



Muhammad Sadiq

Nationality: Pakistani

 (+92) 923339889938

 (+966) 966581668097

Date of birth: 09/04/1989

Gender: Male

 **Email address:** muhammadsadiq053@gmail.com

 **WhatsApp Messenger:** 966581668097

 **Address:** Khobar Saudi Arabia, 34210 Khobar (Saudi Arabia)

ABOUT ME

As a Safety officer who responds priorities in a systematic and effective way. Seeking assignments in MS Word support/ analysis/Reporting. Also looking for challenging and rewarding opportunity which is in line with my professional and academic background and which effectively utilizes my analytical and technical skills. Organized and efficient highly skilled in Office Documentation, data organization, proofreading and MS Office.

DIGITAL SKILLS

Microsoft Office, Microsoft Word, Microsoft Excel, Outlook, Facebook, Google / Team Management Team Work

Effective communication, Diplomacy, problem solving professionalism, integrity and time management

WORK EXPERIENCE

Environmental Health safety officer

Al Falak Electronic Equipment & Supplies Co [06/04/2021 - Current]

City: Tanajib (Saudi Aramco)

Country: Saudi Arabia

Roles & Responsibilities

- Auditing production, keeping on the lookout for any unsafe behavior or breaks in regulations
- Assessing risk and possible safety hazards of all aspects of operations
- Creating analytical reports of safety data
- Inspecting production equipment and processes to make sure they are safe
- Ordering repairs for unsafe and/or damaged equipment
- Focusing on prevention by keeping up with equipment maintenance and employee training
- Presenting safety principles to staff in meetings or lecture-type training sessions
- Participating in continuing education to update knowledge of health and safety protocols and techniques
- Determining whether the finished product is safe for customers
- Creating safety plans that include suggested improvements to existing infrastructure and business processes

- Sharing information, suggestions, and observations with project leadership to create consistency in safety standards throughout the production team and the entire company
- Meeting company health and safety goals
- Investigating causes of accidents and other unsafe conditions on the job site
- Liaising with law enforcement and other investigators who are present at the time of a serious accident
- Finding the best way to prevent future accidents
- Reviewing and reporting on the staff's compliance with health and safety rules and recommending commendations or dismissal based on performance

Safety Officer

Al Falak Electronic Equipment & Supplies Co [12/03/2019 - 05/04/2021]

City: Jubail (Royal Commission)

Country: Saudi Arabia

Roles & Responsibilities

- Reviewing all necessary permits needed in construction project.
- Conduct a toolbox meeting and safety orientation to all newly hired workers and personnel.
- Supervise all construction activities such as excavation, concrete pouring, crane and heavy equipment operation, hot work and cold works operation.
- Provide barricade and safety signage to all construction area.
- Monitor safety standards and audits activities and facilities.
- Promotions of safety awareness, safety campaign and devising safety training and education for staff and employees.
- Supervise and appraise accident investigation.
- Planned and directed regular programs of safety inspection.
- Reviewed procedure for compliance with applicable laws and safety codes. Issued regular reports showing safety performance and accident trends. Prepare all

Health Safety Officer

SRK General Construction [02/02/2015 - 03/02/2017]

City: Rawalpindi Pakistan

Country: Pakistan

Roles & Responsibilities

- Conduct supervisory safety training for the continuous improvement of safety performance and education
- Monitor the implementation and effectiveness of the HSE Programs and report any problems to the Project Management.
- Carry out site surveys to see that only safe work methods are in operation, that health and safety requirements are being observed, and welfare and first aid facilities are adequate and properly maintained.
- Determine the cause of any accident (or dangerous occurrence), and recommend means of preventing recurrence of such an incident.
- Supervise the recording and analysis of information on injuries, damage, and production loss. Assess accident trends and review overall safety performance.
- Take part in discussions on injury, damage, and loss control.
- Keep up to date with recommended codes of practice and safety literature. Circulate information applicable to each level of employees
- Promote within the company an understanding that injury prevention and damage control are an integral part of business and operational efficiency.

Data Base Project

Computerization of Aarian Arms Dealer [05/08/2013 - 01/08/2015]

City: Peshawar (Pakistan)

Country: Pakistan

Roles & Responsibilities

- Development and implantation of project inspection test plans (ITP's)
- Completion and verification of field inspections and tests in accordance with the project schedule.
- Management of punch lists, MDR's and as-install documentation.
- Working knowledge of ISO9001 standards.
- Inspect installation and construction of Out-Side Plant (OSP) cables, manholes, conduits and internal building distribution systems.
- Inspect all phases of the splicing and testing of cable systems
- Review cable and ground measurement test data for the basis of acceptance
- Review complex drawings to determine if the design is within the scope, applicable codes and standards
- Plan, schedule and coordinate and provide work directions to contracted inspectors.
- Review and comment on Saudi Aramco and industry standards

EDUCATION AND TRAINING

Bachelor of Computer Science (Hons)

CECOS UNIVERSITY OF IT AND EMERGING SCICENCES PESHAWAR, PAKISTAN [05/08/2008 - 06/09/2012]

Address: Hayatabad Peshawar Pakistan, 25120 Peshawar (Pakistan)

<https://www.timeshighereducation.com/world-university-rankings/cecos-university-it-and-emerging-sciences>

Occupational Safety and Health (OSHA)

Institute of Professional Education and Development [02/03/2014 - 10/03/2015]

Address: Rawalpindi, 44000 Rawalpindi (Pakistan)

<https://ipedpak.com/#:~:text=IPED is the only Technical,in Rawalpindi%2C Islamabad %26 Pakistan.>

5 days Construction Engineering Management Safety Training Delegate Workshop

Royal Commission Saudi Arabia [06/08/2020 - 12/08/2020]

Address: Jubail Saudi Arabia, 35412 Jubail (Saudi Arabia)

6,000,000 Man Hours without Lost Work Day Cases (LWDC)

Royal Commission Saudi Arabia [08/10/2013 - 08/10/2019]

Address: Jubail Saudi Arabia, 35412 Jubail (Saudi Arabia)

7,000,000 Man Hours without Last Work Day Cases (LWDC)

Royal Commission Saudi Arabia [08/10/2013 - 07/07/2020]

Address: Jubail Saudi Arabia, 35412 Jubail (Saudi Arabia)

2 days Supervisor and Foreman Safety leadership Course

Royal Commission Saudi Arabia [13/03/2021 - 15/03/2021]

Address: Jubail Saudi Arabia, 35412 Jubail (Saudi Arabia)

LANGUAGE SKILLS

Mother tongue(s): **Urdu**

Other language(s):

English

LISTENING C2 READING C2 WRITING C2

SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1