reports all cases of non-conformance to HSE procedure.
- Conducts weekly Safety Inspection in all Areas of Workplace to identify existing and potential hazards.
- Recommends corrective actions to department managers to resolve safety, health and environmental issues and fire protection and prevention.
- Ensures all incidents are documented and reported properly for submission to HR & Admin for immediate processing.
- Develops training materials and conducts safety, fire training to all employees and staff for implementation to all parts of the business to inculcate to the staff the importance of health & safety safe practices in their activities including inspection all fire extinguishers in workplace.
- Assist to Safety Department Review at least once every quarter to review the achievements of the Safety and Health Objectives and improvements to the HSE manual.
- Prepares accident analysis to be presented during the HSE meeting.
- Regular visit to Sites for inspection Equipment with Mechanic.
- Issuing Roads permits (Ministry of transport) & Royal Commission Permits for trucks & trailers(Jubail).

2016-10 - 2017-01

### Business Coordinator

*Trans Orient Translation Office-Dammam.KSA*

#### Responsibilities:

- Computer – write letters and emails, prepare reports, and perform other basic tasks; proficiency in Microsoft Word is especially helpful
- Phones –both internal and external communication
- Calculators – to perform financial computations
- Expense reports – detailed lists of money spent by an individual or department

## Education

2019-11	<b>NEBOSH International General Certificate</b>
2019-10	<b>IOSH Managing Safely</b>
2017-07	<b>OSHACADEMY Construction</b>
2017-07	<b>OSHACADEMY Health &amp; Safety Specialist</b>
2009-08	<b>BSc of Economic- Omdurman Islamic University-Khartoum .Sudan</b>

## Licenses

2017-03	Available -SAUDI
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## Skills

Qualified HSE trainer .

Microsoft Excel,Microsoft Word PowerPoint, Outlook,

Willing to work a flexible schedule that includes early or late start times and nights.

Ability to work on own initiative

## Languages

Arabic Native Speaker - Very Good at English Writing & Speaking

