

MR.Sahib Gul

- HSE Officer
- Site Supervisor
- Computer Operator
- Payroll/Timesheet Accountant
- Store Supervisor

Work Experience in Saudi Arabia: 2013 to Present



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Email: sahib301@gmail.com

Language Skill. English, Arabic and Urdu

Iqama: Transferable

Driving license: Valid KSA

Address: Jeddah Saudi Arabia

CAREER AND OBJECTIVE.

To secure a challenging position in reputable organization to fully utilize my training and skill, while making a significant contribution to the success of the company.

EDUCATION/QUALIFICATION SKILL.

Degree/Certificate	University/Institute	Year
BA	University of Malakand KPK Pakistan	2009
FA	Government Post Graduate College Khar Bajaur Pakistan	2007
SSC	Government Post Graduate College Khar Bajaur Pakistan	2005
DIT Diploma of Information Technology	Government Commerce College Khar Bajaur Pakistan	2009

SAFETY CERTIFICATE/DIPLOMA

Certificate/Diploma	Institute	Year
NEBOSH IGC	UK	2022
IOSH	UK	2022
OSHA	USA	2022
National Grid Safety Rules Saudi Electricity Co Safety Course	SEC Institute Abha Saudi Arabia	2019

Work Experience and Responsibilities

Jan-2021 to Present.

Position: Safety Officer

Client: Saudi Electricity Co (Rabigh Power Plant)

Contractor: Mansour Al Mosaid Co.

Project: Operation and Maintenance Turbines, Transformers and Heavy Electrical machineries.

- Supervise, monitor, maintain and implement HSE management system
 - Deliver Safety Induction Training and Tool Box Talk.
 - Monitor and strict Compliance of PTW system at work site & explain the importance of the same to the work force.
 - Advise work force on safety objective and goals as per safety plan.
 - Ensure proper safety sign boards are placed in the correct areas to prevent damages/accidents.
 - Enforce safety rules and regulations.
 - Monitoring Critical Activities at site & correct the unsafe acts violating safety norms.
 - Perform daily equipment inspection.
 - Ensure all workers are wearing PPEs as per regulation.
 - HSE documentation handling Skill.
 - Monitoring First Aid Facilities on Site.
 - Maintain Equipment inspection Records.
 - Conduct Weekly meeting with subcontractors, employees etc. to ensure safety & security.
 - Arranging inspection and Certification of equipment's tools in workplace area.
 - Conduct Tool Box Meetings, HSE Meetings and Trainings and take adequate measure to meet the HSE Compliance of the Contractor.
 - Giving On-job Training to workers to perform the job safely.
 - Conduct Daily Random sites inspection to identify unsafe acts, conditions and hazards, make reports based on observation.
 - WASTE Management Disposal (Soil Contaminated with grout Cement).
 - Monitoring day to day management of Health, Safety, and Environmental issues.
 - Identify operational processes Insufficiencies and recommended necessary improvements.
 - Lead and directed team members on effective methods, operations and procedures.
 - Performed daily jobs walks and perform Safety Audits and order Safety equipment and PPE as needed.
 - Provided leadership and direction to plant operations to ensure health, safety, and environmental Compliance with the current regulatory requirements. Conduct Weekly Meeting with all employees to ensure safety, security, & Good Behavior.
 - Preparation of monthly safety Statistics reports / Inspection Reports.
 - Maintain All the required ISO 45001 documentation. (Daily, weekly, Monthly, Annual.).
 - Ensuring that all injuries, accidents/ near misses and hazards are positively and timely reported and recorded.
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Jan-2019 to Dec-2020

Position: Supervisor/Project Coordinator

Client: Saudi Electricity Co. NGRID

Contractor: Mansour Al Mosaid Co.

- Work permit receiver
 - Managing the workflow of employees, creating team schedule and delegating task.
 - Reporting performance records and evaluations to HR and senior management.
 - Recommend new employees workers to the human resources team based on assessment of their performance.
 - Setting goals for workers and making sure they comply with the compyny's plans and vision.
 - Set up and supervising work area.
 - Ensure the health safety environment are followed.
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Jan-2016 to Dec-2018

Position: Store Supervisor

Company: Arrow food Co Alqasim Saudi Arabia

- Assigned worker/technicians to their specific duty.
 - Responsible of Checking, receiving, packing and loading unloading materials.
 - Responsible of shipping cancelled or damaged items
 - Inventory of Store stock and prepared related report.
 - Record and Solving customer complaint and enquiries.
 - Prepared stock inventory, Damaged and returned items report.
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June-2013 to Dec-2016

Position: Site Supervisor. Cashier, Payroll Accountant & Data entry Operators.

Project: Operation and Maintenance Prince Sultan Palaces Riyadh.

Company: Mansour Al Mosaid

- Supervision of maintenance work of Civil, electrical system, HVAC, Plumbing, Landscaping, of Palace
- Daily prepared Complaints report and resolving.
- Prepared IDs and entry access permits for workers.
- Prepared Timesheet, Payroll and Petty cash expenses report.
- Monthly Checking store stock and used items inventory report.
- Assigned worker/technicians to their specific duty.
- Prepared daily and monthly work report.