



# Ahmad Zubair

## CONTACT

✉ sanwal00000@gmail.com  
☎ 0305-5510610/0346-8144657  
📍 Bela Garlat, Tehsil & P/O Balakot, District Mansehra

## SKILLS

Problem Solving  
100%

Team Building  
100%

Decision Making  
100%

Strong Communication & Writing  
100%

Ms Office  
80%

Adobe Photoshop  
60%

Safety Implementation  
100%

## LANGUAGES

English  
Urdu  
Punjabi

## OBJECTIVE

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

## EXPERIENCE

**Safety Officer** Sep 2024 - Present  
CGGC-SK Project Management

Ensure workplace safety compliance through risk assessments, hazard mitigation, and enforcement of HSE protocols. Conduct safety audits, training sessions, and incident investigations to uphold regulatory standards and protect personnel.

**Safety Officer** Aug 2023 - July 2024  
Mkaran Oil & Gas Co. Pvt. Limited

Ensure compliance with HSE standards in high-risk environments by conducting safety audits, risk assessments, and emergency response planning. Oversee permit-to-work systems, hazard mitigation strategies, and workforce safety training to maintain operational integrity.

**Timekeeper** June 2018 - July 2023  
Capital Builders

Monitor and record employee work hours, attendance, and overtime to ensure accurate payroll processing. Maintain shift schedules, verify timesheets, and coordinate workforce reporting for operational efficiency.

**Office Assistant cum Admin** April 2015 - May 2018  
Bahria Foundation College

Provide administrative support by managing records, coordinating schedules, and handling correspondence. Assist in daily operations, maintain student files, and facilitate communication between staff and parents to ensure smooth office functioning

**Admin** March 2012 - March 2015  
Ghazali Education Trust

Oversee administrative operations, manage records, coordinate schedules, and facilitate communication between staff, students, and parents. Ensure smooth office functioning by handling documentation, supervising support staff, and assisting in policy implementation.

Hindko

---

## **ACTIVITIES**

Reading Books

Farming

Watching Movies

Playing Cricket

Bike Riding

## **EDUCATION**

### **Nebosh IGC Level 3**

QHSE-Learning Partner Nebosh

Successfully Passed

### **Hydrogen Sulphide (H2S)**

Hazmatic Solutions

### **Psychological First Aid**

The Knights of Safety

### **The Sevron Task Assessment Software Certificate**

The Knights of Safety

Online

### **The COSHH Risk Assessor Certificate**

The Knights of Safety

Online

### **Self-Care Techniques to Reduce Stress Certificate**

The Knights of Safety

Online

### **MA English**

Hazara University Mansehra

### **Bachelor in Commerce**

Allama Iqbal Open University

### **Intermediate**

BISE Abbottabad

### **SSC**

BISE Abbottabad

### **Diploma in Information Technology**

Peshawar Technical Board

### **Computer Certificate**

Jinnah Institute of Computer Sciences Mansehra

---