

With more than 3 years of dedicated experience in Health and safety. I specialize in ensuring a safe, compliant, and efficient work environment on construction sites. I am passionate about developing and implementing robust safety management systems that align with local, national, and international regulations. My experience in conducting thorough risk assessments, implementing job safety analyses (JSAs), and overseeing safety audits has enabled me to identify and mitigate hazards before they escalate into serious incidents.

PROFESSIONAL EXPERIENCE:

Safety Officer

ALLIED CONTRACTORS (PVT) LTD.

July 2023 – Present

- Conduct daily site inspections to identify unsafe conditions and practices.
- Ensure that the work environment complies with HSE regulations and standards.
- Organize and conduct daily toolbox talks before work begins.
- Ensure all workers are wearing appropriate Personal Protective Equipment (PPE).
- Investigate any accidents, near misses, or unsafe acts.
- Prepare detailed incident reports with root cause analysis.
- Issue and monitor work permits for high-risk activities such as (Hot work, Working at height, Electrical work).
- Develop and maintain emergency response plans.
- Maintain safety logs, inspection checklists, and audit reports.
- Participate in site meetings to discuss safety updates and concerns.

Safety Assistant

AL-KHALIL CONSTRUCTION COMPANY (PVT) LTD.

March 2022 - June 2023

- Recorded financial transactions, including purchases, sales, receipts, and payments.
- Assisted in daily safety inspections of construction sites to ensure compliance with safety regulations and company policies.
- Supported the implementation of safety programs, procedures, and policies.
- Monitored workers to ensure proper use of personal protective equipment (PPE).
- Helped conduct toolbox talks, safety briefings, and on-site inductions for new workers.
- Maintained and updated safety records, incident reports, and inspection logs.
- Ensured first aid kits and fire extinguishers were accessible and regularly inspected.
- Coordinated with site supervisors to implement corrective actions on identified safety issues.

EDUCATION:

THE UNIVERSITY OF HARIPUR - PAKISTAN

Bachelor of Business Administration – BBA (Hons)

2020

CERTIFICATIONS:

National Examination Board in Occupational Safety and Health (NEBOSH)

International General Certificate (IGC)

2025

Alison Academy

ISO 45001: 2018 Occupational Health and Safety Management Systems

2024

Institute of Occupational Safety and Health (IOSH)

IOSH Managing Safely

2025

Occupational Safety and Health Academy (OSHA)

OSHA 30 Hours General Industry

2025

PROFESSIONAL SKILLS:

- Risk Assessment & Mitigation
- Accident Investigation & Reporting
- Site Inspections & Audits
- Safety Training & Orientation
- Construction Safety Standards
- Emergency Response Planning
- Safety Data Sheet
- Regulatory Compliance
- Risk Assessment & Hazard Identification
- First Aid and CPR
- PPE Management

SOFTWARE SKILLS:

- **Microsoft Office** (*Excel, Word, PowerPoint*)

LANGUAGES:

- **English** (Reading / Writing / Speaking)
- **Urdu** (Reading / Writing / Speaking)