*Cover letter*

**MOHAMMED ABDUL RAUF**

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“Incident Accident & Injury Free is up to me"

*Respected HR Team,*

*I am submitting here with my resume for your perusal and favorable consideration for the post of ‘***SAFETY OFFICER***’ in your organization.*

*Review of my credentials indicates that I am a qualified QHSE from* ***IHSE college Gulbarga, ISO certified UK approved***

*; possess comprehensive knowledge of fire& Safety Engineering.*

*Possess rich domain knowledge with comprehensive understanding of execution of project of* ***APS-5 Camp Arifjan****.*

*With exceptional communication and interpersonal skills, my self-confidence, innovative approach and quick adaptability to changing processes and trends have been my biggest assets.*

*I am seeking a challenging job would synergize my skills and experience with the objectives of the organization.*

*The above credentials along with my enclosed resume make me ideally suitable for a position in your organization. I would appreciate an opportunity for a personal interview.*

*Thanking you in anticipating of a favorable reply.*

*Yours Sincerely*

***Mohammed Abdul Rauf***

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| **MOHAMMED ABDUL RAUF**  **E-Mail:**  **Abdulrauf.hse@gmail.com**  **Contact no:**  IND:+91 9591214126  KWD : +96551547874(WhatsAAp)  **SKYPE ID**  Abdulrauf (abdulrauf.hse@gmail.com)  **Present Address**  H.no.4-16 kufar tod moholla Behind masjid Humnabad 585330.  Dist BIDAR KARNATAKA  **Permanent Address**  H.no.4-16 kufar tod moholla Behind masjid Humnabad 585330.  Dist BIDAR KARNATAKA  **Personal Data:**  Date of Birth: 22-11-1994  Father’s Name: MD mauzam  Nationality : Indian  Marital Status : Single  Language: English, Hindi,urdu  **Passport detail:**  Passport no : P6567906  DOI : 14-12-2016  DOE : 13-12-2026 | Career Objective  To pursue a challenging career where I will be able to learn continuously and grow consistently and add value to the organization through my capabilities and learning.  Professional Qualifications   * **FIRE & SAFETY ENVIRONMENT**  from IHSE (institute of health and safety environment Gulbarga **2011-2012** * **30 HOURS OSHA 2012** * **IOSH** * **Perusing NEBOSH 2022** * **NCVT Awarded National Certificate in Fire and Safety**   **Engineering**  5 **FIRST AID TRAINING** St’ John Ambulance (INDIAN RED CROSS SOCIETY), India.  Academic Qualification   |  |  |  | | --- | --- | --- | | Exams | Board/University | Year | | PUC science | Shaheen PU college Bidar | 2013 | | 10th | Shaheen high school Bidar | 2011 |   Computer office Skills   * Proficient in use of most major computer systems * Spreadsheet applications, * graphic presentation applications & word processing applications * EHS software’s (e.g. Intellex )   relevant professional development and qualifications (CORE SKILLS)   * Create and Revise Spreadsheets, Graphs, And Presentations * Written and Oral Communication Skills * Accident investigation * Case Management * 8 Hr. ENVIRONMENTAL * 30 Hr OSHA   Experienced details  **TOTAL EXPERINCE**  ***COMPANY PROFILE 3of1 :*-**   * + **Duration :- 03/01/2019 to till date**   + **Organization: - KRH /AMENTUM APS-5 (Camp Arifjaan KUWAIT )**   + **Designation :- ESH TECHNICIAN (Safety Officer )**   Responsibility handles at site   * Oversaw the management, development, and continuous improvement of Environmental Safety & Health programs by coordinating IAW Policies & Procedures which brought the organization to % 100 percent compliance with OSHA. * Keeping HAZMAT and HAZWAP area enforcing OSHA 1910 101, 1910 126 and ISO14001.2015-2018 standards * Coordinating with third party contractors to conduct Environmental inspections and audits * Executed site safety & health programs to ensure compliance with state, federal and corporate requirements. * Conducted inspections within facilities and recommended appropriate actions to leadership of Operations for compliance with regulations and company policy. * Administered, and maintained site specific emergency response plans for each project. * Maintained EHS regulatory compliance on all projects which includes planning, scheduling and implementation of necessary programs and training (i.e. Hazard Communication, Work at Heights and fall protection, PPE, etc.). * Conducted incident & accident investigation and recommended corrective action guidance utilizing Root Cause Analysis skills to senior management. * Trained a class of up to 400 above employees on fall protection in OSHA Standards 29 CFR 1910 Subpart D and 29 CFR 1926 Subpart M * Inspecting [site conditions](https://www.thebalance.com/protecting-against-differing-site-conditions-844982) to determine if hazards are present and to establish procedures and policies to overcome those hazardous situations. * Determined what type of personal protective equipment (PPE) is needed and made sure that workers know how to operate and use tools and equipment.   Responsibility handles   * Conducting Safety Meetings, Tool Box Talk * Proactively observing workplace activities, working as an enforcing authority, and implementing controls by advising to site supervisors and workers how to eliminate or alleviate hazards, to rid oneself of a person, at acceptable level, and ensure that a workplace is safe for all personals. * Documentation- at all levels. (Checking PTW for crew authenticity, with attaches JHA-JSA-MS and Drawings to check the accuracy of workplace and observing TSTI. 3rd-Party Inspection Certificate, Checklists, and if task required, Energy-isolation {LOTO} also, and MSDS. Mandatory Checking for; Training Passports for authenticity of vendors and for new employees to Cross check there competency. * Checking Housekeeping- A neat and tidy workplace is a safe workplace by advising site supervisors and workers, implementing procedures of segregation and maintaining High-Level Housekeeping standards. * Maintaining Barricades; all time Taut & appropriate height- approx 1m height and 1.5 buffer distance from the edge of hazard or respect to task, with sign board indicating hazards with tag for additional information. like; Owner of installation with Name, craft discipline, cell no, time duration, If task require overtime to complete in hours of darkness- advising to site supervisor with implementing NIGHT WORK PROCEDUREs, It is highly mandatory that appropriate lighting arrangements must be done before start of any work in the hours of darkness. * No work under shadow, and if task required to closed road. A Road Closed Permit must be issued before blocking the road and shall be displayed at task location, using soft barricades that it shall not take much time to by pass any emergency equipment. * Complete daily activity reports, Bringing attention to take action on identified matter of concern and issues requiring resolution by higher authority. * Coordinate emergency evacuation drills at work site, Workshop and offices areas as per company scheduled. * Implementation of producers for Confined Space entry and other required permits * Monitoring of heavy equipment mobilization and working on site for safe operations. * Inspection for work site through different checklists   ***COMPANY PROFILE 3 :-***   * + **Duration :- 14/04/2018 to 03/01/2019**   + **Organization: - KRH URS APS-5 (Camp Arifjaan KUWAIT )**   + **Designation :- SUPPLY TECH & SAFETY REPRESENTATIVE**   Responsibility handles   * Responsibility handlesresponsible for U.S Government Property (GFP/GFE Items) in my AOR (Area of responsibility); * preparing transfers form to transfer GFE/GFP property * providing expendables to all sections * preparing paper work for turn in items * preparing the paperwork and specific forms for different tasks; * inventory and validation of Military equipment enablers; * tracking and validate TMRs; * receive, stores and issues equipment, materials, supplies, merchandise or tools and compile stock records of items in stockroom, warehouse or storage yard; * sorts or weighs incoming articles to verify receipt of items on requisition or invoice, examines stock to verify conformance to specifications and stores articles in a variety of storage locations; * compiles reports on use of stock handling equipment, adjustments of inventory counts and stock records, damage to stock, location changes and refusal of shipments; * distribute stock among production workers, keeping records of material issued, make adjustments or repairs the articles carried in stock or cut stock to site to fill order;   Update Excel file with all equipments from Warehouse weekly – Parking Plan, after scanning them.  ***COMPANY PROFILE 2:-***   * + **Duration :- Date:- 15/04/2016 to 01/08/2017**   + **Organization: - JUNAIDI ENTERPRISES**   + **Designation :- RECRUITMENT EXECUTIVE**   Responsibility handles at site  **Locate Candidates**   * Executive Recruiters use online channels such as Headhunter, Linkedin and similar sites for job-seekers to identify candidates with the skills sets necessary for the sought position. They will then contact the candidate and pitch them on their firm.   **Interview Candidates**   * The Executive Recruiter is the candidate’s entry point into the firm when it comes to high-level positions. Interviews can be conducted on-site or virtually. The Executive Recruiter will ask a series of questions to determine whether the candidate is a good fit for the position and company culture.   **Perform Background Checks**   * Executive Recruiters are responsible for ensuring that any candidate they bring to management is on the level they claim to be. This part of the job includes criminal and credit background checks, as well as thorough check-ins with references provided.   **Network with Clients and Candidates**   * A significant part of an Executive Recruiter’s job is building a reputation for their company. Leaving candidates with a good impression of the recruitment process ensures that word will spread and direct future candidates towards the firm.   **Spreadsheets –**   * The Executive Recruiter will often be tracking dozens of candidates at a time. Spreadsheets such as Excel make it possible to collate this information and compare candidates to each other in an easy-to-read format   ***COMPANY PROFILE 1 :*-**   * + **Duration :- Date:- 05/09/2013 to 01/02/2016**   + **Organization: - RAHIL CONSULTANCY&CONSTRUCTION’S**   + **Designation :- SAFETY ENGINEER**   Responsibility handles at site   * TBT toll box talk * PTW check list * Inspecting [site conditions](https://www.thebalance.com/protecting-against-differing-site-conditions-844982) to determine if hazards are present and to establish procedures and policies to overcome those hazardous situations. * looks for broken equipment * defective tools and other potential hazards * Determines what type of personal protective equipment (PPE) is needed and makes sure that workers know how to operate and use tools and equipment.   Responsibility   * Assist with the preparation of a construction health and safety plan * Confirm necessary documentation was submitted to the relevant authorities * Attend project planning meetings * Assessments and approval of contractor(s) health and safety plans * Attend the contractors site handover * Attend regular site, technical and progress meetings * Facilitate site health and safety meetings * Identification of the hazards and risks relevant to the construction project through regular coordinated site inspections * Establish and maintain health and safety communication structures and systems, distribution of health and safety specific documents to sub-contractors * Compiling project specific emergency response and preparedness plans * Testing the effectiveness of the emergency response plans * Conduct site safety inductions * Evaluate the levels of compliance of subcontractors to the project specific health and safety plan and client specifications through inspections and audits * Oversee the reporting and investigation of project related incidents * Oversee the maintenance of all records * Participation in management reviews of the health and safety systems * Use of trends analysis to identify system deficiencies and incident trends, outline relevant improvements * Incorporation of changes into a health and safety management system * Review and update the health and safety plan * Development of technical reports in relation to health and safety issues and communicate through presentations to diverse groups of decision makers   Declaration  I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.  **(MOHAMMED ABDUL RAUF )**  **.ASSSSS** |
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