

## Sheikh Saif

 [saifrydrz786@gmail.com](mailto:saifrydrz786@gmail.com)

 +966 543800786

 Jeddah, KSA

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## Professional Summary

Experienced Safety Officer with over 4 years of experience in construction safety and health and safety management systems. Skilled in implementing HSE policies, conducting risk assessments, and ensuring compliance with regulations. Adept at promoting safety culture through training, inspections, and audits.

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## Professional Experience

### Safety Officer

*Engineering Field Company Contracting & Maintenance, Jeddah, KSA*

**July 2023 – Present** - Implement and maintain a 5-star Health and Safety Management System across project sites. - Conduct employee HSE inductions and weekly safety training sessions. - Perform daily, weekly, and monthly site inspections for tools, equipment, PPE, and storage compliance. - Prepare risk assessments and safe work method statements for all project activities. - Manage Permit-to-Work (PTW) systems to ensure operational safety. - Deliver toolbox talks, mock drills, and emergency training sessions. - Submit weekly safety reports and incident investigations to management and consultants. - Coordinate with management to revise safety policies and prepare for audits.

### Safety Officer

*Arrow Fire Systems, New Delhi, India*

**August 2021 – May 2023** - Conducted site safety inspections for tools, equipment, chemicals, and PPE compliance. - Installed and maintained safety signage, posters, and awareness materials. - Delivered weekly safety training and monthly emergency mock drills. - Identified and reported unsafe conditions with corrective actions. - Reviewed risk assessments and prepared detailed safety audit reports.

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## Projects Executed

- King's College Hospital, Jeddah

- Supply & Installation of Fire fighting systems 21 Substation SEC Central operating area (Qassim Region).
  - 765 kV PGCIL Jaisalmer Substation
  - 33 kV Dwaraka Delhi Metro Substation
  - 400 kV PGCIL Missa Substation, Assam
  - 220 kV AIS Kerala State Electricity Board Substation, Manjeri
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## Education

- Diploma in Mechanical Engineering (2018-2021)
  - Advance Diploma in Industrial safety management
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## Certifications

- NEBOSH International General Certificate (IGC), 2024.
  - IOSH Managing Safely, 2023 (Cert No: 943584).
  - IEMA Environmental Sustainability Skills for Managers, 2023.
  - Saudi Electricity Company approved C2 Permit holder.
  - Hazard Identification & Risk Assessment.
  - National Grid Safety Rules, Qualification & Authorization.
  - National Grid Electrical Safe Working Procedures.
  - Work at Heights (Fall Protection Program).
  - Basic Firefighting system operation.
  - Saudi Red Crescent Authority-Life Ambassador First-Aid program.
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## Skills

**Health and Safety Management:** Risk assessments, HSE policy implementation, PTW systems, safety audits

**Training and Communication:** Toolbox talks, induction training, safety awareness programs

**Languages:** Urdu, English, Arabic

**Technical Skills:** Safety report writing, safety signage creation, computer proficiency

**Soft Skills:** Team collaboration, leadership, safety culture development

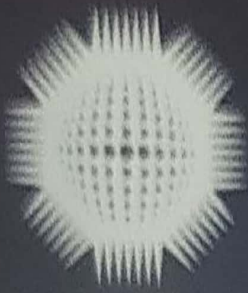
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## Personal Details

**Nationality:** Indian

**Driving License:** Valid KSA

**Iqama Status:** Transferable



nebosh

# NEBOSH International General Certificate in Occupational Health and Safety

This is to certify that

**Sheikh Saif**

was awarded this qualification on

10 April 2024

Rob Hull  
Chair

Dee Arp  
Accountable Officer

Master log certificate No: 00814962/1420958

SQA Ref: R630 04



**The National Examination Board in  
Occupational Safety and Health**

Registered in England & Wales No. 2698100  
A Charitable Company Charity No. 1010444



This is a certificate awarded to

**SHEIKH SAIF**

on successfully completing

**Managing Safely**

a course approved and validated by the

**Institution of Occupational Safety and Health**

in association with

**Elite Bright Solutions Training & Consultancy**

*Approved Centre: 4300*

Signed on behalf of IOSH

*Vanessa Hamood-Uldeh*

Chief Executive



Course Organiser

This is to certify that

**Sheikh Saif**

has successfully completed the

**Environmental  
Sustainability Skills for  
Managers Course**

on

**06 December 2023**



SARAH MUKHERJEE - CEO IEMA



MOHAMMED REHAN - CEO  
ELITE INTERNATIONAL HEALTH AND SAFETY CONSULTANCY LLC



		الشركة الوطنية لنقل الكهرباء National Grid Co. National Grid Co إدارة صيانة أصول القصيم Assist Qassim Department	
<b>Authorization No :</b>		07-10-2024	
			
<b>CONTRACTOR'S LIMITED PERIOD APPOINTMENT AS A COMPETENT PERSON FOR WORK IN TRANSMISSION NETWORK</b>		<b>التعيين المؤقت لموظفي المقاولين كأشخاص مؤهلين للعمل على شبكة النقل</b>	
<b>Mr.</b> Sheikh Saif		/ السيد	
<b>Mobile No. :</b> 0543800786		رقم الجوال :	
<b>ID No.</b> 2551205715		رقم الهوية :	
<b>Working for</b> EFCO		والذي يعمل لدى شركة :	
<b>Contract No.</b> 4400017846		للعقد رقم :	
<b>Dated :</b>		بتاريخ :	
<b>License No.</b>		رقم الرخصة :	
<b>Is appointed as competent person to carry out the following work(s) :</b>		<b>• نقاط مهمة يجب الانتباه لها قبل اصدار التصريح :</b>	
Enter all qassim dept. SS to carry out:  Fire fighting system upgrading and installation		1- التأكد من وجود إجراءات العمل الآمن وتقييم المخاطر مع المستلم مطبوعة ومعتمدة. 2- يتم اصدار التصريح بناءً على الخطوة المكتوبة في البرنامج التشغيلي أو جدول الأعمال المرسل من دائرة المشاريع. 3- وفي حالة الاعمال الغير مجدولة يتم الرجوع لمسرف التشغيل والمشاريع مع القسم المعني. 4- يكتفى بتصريح واحد لكل مهمة ولا يتم الجمع بين مهمتين في تصريح واحد.	
<b>Authorization Class :</b> C2		درجة التعميد :	
<b>This appointment is valid until date :</b> 09-07-2025		هذا التعيين يسري حتى تاريخ :	
<b>No works shall be done until safety document(s) has/have been issued in accordance with SEC-NG Safety Rules. Under no circumstances is any switching , or emergency operation of SEC-NG apparatus allowed. In any emergency or in case of any abnormality, refer immediately to System Control or SEC-CRB Supervisor.</b>		لا يمكن القيام بأي عمل إلا بعد إصدار وثائق السلامة حسب قوانين السلامة بالشركة. لا يسمح تحت أي ظرف القيام بتشغيل أي أجهزة تابع لنقل الكهرباء. في حالات الطوارئ أو أي ظروف غير عادية يجب إخطار مهندس التحكم أو موظف الشركة المشرف على العمل .	
<b>Operation Field Section</b>		<b>رئيس قسم التشغيل الميداني</b>	
<b>Name :</b> Hassan H. Almutairi		التوقيع	
<b>Filled By :</b> Mohammed Alfayez		التوقيع	
<b>DATE</b> 07-10-2024			

Kingdom of Saudi Arabia

Energy & Water Academy

Under License of Technical and Vocational Training Corporation

Strategic Partnership Institutes



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ENERGY & WATER ACADEMY

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أكاديمية الطاقة والمياه براغ

تحت اشراف المؤسسة العامة للتدريب التقني والمهني

احدى معاهد الشراكات الاستراتيجية

## Certificate of Completion

This Certificate of Completion has been awarded to

**SHEIKH SAIF**

**Contractor:** Engineering Field Company

**ID No:** 2551205715      **Profession:** Fire ( Alram & Fighting )

In Recognition of Satisfactory completion of

**Course Code:** CSCC01      **Category:** Hazard Identification & Risk Assessment

**Date:** 24-Apr-2024 From: 24-Apr-2024 to: 25-Apr-2024

**Valid till:** 24-Apr-2026

**Certificate No:** EWA-24-107204



**Tariq Mohammed AlShamrani**  
Chief Executive Officer

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احدى معاهد الشراكات الاستراتيجية

## Certificate of Completion

This Certificate of Completion has been awarded to

**SHEIKH SAIF**

**Contractor:** Engineering Field Company

**ID No:** 2551205715      **Profession:** WorkPermit Receiver

In Recognition of Satisfactory completion of

**Course Code:** CSCCC05      **Category:** National Grid Safety Rules, Qualification & Authorization

**Date:** 11-Feb-2024 From: 11-Feb-2024 to: 15-Feb-2024

**Valid till:** 14-Feb-2026

**Certificate No:** EWA-24-106156



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Chief Executive Officer

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احدى معاهد الشراكات الاستراتيجية

## Certificate of Completion

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**SHEIKH SAIF**

**Contractor:** Engineering Field Company

**ID No:** 2551205715      **Profession:** Fire ( Alram & Fighting )

In Recognition of Satisfactory completion of

**Course Code:** CSCC08      **Category:** NG Electrical Safe working Procedures

**Date:** 12-May-2024 From: 12-May-2024 to: 14-May-2024

**Valid till:** 13-May-2026

**Certificate No:** EWA-24-107638



**Tariq Mohammed AlShamrani**  
Chief Executive Officer

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احدى معاهد الشراكات الاستراتيجية

## Certificate of Completion

This Certificate of Completion has been awarded to

**SHEIKH SAIF**

**Contractor:** Engineering Field Company

**ID No:** 2551205715      **Profession:** Transmission Line Rescue from heights

In Recognition of Satisfactory completion of

**Course Code:** CSCC11      **Category:** Work at Heights (Fall Protection Program)

**Date:** 15-May-2024 From: 15-May-2024 to: 16-May-2024

**Valid till:** 15-May-2026

**Certificate No:** EWA-24-107754



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Chief Executive Officer

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احدى معاهد الشراكات الاستراتيجية

## Certificate of Completion

This Certificate of Completion has been awarded to

**SHEIKH SAIF**

**Contractor:** Engineering Field Company

**ID No:** 2551205715      **Profession:** Fire ( Alram & Fighting )

In Recognition of Satisfactory completion of

**Course Code:** CSCC21      **Category:** Basic Fire Fighting

**Date:** 07-Mar-2024 From: 07-Mar-2024 to: 07-Mar-2024

**Valid till:** 06-Mar-2026

**Certificate No:** EWA-24-107195



**Tariq Mohammed AlShamrani**  
Chief Executive Officer



## *Certificate of Attendance*

*Mr. SHEIKH SAIF*

*M/S. ENGINEERING FIELD COMPANY (EFCO)*

*Has attended the Basic's OPERATION of FIRE SUPPRESSION SYSTEM TRAINING*

*Issued: Sunday June 10, 2024*

*Expires: June 10, 2025*

*Certificate # SEC/NAF-24-255715*

**Eng. Yazan Kharabsheh**

**Aftersales & Maintenance Operation**

**Manager.**



**Eng. Amjad Abubaker**

**Trainer**

**Aftersales & Maintenance Manager**

**Eng. Mohammed Al Faiyad**

First Aid Provider



مُتَاهِب  
Muta'ahab

Life Ambassador  
First Aid Program

SHEIKH SAIF

Region: Training Area in Mecca  
Course No: ccx-v1:SCRA+LAFa+15+ccx@19115  
Issue Date: 20/04/2024  
Expiry Date: 20/04/2026

This certificate does not permit its carrier entry to official establishments

برنامج سفير الحياة



مُتَاهِب  
Muta'ahab

مسعف أول

شيكه سيف

المنطقة: إدارة التدريب بمنطقة مكة المكرمة  
رقم الدورة: ccx-v1:SCRA+LAFa+15+ccx@19115  
تاريخ الإصدار: 2024/04/20  
تاريخ الإنتهاء: 2026/04/20

لا تخول هذه الشهادة حاملها دخول المنشآت الرسمية



## شهادة إتمام Certificate of Completion

مُتَاهِب  
Muta'ahab

The General Administration for Training and Community awareness, on behalf of The Saudi Red Crescent Authority hereby confirms that

تشهد هيئة الهلال الأحمر السعودي ممثلة بالإدارة العامة للتدريب والتثقيف المجتمع بأن

SHEIKH SAIF

شيكه سيف

Has successfully completed the course

قد أتم بنجاح دورة

Life Ambassador first-Aid program

سفير الحياة للإسعافات الأولية

Date of the course from:	18/04/2024	2024/04/18	في الفترة من
To	18/04/2024	2024/04/18	إلى
Held in	Training Area in Mecca	إدارة التدريب بمنطقة مكة المكرمة	والتى أقيمت في منطقة

مدير عام الإدارة العامة للتدريب والتثقيف المجتمع.

صباركة الدوسري

أ.مباركة بنت ظافر الدوسري

In accordance with  
IFRC International First Aid  
Resuscitation and Education  
Guidelines\*

\*2020

