

Sarfaraz Khan
HSE Officer
(NEBOSH CERTIFIED)

sarfaraz.akhundd@gmail.com

Ph # 0345-2753332



Career Objective:

To promote the professional development of Safety and Health within the work environment and to exemplify the work environment with a positive attitude towards maintaining risk free working conditions.

Seeking a position in the field of Safety Manager/ Supervisor or related area where my education, experience and capabilities would be of significant value. Given an opportunity, I would do my best to fulfill my professional requirements and responsibilities.

Summary of Experience:

Over 02 years of experience in a safety field as an HSE Officer on EPC project. I have acquired extensive experience in providing cost effective technical safety and health service to my organization by eliminating the chance of incidents. I have developed, managed and implemented all the safety requirements on the work area in accordance to international standards.

Moreover, I have over 07 years of experience as an Office Assistant/ Administrator, handling confidential tasks and making routine office tasks as efficient as possible. I have proven managerial experience in front and back office administration.

Core Competencies & Skills:

<ul style="list-style-type: none">• NEBOSH Certified• Attending & arranging safety meetings and seminars.• Developing, reviewing and updating safety programs and policies.• Directing and leading in case of emergencies.	<ul style="list-style-type: none">• Site Inspections, HSE Audits & Investigations• MS Office Suit• Safety planning• Administrative Work• Filing/ Documentation• Power of persuasion
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PROFESSIONAL EXPERIENCE

Company: China Petroleum Pipeline Engineering Company Limited (January 2020 to December 2021)

Project: Design, Supply, Installation, Testing & Commissioning of 132 KV Transmission Line

LOT-1: 132 KV T/Line from Kot Addu G/S to Layyah G/S (D/C, RAIL, 60 KM)

LOT-2: 132 KV T/Line from Layyah G/S – Karor Lal Eason G/S (SDT, LYNX, 35 KM)

Period: 2 Years

Client: MEPCO

Consultant: BARQAAB

Duties & Responsibilities:

- Analyzed and monitored adherence to EHS standards on site, and prepared regular EHS reporting.

- Supervised and ensured the effective implementation of project's specific HSE plan in order to achieve the company's HSE policy.
- Ensured the provision of medical and first aid facilities on site.
- Ensured no onsite damage incidents.
- Ensured that Permit to Work (PTW) and Work at Height (WAH) standards are followed properly.
- Communicated and ensured regular trainings on HSE Policies for the sub-contractors and every stake-holder of the project.
- Optimized the onsite working conditions, leading to the prevention of physical and mental complaints, prevention of occupational sickness disability leave, and prevention of the occupational illnesses of all workers.
- Conducted regular HSE inspection at sites.
- Provided training to workers to raise awareness on Health and Safety topics and issues at the workplace.
- Prepared and compiled data on HSE Statistics for the site.
- Conduction of continuous Tool Box Talks (TBT) and Quality/Practical trainings for the workers to target behavioral change.
- Performing and reviewing of Job Hazard Risk Assessments (JHRA).
- Ensured the uses of PPEs for the job are in proper use.
- Inspection of all work site power tools, accessories etc.
- To submit the safety report and data analysis on weekly and monthly basis.
- Interacted with client, consultant and sub-contractors department heads, managers/engineers and ensured health and safety measures are implemented on site.
- Conducting Tool box talk and proposing tool box agenda.
- Fully conversant with the HSE requirements, rules and regulation of the country and advised the management to comply with the Safety procedures.
- Providing necessary advices to supervisors, site in-charges and workers during the site inspection.
- Participated in CPP meetings and inspections.
- Prepared plan for prevention and control of COVID-19 pandemic.
- Implemented plan for the prevention and control of COVID-19 pandemic.
- Prepared safety plan, arranged different awareness seminars/workshops for the epidemic of COVID-19.

Documentation and record of the following safety activities maintained at the project:

- Tool Box meetings.
- Daily Progress Report (DPR) of HSE at site, Weekly and Monthly safety reports.
- Safety Task Assignment forms by supervisors/ site in-charges.
- Employee medical records.
- Equipment, PPE inspections on site.
- Submitting letters to safety department of client, consultant and sub-contractors.
- Prepared and maintained medical resources issuance record at the site.
- Prepared daily statistics of personnel information (SPI) during the epidemic of COVID-19.
- Disciplinary action.
- First aid log.

**Hameed Medical Hospital, Kamra
Head-Office Administrator**

(January 2016 to December 2018)

Duties & Responsibilities:

- Performed a variety of accounting activities, such as preparing between 10 and 20 check requests, expense reports, purchase orders, and invoices of each week.

- Organize, control and coordinate services as per the hospital board regulations.
- Coordinate communications, track and follow up on requests, and identify those of importance which require immediate attention.
- Complete timely and accurate documentation of patient visits.
- Managed an active calendar of appointments, filed expense records, and composed and prepared confidential correspondence.
- Ensured and maintained the confidentiality of all communications and documentations.
- Simplified the processes of retrieving data from the computer system, maintaining department records, typing and compile reports daily, quarterly and annually.
- Handled all payroll activities of 20+ employees and ensured posting of cheque before end of month. Converted manual payroll system into digital.

**Zong Franchise, Kamra
Office Administrator**

(March 2015 to December 2015)

Duties & Responsibilities:

- Maintain office services by organizing office operations and procedures, preparing payroll, controlling correspondence, designing filing systems, reviewing and approving supply requisitions and assigning & monitoring clerical functions.
- Maintain office efficiency by planning and implementing office systems, layouts, and equipment procurement.
- Keep management informed by reviewing and analyzing special reports; summarizing information; identifying trends.
- Providing all employees with necessary training and development to achieve personal & organizational goals.
- Ensure sales target is achieved; propose pricing to meet revenue and profitability targets.
- Supervise dealers in accordance with company's policies and objectives.
- Schedule and conduct regular meetings with dealer and support functions.

**Silk Bank Pakistan
Relationship Manager**

(July 2014 to January 2015)

Duties & Responsibilities:

- Deposit mobilization targets as set by management.
- Increase new relations and strengthen the existing ones on a monthly basis.
- Daily briefs and D-briefs for mobilize deposit and maintain planners on daily basis.
- Increase usage of service enhancement initiatives and alternate banking channels.
- Maintain a portfolio for existing customers.
- Provide outstanding level of services to existing customers.

EDUCATION

- **MBA** from **Gomal University** .
- **B.A** from **University of the Punjab**.

References can be provided on demand.