

MOHAMMED MINHAIJIDDIN

Position: SAFETY OFFICER

Experience: 5 years

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CAREER OBJECTIVE:

To get a challenging job that will change and support my existing abilities. A job that use my knowledge and experience as well as a job which allowing me to achieve more experience in administrative areas

EDUCATION:

B.Com (Bachelor of Computers) Specialization:

Commerce

University: Kakatiya University

Intermediate (CEC)

Board of Intermediate

SSC

Board of Secondary School

DIPLOMA:

Post Graduate Diploma in Health Safety Environment

CERTIFICATION:

NEBOSH LEVEL 2 CERTIFIED

WORK EXPERIENCE:

1. Company : **B.E.BILLIMORIA & CO.LIMITED**
Designation : **Safety Officer**
Duration : **From October 2019 to October 2021**
Location : **Hyderabad, Telangana, INDIA**

Job Responsibilities:

- ❖ *Conducting risk assessment and incident investigation*
- ❖ *Identifying hazards*
- ❖ *Issuing work permits (hot work, cold work permits)*
- ❖ *Stop any unsafe acts or process that seems dangerous and unhealthy*

- ❖ *Raising safety alerts and work orders*
- ❖ *Conducting safety inductions and refresher trainings to work men and supervisors.*
- ❖ *Daily site inspections and ensuring the safety procedure at work place.*
- ❖ *Display of sign-boards and ensuring the client standards.*
- ❖ *Coordinating tool box talks on site.*
- ❖ *Electrical safety assurances and reporting the deficiencies to concern departments through proper channel.*
- ❖ *Conducting and participating Critical injury handling training and mock drills.*
- ❖ *Ensuring fire and emergency drills and participation for awareness and culture establishment.*
- ❖ *Ensuring fire extinguishers at work place. Maintaining fire extinguishers log sheets.*
- ❖ *Inspecting hygiene at work place and at labor camp.*
- ❖ *Reporting daily man hours and machine hours to safety manager for safety statistics preparation.*
- ❖ *Monitoring safety railings installation and reporting the unsafe conditions to execution team. †*
Ensuring catch nets at height working area.

2. Company : **Alborj Facility Management**
Designation : **Safety Officer**
Duration : **From September 2016 to September 2019**
Location : **Makkah Clock Tower, Saudi Arabia**

Job Responsibilities:

- ❖ *Identifying hazards*
- ❖ *Finding unsafe conditions and unsafe acts*
- ❖ *Issuing work permits(hot work permits, cold work permits)*
- ❖ *Daily Inspection*
- ❖ *Conducting risk assessment*
- ❖ *Enforce preventative measures*
- ❖ *Weekly inspection, monthly inspections, raising safety alerts and work orders*
- ❖ *Stop any unsafe act's or process that seems dangerous or unhealthy*
- ❖ *Record and investigate incident to determine causes and handle worker's*

TECHNICAL SKILLS:

- ❖ *Operating Systems* : *Windows family.*
- ❖ *Applications* : *MS-Office (Word, Excel, Google form)*

INTERPERSONAL SKILLS:

- ❖ *Ability to absorb and manage stress.*
- ❖ *Work effectively in multinational and multicultural environment.*
- ❖ *Proven motivational and leadership skills.*
- ❖ *under deadlines and pressure.*

STRENGTHS:

- ❖ *Leadership Quality*
- ❖ *Comprehensive problem solving ability.*
- ❖ *Analytical soft skill like communication, willingness to learn*
- ❖ *Self-confidence & optimistic attitude*
- ❖ *Eagerness to learn new things*
- ❖ *Dedicated to work*
- ❖ *Adaptability to any new working environment † Good interpersonal relation skill.*
- ❖ *to work in group*

PERSONAL INFORMATION

- † *Marital status* : *Married*
- † *Languages Known* : *English, Hindi, Urdu & Telugu*
- † *Passport number* : *U5656813*

Place:

Signature

Date:

MOHAMMED MINHAJUDDIN