

## CURRICULUM VITAE

**Abdullah Jan** (HSE Officer)

Mobile: 0500170455

Email: [abdullah.swat96@gmail.com](mailto:abdullah.swat96@gmail.com)

Iqama: Transferable

Location: Riyadh



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### **Profile:**

Dedicated NEBOSH IGC certified “HSE Officer” with extensive experience in identifying and mitigating workplace hazards. Proven track record of implementing effective safety protocols and training programs to ensure compliance with regulatory requirements. Strong knowledge of occupational health and safety regulations and standards. Excellent communication and problem-solving skills, with a commitment to create a safe and healthy work environment.

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### **Objective:**

To secure a challenging Safety Officer position in a reputable organization where I can utilize my skills and experience to ensure a safe and healthy work environment, promote compliance with regulatory requirements, and contribute to the organization’s success.

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### **Work Experience:**

***(Safety Officer)***

***(Baytur SA - MASAR project Makkah May 2022 – March 2025)***

### **Key Responsibilities:**

- Conduct regular site inspections to identify potential hazards and ensure a safe working environment
- Provide safety training and awareness programs for employees, contractors, and visitors
- Investigate incidents and near-misses, identifying root causes and implementing corrective actions
- Conduct risk assessments and develop strategies to mitigate potential hazards
- Monitor and evaluate hazardous and unsafe conditions
- Perform timely on-site inspections and finalize reports

### **Key achievements:**

- Investigated and resolved safety incidents, implementing corrective actions to prevent future occurrences

- Developed and delivered customized safety training programs with a 90% pass rate
  - Provided safety training to over 500 employees, resulting in a significant increase in safety awareness and compliance
  - Collaborated with operations team to implement safety procedures, resulting in a 30% reduction in lost-time injuries
  - Implemented continuous improvement process for safety procedures and protocols
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### **Technical Skills:**

- *Emergency response planning*
  - *Incident investigation*
  - *Risk Assessment*
  - *Occupational Health*
  - *Safety Policies*
  - *Investigation Techniques*
  - *Compliance Monitoring*
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### **Education:**

- Bachelor of Arts 2019
  - DAE Civil engineering 2014
  - Matric 2011
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### **Professional Certifications:**

- ***NEBOSH IGC*** (*National Examination Board in Occupational Health and Safety, UK*)
  - ***IOSH Managing Safely*** (*Institution of Occupational Safety and Health, UK*)
  - ***OSHA Construction Standards 30 hours*** (*Occupational Safety and Health Administration, USA*)
  - ***Fire Safety*** (*Highfield Qualifications level 2 International Award in Fire Safety*)
  - ***AutoCAD*** (*Skill Development Council Peshawar*)
  - ***Ms Office*** (*Nexcess Institute Kanju*)
  - ***English Proficiency Certificate*** (*Mind Your Language Language Institute*)
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### **Languages:**

- ✓ English
- ✓ Urdu
- ✓ Pashto

**Declaration:**

*I hereby certify that the information furnished above is true and accurate to the best of my knowledge. If selected, I commit to contributing to the organization's success and excellence, leveraging my skills and passion for safety to add value to the team.*