

SAAD MURTAZA

HEALTH AND Safety Officer

Riyadh, Saudi Arabia | +966531243874 | saadmurtaza2337@gmail.com

Professional Summary

A dedicated and detail-oriented Safety Officer committed to maintaining safe and compliant workplaces. Strong knowledge of, hazard identification, risk assessment, and management of site and machinery inspections. Passionate about ensuring a safe work environment through proactive measures and employee training.

Professional Experience

HSE Officer

CHINA HARBOUR ENGINEERING COMPANY (CHEC) | OCTOBER 2024 - PRESENT.

- Recommended measures to help workers from potentially hazardous work, method, process or materials.
- Monitored the effectiveness of corrective and preventive actions.
- Performed safety inspection to verify compliance and identify deviation and risk affecting safety.
- Conducted frequent site visits to identify potential safety hazards.
- Confirmed that risk control was implemented for all construction projects.
- Verified that workers were properly outfitted with hard hats and safety vests.
- Conduct random on-site safety inspections and report any violations.

HSE OFFICER

ADVANCED SMELTING INDUSTRIES COMPANY (ASIC) | AUGUST 2023 – SEPTEMBER 2024

- Conduct daily base tool box talk (TBT) for workers before starting the work.
- Regularly inspected site to maintain safe system of work.
- Done many drills about Safety with Senior Safety Officers and Managers.
- Provided comprehensive safety training to employees on various topics.
- Conduct random on-site safety inspections and report any violations.
- Conduct the inspection of machines routinely along with the engineering department.
- Verified the workers were properly ensuring the personnel protective equipment's (PPE's)
- Ensure the site in safely manners before ending the routine work.

HSE Officer

AL-ENJAZ TRADING & CO. (RED SEA CLIENT) | JULY 2022 – JUNE 2023

- Gave TBT daily to workers about working site rules and regulations.
- Recommended measures to help workers from potentially hazardous work, method, process or materials.
- Provided comprehensive safety training to employees on various topics.
- Conducted frequent site visits to identify potential safety hazards present in the workplace.
- Confirmed that risk control was implemented for all activity in projects.
- Verified that workers were properly outfitted with required PPE.
- Conducted random safety inspections and report any violations in the workplace.
- Monitored preventive actions weekly and made changes if needed.
- Enforced LOTO procedures and permit-to-work system for electrical and confined space tasks.

HSE Officer

ECO PACK LIMITED (PVT. SECTOR) | JAN 2021 – MAY 2022

- Provided Safety Training to Workers on Different topics daily.
- Did many drills about Safety with Senior Safety Officers and Managers.
- Gave TBT to workers about site rule and regulations and how to deal with emergency situations.
- Gave induction and Training to new employees on site about their work and site safety.
- Made sure that workers are wearing required PPEs according to their work
- Confirmed that risk controls were implemented for all work on site.
- Confirmed that risk controls were implemented for all work on site.

HSE Officer

BESTWAY CEMENT LIMITED (PVT. SECTOR) | FEB 2020 – JAN 2021

- Regularly inspected site to maintain safe system of work.
- Gave TBT to workers about their daily activities.
- Inspected platform i.e. scaffolding, ladders and tools condition regularly to make sure the safety of workers.
- Gave Safety training about different topics.
- Performed risk assessment of every activity going on site.
- Performed safety drills with senior safety officers to train workers to deal with emergency situations.
- Gave safety induction by myself to newly joined workers to give them knowledge about site rule and regulations.

CERTIFICATIONS

1. **NEBOSH**
2. **IOSH**
3. **OSHA (30 HOURS)**
4. **FIRE SAFETY**

5. **CONSTRUCTION SAFETY**
6. **FIRST AID**
7. **WORK AT HEIGHT SAFETY**
8. **PERMIT TO WORK**
9. **H2S SAFETY**

EDUCATION

- **HSS – SCIENCE**
Faizan Public High School
- **Civil Engineering**
Sir Syed Model School & College

SKILLS

- Occupational Health & Safety (NEBOSH Certified)
- Incident & Accident Investigation
- Hazard & Risk Assessment
- Heavy Equipment & Machinery Safety
- Toolbox Talks & Permit to Work System
- PPE Compliance & Site Supervision
- Team Leadership & Safety Training
- Site and Machinery Inspections
- Toolbox Talks & Site Safety Management

KEY SKILLS

- Microsoft Office (Excel, Word, PowerPoint)
- Well knowledge of Computer
- Driving (Saudi Driving license)

LANGUAGES

- **ENGLISH**
- **URDU**
- **ARABIC**

Certificate of Achievement

THIS CERTIFICATE GOES TO

SAAD MURTAZA

for Being an Outstanding Individual in Safety Work

Wang Quillin
HSE Director



LI WEIJIN
Deputy HSE Director

CERTIFICATE OF EXPERIENCE

This certificate is presented to:

SAAD MURTAZA

In recognition of his valuable contributions as a **Safety Officer** at ASIC from 2023 to 2024. He demonstrated expertise in Process Safety Advisor, Safety Training, Equipment Inspection, and Contractor Safety Coordination. His dedication to maintaining a safe workplace is highly commendable.

Signed and dated this 26th day of September 2024

Alhasan Sharif: SHE Superintendent



Thamer Hakami: EHSS Manager



CERTIFICATE OF APPRECIATION

Presented to

Saad Murtaza

Health & Safety Officer

ID: 2587534229

at

Staff Village Interchange Project-Amaala

In appreciation of their valuable commitment to Occupational Health & Safety, and making the project delivery safe and successful

Salman Javed
H&S Manager

Mohammad Sallam
Project Manager

EXPERIENCE CERTIFICATE

It is certified that **Saad Murtaza S/o Ghulam Murtaza** has been worked with us as a "**Safety Officer**".

He bears good moral character, hardworking and honest person.

He has good command over his work.

We wish him all the best for his future endeavor.



Zahid Mehmood
(Dy. Manager HR)



BESTWAY CEMENT LIMITED

Suraj Gali Road, Village Shadi,
Distt. Haripur, N.W.F.P.
Tel : 0995-617670-73
0995-617560

EXPERIENCE CERTIFICATE

This to certified that **Saad Murtaza S/o Ghulam Murtaza** has been worked with as a "**Safety Officer**"

He is very honest and hard worker moreover he was very cooperative with his co workers.

We wish him all the best for his future endeavor.


G. SARWAR MALIK
General Manager (Works)



nebosh

NEBOSH International General Certificate in Occupational Health and Safety

This is to certify that

Saad Murtaza

was awarded this qualification on

11 December 2023

Rob Hull
Chair

Dee Arp
Accountable Officer

Master log certificate No: 00792234/1397249

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



OSHAcademy™

Occupational Safety & Health Training



Certificate of Completion Professional Development Program

This is to certify that
SAAD MURTAZA

This demonstration of academic excellence is recognized by completing all academic requirements in this 30-hour OSHA Academy Professional Development Certificate Program sponsored by OSHA Academy Authorized Training Provider (ATP), Carnegie School of Certified Professionals. This achievement demonstrates competence and professionalism in the field of Occupational Safety and Health.

General Industry Safety and Health


Steven C. Gagliardi, M.A., C.D.P., C.S.H.M.®
Director, Pittsburgh
OSHA Academy Safety and Health Training

234625-184 06/30/2012
Student # Issue Date


Khalid Mahmood
Training Director
Carnegie School of Certified Professionals
Pittsburgh
ATP # 184



Certificate may be validated through the
OSHA Academy website
Validation Code: 234625-184-102-0010
www.oshaacademy.org/validate



The content of this training complies with U.S. Department of Labor
(OSHA) training standards and ANSI Z490.1, Criteria for accepted
Practices in Health, Safety and Environmental Training.



This is a certificate awarded to

Saad Murtaza

on successfully completing

Managing Safely

a course approved and validated by the

Institution of Occupational Safety and Health

in association with

Cardiff School of Certified Professionals (CSCP)

Approved Centre: 3331

Signed on behalf of IOSH

Vanessa Howard-Williams

Chief Executive

A handwritten signature in black ink, appearing to be 'A.S.', is written over the printed name of the Course Organizer.

Course Organizer





CARDIFF
Training | Auditing | Consultancy

CERTIFICATE — OF COMPLETION —

In recognition of the successful completion of the requisite
Training Program by Cardiff School of Certified Professionals

Saad Murtaza

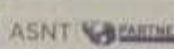
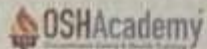
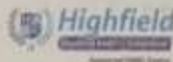
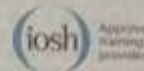
Has Successfully Completed

Training on

Construction Safety

Training Director
Certificate Number: 1909500

Training In charge
Date of Issuance: 25.12.2023





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Training | Auditing | Consultancy

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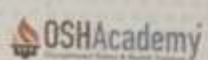
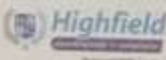
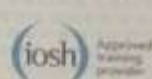
Has Successfully Completed

Training on

Fire Safety

Training Director
Certificate Number: 1980267

Training In Charge
Date of Issuance: 25.12.2023





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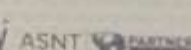
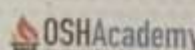
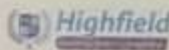
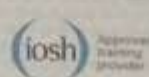
Has Successfully Completed

Training on

First Aid

Training Director
Certificate Number: 1652387

Training in charge
Date of Issuance: 25.12.2023





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Saad Murtaza

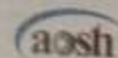
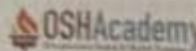
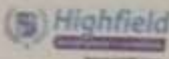
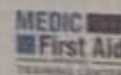
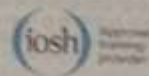
Has Successfully Completed

Training on

H²S Safety

Training Director
Certificate Number: 1910521

Training In charge
Date of Issuance: 25.12.2023





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CERTIFICATE — OF COMPLETION —

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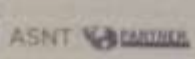
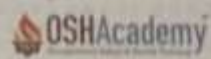
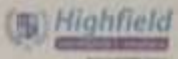
Saad Murtaza

Has Successfully Completed
Training on

Permit to Work

Training Director
Certificate Number: 1914561

Training in charge
Date of issuance: 24/12/2021





CARDIFF
Training | Auditing | Consultancy

CERTIFICATE — OF COMPLETION —

In recognition of the successful completion of the requisite
Training Program by Cardiff School of Certified Professionals

Saad Murtaza

Has Successfully Completed

Training on

Work At Height

Training Director
Certificate Number: 2914561

Training in charge
Date of issuance: 25.12.2022

