

Mustafa Tawfik

Date of Birth	Address	Phone	E-mail
30 May 1983	Prince Sultan Bin Fahd	+966554041646	Mustafa.tawfek@yahoo.com
Married	Street, Cordoba, Khobar KSA	+201111144641	
Two Children		+20221021516	

QHSE Expert

Dear Hr Manager,

I read with interest your recent listing for the QHSE post to announce my candidacy. With exceptional planning and analytical capabilities I am a competent candidate. Additionally, I possess both Lean six- sigma and emphasis in Project Management and fifteen years of Quality Assurance and 10 years in HSE.

In my current position my responsibilities include implementing customer complains case studies analysis for various business problems and executing process-driven control methods. My statistical analysis skills have allowed me to identify areas of needed improvement and then to strategize and develop plans to address those areas. With applying good quality assurance controls I have been able to reduce costs and improve performance plant-wide as the QHSE Manager, I am able to implement excellent quality controls and to help workers improve in those areas in which they need to improve by identifying when standards are not being met. With repeated errors I recommend termination or other discipline. Additionally, I have excellent orals and written communication skills.

My work experiences during the last years make me competent in different standards and criteria like (ISO 9001:2015, 14001:2015, 18001:200, API Q1, Q2) Also Strong experience with HAZMAT, Hazard Identification, Risk Assessment process, Incident Investigation and Chemical handling process.

I know you will agree that I pose the best possible choice for the QHSE Manager position. Please call me to schedule an interview. My resume is enclosed.

Regards

Mustafa.

Linked: <https://www.linkedin.com/in/mustafa-tawfek-44a38a41/>.

References: available upon request.

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Career Objective:

To keep myself involved in the field of QHSE and to take any job related to those field as a Profession at oil and gas filed and or any other related filed.

To provide the knowledge, skill, expertise and effort in various qualitative Applications.

To seek a responsible and challenging position in an organization this would provide me with an opportunity to contribute positively towards the organizational objectives.

Career Summary:

A graduate from Worker University with total 15 years of experience as QHSE manager

- Performed QHSE system as well as reviewed processes for processing departments within the Company.
- Analyzing NCR findings from all process and reports corrective actions and opportunities for Improvement.
- Made recommendations to helping reduce errors as well as process variations.
- Demonstrated management review meeting reports from time to time regarding IMS status and KPI.
- Ensure implementing modifications to Quality Assurance as per the standards.
- Demonstrated leadership by training the teams on all QHSE metrics and guidelines.

Educational Background : BSC Quality Control Specialist. "Workers University" Academy of Specialized Studies (Quality- Production).

Computer Skills:

Computer Operating Systems, Microsoft Office 2013, Performance Improvement Management (PIMS), Project Completion System (PRCOS), Supplier management System (RIG SMS),(RIG office)

Professional Skills:

Analytics, Behavior Based Safety, Business Process Improvement, Change Management, Construction, Communication, Customer Satisfaction, Construction Safety, External Audit, ERP Implementations, ERP Software, Facilities Management, Inspection, Hazard Analysis, HSE Management Systems, HSE auditing, Project Management, Quality Assurance, Quality Auditing, Quality Improvement, Quality Management, Quality Control, Root Cause Analysis.

Training and certification record:

Achieved Training Record			
1	Certified Internal QMS Auditor ISO 9001:2008	2	Certified Professional Safety Engineer
3	Certified Lead Audit Course 9001-2008	4	Certified Project Management Professional (PMP)
5	NEBOSH	6	Certified Leader Auditor OHSAS 18001:2007
7	Certified Safe lifting operation rigging and slinging	8	Mastering the art of facilitation
9	Certified Forklift operation.	10	Producing results with others
11	Certified First Aid.	12	Development and Managing Using Lominger Competencies
13	Certified Hydrogen sulphide H2S safety.	14	NASP Diploma
15	Certified Basic Fire extinguisher	16	Certified Leader Auditor ISO 14001:2015 EMS
17	ISO 14001:2004 Environmental management systems	18	Designing and Delivering Compelling Presentations
19	Hazard identification	20	Certified API Q1 9 th
21	Certified Leader Auditor OHSAS 45001:2018	22	Scaffolding competent / inspector
Training ingoing			
1	Certified quality Engineer (CQE) ASQ.	2	ASP (Association safety professional)
3	Lean Six Sigma Green Belt	4	Risk management. ISO 31000
4	NEBOSH Diploma With RRC International Phase A		

Visa and driving license: USA B1/B2 Visa. UAE _ QATAR _ EGYPT driving license

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Professional Experiences:

Bureau Veritas

From 01.10.18 Up till now

Position: QHSE Auditor:

- Receiving and Prepare for all schedule audits processes and select auditing team as per the audit scope.
- Review the audit process and requirements as per certification scope.
- Issue the audit plan, schedule and agenda and contact the key person to confirm the audit.
- Participate with audit as per schedule and reviewing all department as per the ISO criteria.
- Issue the audit report with all findings including on-going corrective, preventive actions, and the effectiveness of those actions.
- Close of meeting and update the certification manager with the reports and update the system with audit report and send it to the clients.
- Recommend to issue the certification and or renew the certification.

Infinity petroleum service (Free zone)

From 06.05.17 till 30/09/2018

Position: Free Lancer QHSE Manager:

- Provide expert advice to Directors, management and operational staff on Quality Assurance Systems and activities in line with API Q1 9th.
- Supervision for scrutinizing and monitoring our operational activity, with a view to ensuring compliance and exceeding of the standards required by current legislation, regulation, guidance and practice standards.
- Provide a proactive approach to quality assurance activities within the Quality Assurance Systems to ensure that quality of work across all department provision is improved.
- Setup an active contribution to embed audit and evaluation into services and support a learning and continual development organizational culture.
- Reporting regularly to senior management at quality assurance meetings.
- Monitoring outcomes against inspection criteria and ensuring that information is feedback to improve service delivery to meet timescales and client requirements.
- Provide ongoing casework audit and feedback regarding audit outcomes and tracking corrective action.
- Ensure ongoing development of systems for a range of audit activities to inform practice improvements and service developments and to ensure they continue to meet API Q1 and other statutory And regulatory requirements.
- Develop questionnaires and undertake surveys or focus groups to obtain feedback from clients, in order to enhance the service level and to implement the required improvements.
- Working closely and support the operational team to ensure that the data is collected from a range of sources effectively to improve quality and performance of provision.
- Following up with research and changes in relevant legislation, guidance, regulation or practice standards to inform best practice and best use of resources.
- Represent Infinity with national, international QHSE standard. And or Authority
- Strong HSE experience with HAZMAT.
- Competent knowledge of Hazard Identification and Risk Assessment process
- Competent in Incident Investigation and knowledge of process
- Competent in Chemical handling process

National Oil Well Varco (RIG Solution Department) Egypt Branch

From 28.06.12 till 20/03/2017 **Position:** EGYPT QHSE Manager

QHSE description:

Develop and implement QHSE best practices to minimize the quality, health, safety and environmental risks by Ensuring adherence to all government laws, regulations and internal company or Industry environment and Occupational health and safety guidelines and contractual requirements, from Concept Phase to decommissioning and disposal phase.

A) Organization Effectiveness:

Develop, Monitor & communicate:

- QHSE Operational Plan in line with NOV practices.
- Annual budget & forecast and its implementation.
- QHSE policies, procedures & guidance application & its implementation in accordance with best practices.
- Smart business objectives with preset targets and KPI's.

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- Strategic management support within production , operation in line with QA/QC standard and regulation.
- Project QHSE plans and execute initiatives aligned with NOV strategies.

Evaluate effectiveness & implement recommended improvement strategies for:

- Risk Assessment.
- QHSE performance of suppliers.
- Continual improvement culture with the goal of zero injuries or serious accidents efficient & Competitive QHSE Social improvements.

Manage & Ensure:

- Clients' contractual obligations all time implementation & adherence with QHSE.
- Effective Management systems performance
- Completion of Documentation including counseling remarks, identification of training and development needs.
- Delivery of training courses to NOV staffs in relevant areas
- Deployment & dissemination of appropriate Knowledge management system for knowledge sharing / transfer across the organization.
- Strong HSE experience with HAZMAT.
- Competent knowledge of Hazard Identification and Risk Assessment process
- Competent in Incident Investigation and knowledge of process
- Competent in Chemical handling process
 - **Represent NOV with national, international QHSE standard. And or Authority**

RCE Ranya Contracting Est. From 12.02.11 to 12/6/12.

Position: **HSEQ Manager**

HSEQ description:

To develop and implement QHSE best practices to minimize the LTI and cost of quality and adherence to QHSE system including QHSE policy, objectives and safe system of work.

- Provide Legislative and regulation advice to the Management team on all matters relating to HSEQ
- Liaise with registration bodies, customers and suppliers as necessary to resolve problems and recertification.
- Responsible for maintaining quality accreditations for ISO 9001, 14001, 18001 ensuring periodic audits are scheduled to ensure ongoing compliance.
- Implementing and enforcing an internal HSEQ audit schedule to ensure all projects are complying with the requirements of QHSE system and accreditations.
- Maintain the management system and identify and implement initiatives to improve it including all procedures, safe systems of work, offering support and advice on Risk Assessments, Method statements and COSHH.
- Support project team in respect to third party/client HSEQ audits.
- Supervision of project team complying standardized approach to the QHSE standards and service delivery established by the senior board.
- Establish the minimum standard of HSEQ qualifications required by project representatives, manage and maintain QHSE training requirements for office representatives.
- Ensure proper incidents and accident investigations.
- Advise the group on legislative and regulation updates, ensuring all QHSE documentation is kept up to date,
- Support client on HSEQ matters/ Audits.
- Advice, guide, support, promote awareness and coach all personnel with the implementation of the company's policies and procedures. Complete other projects at the request of the Management
- Preparation and implication of method of statements, request for inspection (RFI), work instruction (WI),
- Preparation and completion of inspection test plan (ITP),
- Ensuring the work performed conforms with project specifications,
- Preparing QHSE plans for all projects and obtaining approval from clients.

Target Engineering Construction Co.(L.L.C) PIC Power, Instrumentation & Control Division, Abu Dhabi (**Qatar branch**) from 22.04.10 to 06/01/2011 **QHSE Supervisor (Qatar Petroleum).**

- Provide support and direction in the establishment and maintenance of the project QHSE systems and Undertaking monitoring and surveillance activities to confirm Its effective implementation.
- Providing leadership to QHSE department, ensuring compliance to QHSE standards on construction sites With respect to all disciplines
- Ensure implementation of the company specifications, procedures and standards,
- Ensured that all QHSE records are identified and retained in accordance with project, client and regulatory Requirements, and provided QHSE input to a continuous improvement process.

- Prepared and implementation of method of statements,(RFI), (MCCR) mechanical completion check record and inspection test plan (ITP),
- Ensured the work performed conforms with project specifications,
- Ensured that the delivered materials are in compliance with approved drawings and specifications.
- Ensured and surveillance all testing and review all equipment calibration,
- Provide proactive technical advice for safe field activities,
- Provide an effective safety monitoring and supervisor for safe activity method.
- Verify permits to work and risk assessments procedure implementation ,
- Ensure that all scaffolding is tagged and a safe condition
- Identify site hazards, non-conformances, corrective and preventive actions and bring them to the immediate attention of site supervision (and record).
- Closely monitor high risk activities; confined space, lifting activities, work at height, ETC,
- Produce pertinent toolbox talks with the assistance of responsible construction supervision including the identification of proactive and reactive site issues for communication to enhance safety culture.
- Accident and incident Investigate to prevent recurrences.
- Lead junior safety officers and safety assistants in an immediate response to incidents and emergency situations that occur on site, act as emergency marshals and provide first aid.

CONTROL CONTRACTING TRADING COMPANY OIL & GAS (CCTC) UAE

Project Department Abu Dhabi, From 14.01.09 to 12.02.2010

QA/QC Engineer Description

- Project Coordinator For Three Petroleum Rigs For (LONE STAR, NORBIE, DELIBA) Brazilian Petroleum company,
- Prepared the daily ,weekly progress report & planning activities,
- Ensured that all work done as per project specification and drawing,
- Attended all site inspection with client at vendor site compliance with RFI,
- Rectified all remaining punch list raised by client (A and B cat),
- Ensured of completion of (ITR) inspection test report and submitting to approval from client,
- Ensured with engineering to make as built drawing as per site condition,
- Responsible for 25 systems (the biggest systems were (L&S) lighting and small power, (F&G) fire and gas, (HVAC), UPS etc),
- Prepared for all systems starting from cable tray installation to termination work. this mission is required doing review & revising cable schedules, circuit breakers, termination diagrams and various drawings,
- Ensured and surveillance (FIM) free issue materials received from client,
- Checked the drawing and made (MTO) for the materials received from client,
- Prepared the master list for HVAC and electrical materials,
- Coordination with planning and engineering for all document client provided and document registers and issues for site all updated drawing As Per last revision.

UNIVERSAL GROUP FOR ENGINEERING INDUSTRIAL (Egypt). FROM 06/01/2005 to 28/11/08 Position: **QA /QC ENGINEER**

- Prepared the annual plan for internal ISO audit
- Prepared all reports related to production department effective of production and corrupted output and analysis the reasons
- Ensured and surveillance that all corrective and or preventive actions in response to quality system and Product quality problems identified, implemented and effective
- Monitored the performance measurement of quality management system, customer satisfaction, process, Product, and service in line with the quality, objectives report to quality 9001-2008
- Prepared hazard identification, risk assessment and control follow up for the corrective and preventive action That result for accidents analysis and nonconformity.
- Updated the (ERP) Bann system by all information related to quality assurance.

Individual Skills:

Ability to Learn Quickly. And How to Deal With Others.	Excellent Communication Skills
Hard Working. Ambition. Delegation, team Work Skills. And Motivated.	Problem Solving Skills
Ability to Work under Pressure.	Precision In Working
High Level of Attention to Minor Detail.	Ability to Handle Multiple Tasks
Good Observation to all details & Interpersonal Skills	Decision making.
Planning and organizing.	

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