

**MUHAMMAD RASHID KALOO**Email ID: [m.rashid2056@gmail.com](mailto:m.rashid2056@gmail.com)

Mobile No: 00966533845203

Location: Riyadh, KSA

IQAMA / VISA Status: Transferable IQAMA

Immediately Available to Join & Relocate Anywhere in the Kingdom of Saudi Arabia**PERSONAL INFO:**

Date of Birth: 01-01-1996

Nationality: Pakistani

Marital Status: Single

**MEMBERSHIPS:**

- + National Technology Council, Pak
- + Saudi Council Of Engineering

**COMPUTER SKILLS:**

- + AutoCAD
- + MS Office
- + MS Project
- + Emailing

**PROFESSIONAL SKILLS:**

- + Leadership Skills
- + Report Writing
- + Analytic and problem solving
- + Risk Assessment
- + Accident / incident & Investigation
- + Hazard Analysis
- + Process Safety
- + Presentation
- + SOFT SKILLS
- + Creative
- + Good Team Player
- + Time Management
- + Quick Learner
- + Patience and Committed

**LANGUAGES:**

- + English
- + Urdu
- + Hindi

**DRIVING LICENSE:**

- + KSA Driving License

**CAREER OBJECTIVES:**

Detail-oriented HSE Officer looking to secure a position in a challenging and demanding environment that allow me to use my hands-on experience, knowledge and skill for organization's growth and further skills development.

**CAREER SUMMARY:**

A Qualified Civil Engineer, proficient, and knowledgeable safety professional with experience in the field of construction industry and QHSE. Well familiar with safety regulations, policy standards, and safe operating procedures (SOP's). A dedicated professional with extensive involvement in the field of construction & engineering projects. Well-experienced in all the safety-related activities in construction engineering and high-rise buildings, as well as having a great QHSE knowledge of concrete batching plants.

During my career, I have gained extensive knowledge of risk assessment, incident prevention & investigation, near miss reporting, IR, IIR, NCR, QA/QC, root cause analysis, PPE's, fire safety, a positive HSE culture, trainings, & workshops.

**ACADEMIC QUALIFICATION:**

**Highest Qualification:** Bachelor of Science in Civil Engineering Technology  
**Institute:** NFC Institute of Engineering & Technology, Multan, Pak  
**Duration:** 2017 - 2021  
**CGPA:** 3.18/4

**INTERNATIONAL CERTIFICATION:**

- NEBOSH IGC in Occupational Health and Safety.
- CQI, IRCA QMS ISO 9001 Lead Auditor
- CQI, IRCA OHSMS ISO 45001 Lead Auditor
- NEBOSH ILO
- FIRE SAFETY Induction
- IOSH MS
- OSHA 30Hrs. Occupational Health and safety

**PROFESSIONAL EXPERIENCE:****CURRENT EMPLOYMENT STATUS:**

**Company:** AL Kifah Ready Mix & Block  
**Project:** 1. Maadan, L & T Gold Project,  
 2. Qiddiyah Project, Riyadh  
 3.Redsea Project, Umlaj  
**Position:** HSE Officer  
**Duration:** March 2021 - Present  
**Key Responsibilities:**

- Monitoring the execution of HSE activities on a project to ensure HSE requirements are met as per the project HSE plan and HSEMS requirement, continually monitor site activity with regards to HSE.
- Assisting in developing and implementing field location emergency response procedures and evacuation plans to ensure safe evacuation procedures.

## HSE OFFICER

- *Providing trainings to workers on HSE related subjects in incident prevention, first aid as well as other activities and safety awareness programs to increase awareness of HSE practices and procedures.*
- *Ensuring that existing hazards, unsafe work conditions and /or practices are identified on a daily basis and observation reports are raised and corrective measures are recorded.*
- *Ensuring to address and report violation on daily basis and make necessary recommendations.*
- *Provide data on daily, weekly and monthly reports to monitor and track HSE performance.*
- *Orient employees with accident reporting procedures and how to act in case of emergencies on monthly basis. Conduct daily tool box talk (TBT) to notify safety precautionary measure prior deployment of work at site.*
- *Ensuring that 100 % of employees had passed site induction training before commencing the work.*
- *Ensuring visitor supplier and project personnel induction program is effective and implemented and daily logs are maintained.*
- *Ensuring that written risk assessment has been developed for each task prior to the start of work.*
- *Ensuring that risk assessments findings and recommendations had been communicated to all concerned personnel on daily basis.*
- *Ensuring all project certified mobile plant and gears, HSE equipment such as harness etc. are inspected on daily basis and log updated on monthly basis.*
- *Ensuring that fire extinguishers are inspected on monthly basis and logs are maintained.*
- *Ensuring all the equipment, ladders, hand tools, machineries etc. at site are inspected on daily basis by the authorized person and logs are maintained.*
- *Ensuring that PPE usage, signage, and site safety arrangements were maintained in line with project requirements and legal standards.*

### **PREVIOUS EMPLOYMENT STATUS:**

**Company:** *Pakarab Fertilizer Limited, Pakistan*  
**Project:** *Pakarab Fertilizer Factory (Pvt.) Ltd, Multan*  
**Position:** *HSE OFFICER*  
**Duration:** *May 03, 2019 – July 31, 2020*

#### **Key Responsibilities:**

- *Identified and monitor hazardous situations, often including risk categorization.*
- *Conducted training programs for workers on site hazards and how to prevent them.*
- *Developed and implementing safety procedures for the construction site to ensure that all employees follow proper safety procedures.*
- *Inspected equipment to ensure that it is in good working order and can be operated safely.*
- *Inspected work sites for safety hazards such as unsafe scaffolding or electrical wiring issues.*
- *Ensured that workers are properly trained in their jobs and have all the necessary equipment.*
- *Inspected work sites to ensure that they are safe for workers and materials.*
- *Investigated accidents and incidents to identify causes and recommend solutions to prevent them from happening again.*
- *Promoted safe practices at the job site.*
- *Conducted investigations of all accidents and near-misses.*
- *Reported to concerned authorities as requested or mandated by regulations.*
- *Established safety standards and policies as needed.*
- *Watched out for the safety of all workers and works to protect them from entering hazardous situations.*

### **CORE COMPETENCIES**

- *Working with people*
- *Presenting & communicating information*
- *Planning & organizing*
- *Delivering results and meeting customer expectations*
- *Adapting & responding to change*
- *Coping with pressure & setbacks*
- *Achieving personal work goals & objectives*
- *Designing for people.*
- *Safety critical communication.*

### **REFERENCES:**