

PERSONAL INFORMATION

Nationality	Pakistani
Language	English, Urdu, Arabic
Iqama number	2608743569
Iqama status	Valid and transferable
Profession	Safety officer
Cell phone No	+966 55 295 5192
Email Address	mrkhattak07@gmail.com



CAREER OBJECTIVES:

Keen to work in an organization where innovativeness and hard work would be given great opportunity and I can develop along with the company applying my skills for the growth of the company. To be a part of Reputed and Prestigious Company where I can enhance my work abilities & skills and get more creative stimulating career options. Developing an exceptional competence in HSE business is my main ambition. If I am given a chance to work, I will be an asset for the organization.

ACADEMIC QUALIFICATION

Bachelor in Arts

- Allam Iqbal Open University, Islamabad, Pakistan

FSC (intermediate)

- Board of Intermediate BISE Kohat, Pakistan

Matric

- Board of Intermediate BISE Kohat, Pakistan

1 year Computer Diploma, BISE Peshawar.

CERTIFICATION AND TRAINING:

- NEBOSH IGC UK
- IOSH MANAGING SAFELY UK
- OSHA USA, 30 HOURS
- FIRST AID UK
- WORK AT HEIGHT
- CONFINED SPACE TRAINING
- WORK PERMIT SYSTEM
- FIRE SAFETY

EXPERIENCE SUMMARY DUTIES AND RESPONSIBILITIES:

A dynamic HSE professional with more than 5 years' experience in civil construction. Buildings, Pipe Line, Oil & Gas, and Infrastructure, Pro-active and accomplished in managing health, safety & environment practices & procedures and seeking new challenges to gain adequate responsibilities and authority from the organization to enhance my commitment.

PROJECT	OMAN MATHONAL COMPANY
COMPANY	DESCON ENGINEERIN LIMITED
POSITION	SAFETY OFFICER
DURATION	JANUARY ,2025 TO MARCH,2025

PROJECT	RESIDENTIAL PROJECT IN MADINAH
COMPANY	MANAZELCONSTURCTION COMPANY,SAUDI ARBIA
POSITION	SAFETY OFFICER
DURATION	MARCH 01,2022 TO DECEMBER 02,2024

PROJECT	NEOM BAY INTERNATIONAL AIRPORT (TABUK)
COMPANY	AECOM CONSTRUCTION COMPANY
POSITION	SAFETY OFFICER
DURATION	OCTOBER 20,2019 TO FEBRUARY 19,2022

DUTIES AND RESPONSIBILITIES:

- Conducting weekly Safety meeting with team supervisors and sub-contractor's site responsible personnel to discuss issues related with safety and further submitting weekly safety report to the HSE Manager.
- Submitting weekly safety reports, monthly reports to the HSE Manager and record keeping of all written records of worker's orientations, check list, third party certifications for equipment etc.
- Providing trainings to supervisors and workers before and after electrical activities have been started at site.
- Ensuring safety precautions during high voltage tests for cables and transformers by evacuating the workers from site and nominating workers not to allow any worker inside the high voltage area.
- Responsible of HSE work of the shutdown according to HSE Management requirements.
- Responsible for participate in the inspection, assessment of the shutdown HSE work and accident investigation and treatment.
- Responsible for complying daily HSE report and HSE summary.
- Responsible for organizing and complying project emergency response plan, arrange training and drill.
- Ensure the Hierarchy of Control as per risk assessment
- Reviewing method statements and work plan submitted by sub-contractor regarding activities to be carried out in future
- Conducting weekly Safety meeting with team supervisors and sub-contractor's site responsible personnel to discuss issues related with safety and further submitting weekly safety report to the HSE Manager.
- Providing trainings to supervisors and workers before and after electrical activities have been started at site.
- Ensuring safety precautions during high voltage tests for cables and transformers by evacuating the workers from site and nominating workers not to allow any worker inside the high voltage area.
- Reviewing work plan and risk assessment of the contractors for mobilization and installation of

power transformers at site.

- Conducting weekly Safety meeting with team supervisors and sub-contractor's site responsible personnel to discuss issues related with safety and further submitting weekly safety report to the HSE Manager.
- Ensure the Hierarchy of Control as per risk assessment.

SOFTWARE SKILL

- MS Office
- MS Word
- MS Excel
- AutoCAD

CORE HSE COPETENICES

- HOT WORK
- PPE'S
- CONFINED SPACE
- CRANE SAFETY
- POWER TOOLS
- PERMIT TO WORK
- EXCAVATION
- JSA (JOB SAFETY ANALYSIS)
- SCAFFOLDING TRAINING COURSE
- SCAFFOLDING INSPECTION
- EMERGENCY RESPONSE PLAN
- ACCIDENT REPORTING