

Hawra Jamal Habib Al-Muailu

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***Seeking for a job that would be suitable for my qualifications, skills and talents. That will help me to improve myself and provide the best that I can give.***

## Work Experiences:



### **Facilities, Safety Coordinator in Niagara College in LNA (the Leading National Academy in Khobar)**

#### Holding the responsibility to:

- Assist in managing maintenance activities, including and not limited to, the coordination of cleaning, catering and organizing general administrative services
- Conduct and document regular facilities inspections
- Coordinate facility staff and third party in central services, such as cleaning, catering, waste disposal
- Inspect and report the completed work by contractors and vendors and ensure efficient utilization of facility staff
- Respond to facility and equipment alarms and system failures and - report to the Campus Principal
- Provide prompt response to requests and issues from facility occupants
- Completing inventory on all technical devices and equipment that require preventive maintenance according to a timetable
- Complete tasks or follow up on issues assigned/requested by the Campus Principal
- Submit daily reports for all maintenance work done by the maintenance company
- Submit reports regarding emergency cases
- Assist with the planning, organization and management of on-campus events
- Lead the Health & Safety program on campus; assess and complete the risk management
- Follow-up with the maintenance team and its performance in solving problems
- Assist in arranging and coordinating the logistical operations and schedules on campus
- Conduct student satisfaction surveys in coordination with trainee services
- Liaising with project stakeholders

April 22  
Until  
present

**JACOBS ZATE**

### **HSSE Administrator at Jacobs ZATE**

#### Holding the responsibility to:

- Proactively coordinating with HSE Teams for the HSE weekly, monthly, reports
- Assist in conducting building walkthrough inspections
- Conduct Monthly inspections on first aid boxes & Emergency chairs
- Coordinate with third party training agency to arrange trainings as per company requirement.
- Monitor and keeping record of safety equipment to be issued of the team going to site visits such as FRC, H2S monitors, GPS & Satellite Phone.
- Operate HSE stores and maintain adequate stock of HSE Hardware, issuing of basic PPE's and Update / maintain records
- Filling and keeping updated HSE Records & documents

Mar 21  
Until  
Jun 21

- Maintain the records of training register/Matrix and keeping track of training expiry/ renewal/ refresher of KSA
- Support site HSE team for expediting HSE material request with the procurement team to ensure time of delivery items.
- Tracking vehicles on-road & off-road trips by using Mixtelematics
- Updating Motor vehicle traffic violation
- SPA Journey management plan trip
- Field services safety report

**HSE Coordinator at APCO (Arabian Pipe-Coating Co.)**

Holding the responsibility to:

- Preparing Daily Safety Report
- Monitoring and closing out RFA
- Monitoring individual Leading indicators (ASA, Env spot check, House keeping inspection, Zone meeting issues).
- Monitoring new employees 'On The Job training', Training passport and records updating
- Monitoring and following up on unsafe acts and conditions reports
- Monitoring and following up on closing all incident reports, A3 corrective actions
- Assist in preparing SLT and Zone meeting materials
- Assist in preparing bidding documents
- Reporting Monthly HSE Statics to GM
- Training & Supervising new Safety coordinator

May 13  
Until  
Mar 21

ARABIAN  
PIPECOATING  
COMPANY

**Education:**



**Bachelor Degree in CIS (Computer & Managemnt Information systems)** from College of management sciences & planning – king Faisal university - Saudi Arabia

2009

**Diploma Degree in MIS (Management information system)** from College of Applied studies & comm. service – king Faisal university – Saudi Arabia

2007

**Training Programs  
And Courses:**

**NEBOSH - Safety Simplified**

2020



**NSC-OSHA 30 hr Guidelines**

2020



**H2S SCBA Safety - from Special Technical Training Center**

2021



**Covid-19: Operational Planning Guidelines and Covid-19 Partners platform to support country preparedness and response - online from World health organization**

2020



**Certified QMS Internal Auditor ISO 9001:2015** by LRQA (Lloyd's Register Quality Assurance )

2019



**Certified Basic First Aider & CPR** From GTSC (Gulf Technical and Safety Training Center)

2015



**Certified Basic Fire Fighter** From GTSC (Gulf Technical and Safety Training Center)

2014



**AutoCAD 2009 2D** from social Development comity at hellat muhaysh

2009



\* Windows support

2006

\* from Al

- \* Form Design 2006
- \* Report Design 2006
- \* Introduction to Oracle 2006
- \* Networking Basics 2005
- \* Microsoft Office 2004



Khaleej  
Training &  
Education  
center  
(New  
Horizons)



**Skills and Qualities:**

- \* Skilled at learning new concepts quickly, working well under pressure, and communicating ideas clearly and effectively.
- \* Programming knowledge including: C#,JAVA and Visual Basic
- \* Proficient with Microsoft Office software applications
- \* Fluent in spoken and written English
- \* Typing speed 50 wpm

\* References upon requested