

COVER LETTER

MANNAN AHMAD

HSE SUPERVISOR

SAMAMA Holding Cont. Company, KSA

Mobile #:0966-580540687

Email: mannanhse@gmail.com



Respected Sir,

I am seeking a goal-oriented post in your esteemed organization so I would like to submit my CV for a suitable position. I possess professional qualification and skills like communication, interpersonal & technical knowledge that would surely benefit from the progress of your company and my future prospects too.

Therefore I would be highly thankful if you organize an interview so that we can meet in person for an available significant position.

I have done NEBOSH IGC, OSHA (IASP), IOSH (Managing safely), and Industrial Safety,

I have more than **6+ years of experience in abroad** and worked at various levels in the domain of Personnel safety, occupational safety and environmental safety which made me compatible to understand each and every component of the same.

Where my role is Inspection, Hazard Identification, Training, coordinate, guide and assists the person to prevent from unexpected hazardous risk occurrence.

Personally, I bear traits of optimism and hard work which makes me compatible with the assigned roles and responsibilities.

I find your offer to be excellent for my career hence I have a deep interest in the same.

Thanks for taking the time to consider my application sincerely,

Mannan Ahmad

mannanhse@gmail.com

+91 94 73 47 67 29

+966 580540687

**CAREER
ASPIRATION**



**PROFESSIONAL
PROFILE**



Diligent and qualified a continuous learner aspiring to secure a coveted long term HSE professional position in organization where hard work, dedication and ability to acquire new skills that will enable collective excellence, technical growth, personal fulfilment and ensure workplace activities are in compliance with the Saudi regulations and standards.

- Strong knowledge of safety procedure (NEBOSH, IOSH and OSHA standards)
- Ability to monitor and implement safety measures and effective strategies to reduce risks and hence improved safety.
- Ability to handle disposal of highly hazardous chemical products carefully and successfully, Skilled in safety planning and safety orientation.
- Experienced in handling emergencies and taking appropriate decisions.
- Strong experience in Underlying cause analysis, accident/incident investigation, and safety assessment.
- Gained experience in being a task oriented for the achievement of the assigned task.
- An effective communicator with strong logical skills and the ability to relate to people at any level of development and management. Ambitious and committed to excellence.
- **Post Graduate Diploma in Personnel Management from AMU**
- **NEBOSH IGC-UK**
- **Certified CRP, AED, First Aider**

CAREER CONTOUR

KNOWLEDGE

DOMAIN



SPECIALISED

QUALIFICATION



Abroad Experience 6 years & 9 Months

- ◇ Induction. Monitoring & Guiding.
- ◇ Risk Assessment
- ◇ Implementation of Safety Policies & Procedure.
- ◇ Corrective & Preventive Measure.
- ◇ Capacity Building and Training & Development.

○ **IOSH (Managing Safely) from UK.**

- First Aid from National Health Care (American Health Care guideline.)
- OSHA - Occupational Safety and Health Administration USA
- Industrial safety from national Institute of Labor Management.

KNOWLEDGE DOMAIN

- | | | |
|------------------|-------------------------------|---------------------|
| ● Induction | ● Accident/Incident reporting | ● Defensive Driving |
| ● HSE Training | ● Ensure Workplace Safety | ● First Aider |
| ● Zero Tolerance | ● Handling sudden situation | ● HSE Auditing |

**ACADEMIC
QUALIFICATION**



**PROFESSIONAL
EXPERIENCE.**



SAFETY OFFICER



2001 Post Graduate Diploma in Personnel Management AMU-(UP)

2000 Bachelor of Arts from Aligarh Muslim University (U.P.)

Intermediate equivalent to 10+2 from AMU Aligarh

Matriculation equivalent to 10th B.S.E.B.

My last accomplishment was with united Hi-Tec pvt.Ltd.at Tata power company Jamshedpur

1) November 2018 to November 2021- Shree Dutta Engineering Pvt. LTD. INDIA

2) Sep. 2012-Sept.2018- Samama Holding contracting Co. Riyadh, K.S.A

3) July 2008 to March 2009, Al Rostamani Pegal Contracting Company. UAE

Key Deliverables:

- ◇ Developing and implementing safety policies for preventing workplace injuries
- ◇ Training and guiding employees in staying safe and averting accidents
- ◇ Ensuring workers are wearing safety gears and taking actions against violators of the rules. Inspecting interior and exterior work areas and analyzing safety hazards
- ◇ Inspecting, monitoring, and enforcing safety guidelines according to Saudi regulations and standards
- ◇ Conducting investigation on workplace accidents, if any, and taking appropriate actions
- ◇ Planned and implemented measures to prevent fire and accidents due to hazardous materials
- ◇ Identified training needs and developed appropriate training programs
- ◇ Conducted regular safety audits and presented reports to the management
- ◇ Analyzed and purchased latest safety equipment for workers
- ◇ Work permit system and safe method for working.
- ◇ Firefighting training and fire extinguisher, distinguisher inspection.
- ◇ Inspection of locate unsafe condition or unsafe practices or malpractice.
- ◇ Mechanical, Civil, Electrical safety inspection and identification if safety hazard and monitoring, safety awareness.

June 2009 To August 2012 Worked with Aarvi Encon Limited, INDIA

Key Skill as Safety Officer

Conduct and explain to all employees about standards, laws and site safety procedures.

Prepared safety manual according to guideline.

Investigate cause of accident prepare report and discuss with top management.

Trained, Experienced and Skills Knowledge of the use of various Safety equipment like fire extinguishers, breathing apparatus, gas detectors etc



TRAINING & WORKSHOPS



IT'S PURVIEW



PERSONAL DOSSIER



Design safe work spaces, inspect machines, or test quality.

Knowledge of Task Risk Analysis, Job Safety Analysis, First Aid, occupational illness and emergency evacuation.

Capable of conducting site safety surveillance

Identify potentially hazardous situations and initiate means to rectify the same.

Prepare accident, injury and illness reports to detect problem areas.

Plans and directs safety and health activities to evaluate and control hazards.

Investigates cause of accidents and prepares accident reports

- Title : **Work at Height, Confined Space, Safe Excess and Egress, Hazardous Chemical Handling, Power Tools Safety, Fire safety, Electrical Safety**

Organization: Samama Holding Contracting Company

- Title: **Basic of Scaffolding.**

Organization: Samama Holding Contracting Company.

- Proficient user of MS Office tools like Excel, PowerPoint, Outlook and Word
- Configure, installation, testing and troubleshooting of common computer software.

◇ Date of Birth : 10th May 1981

◇ Marital Status : Married

◇ Languages Known : Arabic (Basic), English (SRW), Urdu (SRW), & Hindi (SRW)

◇ Passport No. : L4543743

◇ Passport Issue Date: 20-01-2014

◇ Passport Expiry : 19-01-2024

Date:

Place: New Delhi

(MANNAN AHMAD)



Health and safety practical application

A unit of the :
NEBOSH International General Certificate in Occupational Health and Safety
NEBOSH National General Certificate in Occupational Health and Safety

Mannan Ahmad

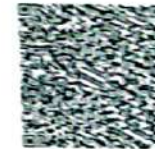
achieved this unit on
13 December 2019

William Nixon
Chair

Ian Taylor
Chief Executive

Master log certificate No: GC3/00504287/1149851

SQA Ref. UE47 04



**The National Examination Board in
Occupational Safety and Health**

Registered in England & Wales No. 2698100
A Charitable Company Charity No. 1010444



This is a certificate awarded to

Mannan Ahmad

on successfully completing

Managing Safely

a course approved and validated by the

Institution of Occupational Safety and Health

in association with

NIST Institute Pvt Ltd

Approved Centre: 683

Signed on behalf of IOSH

Chief Executive

Course Organiser



Date: 17 August 2019

Cert No: 682989

Possession of this certificate does not confer exemption from accredited qualifications which lead to membership of IOSH.



NATIONAL INSTITUTE OF LABOUR EDUCATION & MANAGEMENT

The Board of Academic & Executive Council of
National Institute of Labour Education & Management
hereby certifies that


Sbri./Smt. MANAN AHMAD

having undergone the Six months Diploma programme in

INDUSTRIAL SAFETY

with Registration No. IST16/2640 has been declared
passed in FIRST class in the prescribed examination
held in APRIL - 2002 conducted by the Institute.

In Testimony whereof the said Diploma is
awarded in the year 2002


ASST. REGISTRAR (EXAMINATIONS)

DATE: 28 JUN 2002

CHENNAI




DIRECTOR



International Association of Safety Professionals


In recognition of the successful completion of the requisite course of study and by virtue of authority granted by The International Association of Safety Professionals hereby presents the

30 Hour - General Industry Safety OSHA Compliance

Certificate Awarded to
Mannan Ahmad

In witness whereof this Certificate, signed by the International Association of Safety Professionals Certified Trainer and sealed with the corporate seal of The National Association of Safety Professionals, is granted. The Signatory below is solely responsible for the quality and content of said training, and attests to attaining certification appropriate to provide training from The International Association of Safety Professionals.





President, CEO



Executive Director

561343
Student ID



Certified Trainer Signature

2021-01-21
Date



Green World Group

Certificate

This Is To Acknowledge That

MANNAN AHMAD

Is certified in

Essentials fire safety principles

*Who has successfully completed all requirements and criteria for said
certification through examination administered by GWG*

This certification is earned on

25 NOVEMBER 2019

Reg No: EFSP/2019/IND/01418

Director Signature



المعرفة
Knowledge
DUBAI PERMIT NO: LAG000067004-2027
KADA PERMIT: 627073

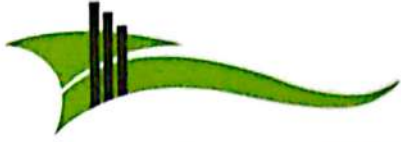
بلدية دبي
DUBAI MUNICIPALITY
DUBAI PERMIT NO: NSCE-2018-000295



غرفة دبي
DUBAI CHAMBER
MEMBERSHIP NO: 245664



The Certification may be verified at <http://gwgroup.com/gwg-certificates/ValidateCertificate.html>
using the certificate holder's registration number



Green World Group

Certificate

This Is To Acknowledge That

MANNAN AHMAD

Is certified in

First Aid at Work

Who has successfully completed all requirements and criteria for said certification through examination administered by GWG

This certification is earned on
21 NOVEMBER 2019

Reg No: FAW/2019/IND/01917

Director Signature



المعرفة
Knowledge
KHDA PERMIT:
627073

بلدية دبي

DUBAI MUNICIPALITY
DUBAI PERMIT NO: NOCE-2018-000205



غرفة دبي
DUBAI CHAMBER
MEMBERSHIP NO. 245664



المؤسسة العامة للتدريب التقني والمهني
Technical and Vocational Training Corporation
Under direct supervision of Saudi TVTC

The Certification may be verified at <http://gwgcorporate.com/gwg-certificate/ValidateCertificate.html>
using the certificate holder's registration number

Hazardous Waste Operations and Emergency Response Management - 30 Hours Online Program

This is to certify that

MANNAN AHMAD

was awarded this qualification on

04 NOVEMBER 2019

Sujith Menon
Executive Director



Master log certificate No: HAZ/3761/19
CPD Certificate Ref No: A004942



The CPD Certification Service
The Coach House, Ealing Green
London W5 5ER

*HAZWOPERM training is covered under guidelines of OSHA standard 29 CFR Part 1910.120

Date : 02/10/2018

الموافق : 2018/10/02

Experience Certificate

شهادة خبرة

Name	: MANNAN AHMAD AMIRUDDIN .	الاسم	: منان احمد امير الدين احمد
Emp. ID	: 071259	الرقم الوظيفي	: 071259
Nationality	: INDIAN	الجنسية	: هندي
ID#	: L4543743	رقم السجل المدني	: L4543743
ID Date	: 20/01/2014	تاريخ السجل المدني	: 2014 / 01 / 20
Place of Issue	: RIYADH SAUDI ARABIA	مكان الإصدار	: الرياض المملكة العربية السعودية

This is to certify that above mentioned employee has worked for SAMAMA Group at Engineering College - Taif since 11/09/2012 up to 10/09/2018. The last position of the employee was SAFETY OFFICER.

بينا تشهد شركة ساماما للتشغيل والإدارة بأن المذكور أعلاه عمل لدي مجموعة شركات ساماما من تاريخ 2012/09/11 م الي تاريخ 2018/09/10 م بوظيفة مسئول أمن وسلامه وهي آخر وظيفة له لدي المجموعة.

This certificate was issued upon the request of the employee without any liabilities to other parties.

وقد أعطيت له هذه الشهادة بناء علي طلبه دون أدني مسئولية علي الشركة تجاه الغير


Human Resources Director



Cc : Personnel Data Section

من قسم الحساب الالي والرواتب



الرستماني بيجل ذ.م.م.
AL ROSTAMANI PEGEL L.L.C.
شركة هندسة مدنية وإنشاءات
CIVIL ENGINEERING & CONSTRUCTION COMPANY



March 10, 2009

TO WHOM IT MAY CONCERN

This is to certify that **Mr. Mannan David**, holder of Indian Passport No. E4949303 was employed with us from 6th July 2008 till 3rd February 2009.

He was holding the position of "Safety Officer" at the time of leaving the services of the company.

We wish him all the best in his future endeavors.

Yours sincerely,
for Al Rostamani Pegel LLC

Ibrahim Bashir
Group HR Manager



Commercial Register No: 51378

Share Capital Dhs : 5,000,000

Main Office: Waha Community, Block F - Office 1008, Ras Al Khor, Dubai

P.O. Box 26649, Dubai - United Arab Emirates

Tel: 04-2898090, Fax: 04-2898091, E.mail: arpdubai@emirates.net.ae



SHREE DATTA ENGINEERS PVT. LTD

Specialities in Piping, Tanks, structure & Equipment

Fabrication & Erection of Pipe & structure , Painting, Project & Maintenance Works

Office No : 02 Upper Ground Floor, Shilpi, Near Morbi Tiles, Shravan Chokdi, BHARUCH-392 001 Ph.: 02642-239275, Mo. : 9099973615
Email : shreedattaengineers03@gmail.com Website : www.shreedattaengineers.co.in

Ref:- SDE /SO/ 02535/21

Date : 23.11.2021

TO WHOM IT MAY CONCERN

This is to certify that **Mr. Mannan Ahmad S/o- Amiruddin Ahmad** has worked with us as a **Safety Officer** from 12.11.2018 to 23.11.2021 at SRF Dahej, Gujarat.

During his tenure with us , we found him to be sincere, hardworking , conscientious and honest.

We wish him all the best for his future endeavors.

with good wishes

for Shree Datta Engineers Pvt. Ltd.

Authorized Signatory





Aarvi Encon Limited
Formerly known as Aarvi Encon Private Limited
CIN : L29290MH1987PLC045499
(ISO 9001 : 2015 & OHSAS 18001 : 2007)

Regd. Office : B1-603, 6th Floor, Marathon Innova, Marathon Nextgen Complex,
Opp. Peninsula Park, Lower Parel, Mumbai - 400 013, INDIA.



Ref. No. AEL/0509/12

Date: 14.08.2012

To Whom It May Concern:

This is to certify that **Mr. Mannan Ahmad** had worked with us in this organization as a **Safety Supervisor** from 23.06.2009 to 14.08.2012 at site HPCL Chembur , Mumbai.

During the above working period we found him to be punctual in duty and dedicated to his job. He bears a good moral character and conduct. He was also hard working person and efficient to his job.

We wish him all the success in his future life.

For Aarvi Encon Limited


(HR Manager)

Sunita



ASB/99/ N° 300306

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

مَدْرَسَةُ



عِلْمٌ نُّورٌ

Bachelor of Arts (Pass)

This is to certify that

Mannan Ahmad,

Roll No. 96 HSB-025, Enrolment No. Y-0969,

obtained the degree of Bachelor of Arts (Pass)
on the basis of the Examination held in

2000. The subjects in which he/she was
examined were :—

Main Subject

History

Subsidiary Subjects :

Urdu
Political Science

Compulsory & General Courses :

1. English
2. Urdu / Hindi / Indian History and Culture
3. Muslim Theology / Ethics / History of Science +
History of Civilization
4. General Course

Foundation

ALIGARH MUSLIM UNIVERSITY
ALIGARH - 202002 (INDIA)

Dated

31 OCT 2001


Vice-Chancellor

Dip. No 0127

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

مَا لَمْ يَكُنْ



عَلَّمَ الْأَنْبِيَاءَ

Postgraduate Diploma in Personnel Management

This is to certify that *Mannan Ahmed*
 Roll No. *007PM-20* has passed the Postgraduate
 Diploma in Personnel Management Examination
 of the Aligarh Muslim University in *192001* and
 that he/she was placed in *Second* Division.

ALIGARH MUSLIM UNIVERSITY
 ALIGARH

Dated 16.08.03.

Z. Ahmed
 Vice-Chancellor

Cert./97, No 000164

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ

مَالِکِ



عِلْمِ الْاِنْسَانِ

Roll No. 4700/c

Enrolment No. Y-0969

Senior Secondary School Certificate Examination, 1996

This is to certify that Mannan Ahmad

has passed the Senior Secondary School Certificate Examination of the Aligarh Muslim University held in 1996, and that he/she was placed in Second Division with Distinction in X X.

The subjects in which he/she was examined were :—

- (1) English (2) Muslim Theology or History of Modern Civilization (3) Advanced Urdu or Ele. Urdu or Ele. Hindi or Ele. Persian or N.M.T. Urdu or Indian History & Culture
- (4) Accountancy (5) Commerce (6) Economics

ALIGARH MUSLIM UNIVERSITY
ALIGARH-202002 (INDIA)

Date of issue 31 OCT 2001

Hasnain
Controller of Examinations

PRIYADARSHINI MULTIMEDIA TRAINING CENTRE



P.G. Diploma in Computer Application

Comprising of Computer Fundamentals, Introduction to Operating System-DOS, Windows, Lan, Introduction to Multimedia, Word Processing, Spread Sheets, Documentation, Presentation Techniques and Programming Techniques Application Development using 4GL Language FoxPro Multiuser Operating System, Unix, Programming in 'C', OOPS/ C++ SAAD, Diagnosis Virus Tools and project.

This is to certify that

Dr./Mr./Ms. Mannan Ahmad
D/o, S/o, W/o Amiruddin Roll No. 26 has successfully
completed Six months courses in P.G. Diploma in Computer Application
conducted at Bokaro in 2002
and was awarded grade A

Z. Rahman

Vice-President

F. Salayoni

President



S. No. : _____

Date : _____

GRADE

Distinction	Excellent	90% & Above
A	Very Good	80-89%
B	Good	60-79%
C	Fair	46-59%
D	Average	Less than 45%