

MUHAMMAD SHAHID

HSE Officer

📍 Riyadh, Saudi Arabia | ✉️ SJ4693932@gmail.com | 📞 0571089736 | 💬 WhatsApp: 0571089736 | 🚗 Saudi Driving License: Available

Nationality: Pakistan

Professional Summary

Highly motivated and detail-oriented HSE Safety Officer with extensive experience in enforcing safety regulations, reducing workplace risks, and promoting a safe working culture. Skilled in inspections, risk assessments, incident investigations, and safety training. Proven experience in both Pakistan and Saudi Arabia in construction and operational environments.

Work Experience

SHIBH AL JAZIRA COMPANY – Qiddiya Project (NEOM), Saudi Arabia

HSE Safety Officer | 1 Year

- Conducted site inspections and daily safety audits.
- Ensured compliance with company and national HSE regulations.
- Delivered toolbox talks, inductions, and safety awareness sessions.
- Led incident and near-miss investigations and implemented corrective actions.
- Coordinated emergency drills and safety preparedness plans.

Documents Controller – Saudi Arabia | 2 Years

- Managed monthly account reports, official documentation, file organization, billing, and cash flow as Assistant Account Officer.
- Maintained and improved department document control processes for accuracy and efficiency.
- Reviewed, updated, and organized documentation to ensure compliance and relevance.

- Participated in incident investigations, collected data, and prepared detailed findings for senior management.
- Assisted in enhancing document control systems for better workflow and operational efficiency.

HSE Officer – Pakistan | 2 Years

- Monitored daily construction activities to ensure safety compliance.
- Conducted hazard identification and risk assessments.
- Assisted in preparing HSE plans, documentation, and records.
- Ensured proper use of PPE and adherence to safe work procedures.

Education

Intermediate | April 2012

Certifications

- OSHA Safety Training – 19-05-2022
 - IOSH Managing Safely – 19-05-2022
 - Training Identity Card – 19-05-2022
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Key Skills

- Administrative support: scheduling, filing, data entry, and report preparation
- HSE management: risk assessments, site inspections, audits, accident investigations, emergency planning
- Safety communication: toolbox talks, signage, campaign posters, and staff safety briefings
- Documentation: maintaining records, checklists, and reports with proper document control
- Team support: achieving personal and team targets while assisting Line Manager

- **Software Proficiency:** MS Excel, MS PowerPoint, MS Word, PO Writing Tools, Document Management Software
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Languages

- English
 - Urdu
 - Arabic
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This is a certificate awarded to

MUHAMMAD SHAHID

on successfully completing

Managing Safely

a course approved and validated by the

Institution of Occupational Safety and Health

in association with

Professional Safety Training And Consultancy

Approved Centre: 2643

Signed on behalf of IOSH

Vanessa Hamed-Ulids

Chief Executive

[Signature]
Course Organiser



Student Number: 450642

Certificate Number: 29-1345395



CERTIFICATE OF COMPLETION

THIS IS TO CERTIFY THAT
Muhammad Shahid
FOR THE
Construction Industry Standard
May 16- May 19, 2022

Introduction to OSHA
Asbestos
Respiratory Protection
Concrete and Masonry
Cranes Safety
Electrical Hazards
Emergency Preparedness
Fall Protection
Recordkeeping
Lead and Crystalline Silica

Work Platforms and Scaffolding
Trenching/Excavation
Job Hazard Analysis
Rigging
Hand and Power Tools
Material Handling, Storage and Disposal
Personal Protective and Safety Equipments
Fire Prevention and Protection
Confined Space
Slips and Trips

Sanitation
Steel Erection
Demolition
Underground Construction
Stair and Railing System
Hazard Communication
Accident Protection and Prevention
Ergonomics
Welding and Cutting
Ladder Safety



Original Certificate Date: 19th-May-2022
Issue Date: 19th-May-2022
Renewal Date: 19th-May-2027


James Richard

Chief Executive
Master International Institution
Occupational Safety and Health

3545 Long Beach Blvd, 90803 California, USA
info@miosh.org www.miosh.org

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