

# Manal Sati Alhazmi

## Senior Department & Safety Coordinator

966508071888

alhazmi.manal@outlook.sa

## Summary

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Safety Coordinator with strong experience in mega construction and healthcare projects. Skilled in supervising safety teams, managing PTW systems, conducting risk assessments, and ensuring ISO 45001/14001/9001 compliance. Proven record in reducing incidents, improving safety culture, and coordinating with major clients such as DGDA, KAFA, Misk, and the Ministry of National Guard.

## Experience

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### Senior Department & Safety Coordinator

Saudi Constructioners, Riyadh, Saudi Arabia

Jul 2024 — Current

#### • W Hotel – King Abdullah Financial District (KAFA), Riyadh

##### Project Description:

A high-end hospitality development within the King Abdullah Financial District, one of Riyadh's largest mixed-use mega projects. The project includes luxury hotel facilities, premium finishes, and complex MEP and structural works requiring strict HSE controls.

##### Responsibilities:

- Ensured project-wide safety compliance in a major hospitality construction site.
- Reduced near-miss incidents through daily inspections and hazard control.
- Maintained ISO 45001-aligned safety documentation and reports.
- Provided safety training and verified worker competency prior to deployment.
- Coordinated with engineers and contractors to resolve hazards and improve safety performance.

#### • Misk Art Institute – Misk City

Client: Misk Foundation (Mohammed bin Salman Nonprofit Foundation)

##### Project Description:

A major cultural and creative development under the Misk Foundation, involving the construction of art facilities, studios, public spaces, and supporting infrastructure within Misk City. The project included steel structure works, specialized installations, and multi-phase finishing activities.

##### Responsibilities:

- Managed HSE operations during steel structure, equipment movement, and finishing works.
- Completed 10–40 safety observations daily and secured consultant approval for closures.
- Conducted inspections, walk-throughs, and compliance checks.
- Delivered HSE induction training for new employees.
- Supported HR and Training teams with safety programs, including NEBOSH courses.

#### • The Ritz-Carlton Residences – Diriyah

##### Project Description:

A luxury residential development within Diriyah Gate, overseen by the Diriyah Gate Development Authority (DGDA). The project includes premium villas, high-end finishes, complex structural works, and multi-phase construction activities requiring advanced safety supervision and strict compliance with international HSE standards.

##### Responsibilities:

- Ensured compliance with project HSE standards in high-end residential construction.
- Conducted risk assessments for work at height, hot works, lifting operations, and machinery movement.
- Supervised safety teams across multiple zones and monitored daily observations.
- Managed PTW (Permit to Work) system and validated permit approvals.
- Coordinated with DGDA consultants to resolve and close safety findings.
- Delivered safety inductions and toolbox talks for contractors and workers.

### Occupational Health and Safety Specialist

Salini Impregilo S.P.A Saudi Branch, Riyadh, Saudi Arabia

Mar 2024 — Jul 2024

#### National Guard Housing Project – Khashm Al-Aan

Client: Ministry of National Guard

Location: Khashm Al-Aan, Riyadh

##### Project Description:

Large-scale residential development consisting of 5,950 housing units for National Guard personnel.

### **Responsibilities:**

- Monitored safety compliance across multi-zone residential construction areas.
- Conducted hazard identification and daily site inspections.
- Closed consultant safety observations with proper documentation.
- Managed emergency procedures, evacuation readiness, and fire safety checks.
- Enforced PPE rules and coordinated safety training with subcontractors.
- Maintained incident logs and prepared weekly HSE performance reports.

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### **Diriyah Square – Underground Parking Project**

**Client:** DGDA

**Location:** Diriyah Square, Riyadh

### **Project Description:**

Three-level underground parking facility supporting Diriyah's commercial and cultural district, with a total capacity of 10,500 vehicles.

### **Responsibilities:**

- Recorded and reported daily near-misses to support proactive incident prevention.
- Responded immediately to consultant comments (BMC & ICMC) and ensured corrective action closure.
- Provided rapid HSE field solutions to minimize operational disruptions.
- Managed PTW issuance and approval to maintain regulatory compliance.
- Performed inspections on fire systems, alarms, detectors, and safety equipment.
- Promoted a strong safety culture through continuous monitoring and field audits.
- Maintained incident and observation databases to support analysis and reporting.

### **Safety, Health and Environment Specialist**

*SRACO in Dammam Medical Complex, Dammam, Saudi Arabia*

*Sep 2023 — Mar 2024*

### **Safety, Health and Environment Specialist**

A large-scale medical complex consisting of 13 buildings, serving more than 800 employees and multiple critical departments under the Eastern Health Cluster.

### **Key Responsibilities:**

- Achieved a **95/100 SABAHI score** through strict implementation of safety procedures and continuous coordination with all departments.
- Supervised the safety of **800+ employees** by delivering awareness sessions, safety orientations, and targeted training programs.
- Reduced incident frequency through daily field monitoring, proactive hazard control, and immediate resolution of observations.
- Conducted periodic inspections of fire alarms, gas detectors, firefighting systems, and extinguishers to maintain emergency readiness.
- **Chemical Safety Trainer:** Delivered training on handling, storing, labeling, and disposing of hazardous chemicals according to MSDS and international safety standards.
- **Civil Defense Coordination:** Worked directly with the Civil Defense for inspections, emergency drills, evacuation procedures, and facility compliance checks.
- **Eastern Health Cluster Coordination:** Collaborated with regulatory teams for audits, safety observations, and corrective action closure.
- **Internal Auditor – SABAHI:** Conducted internal audits for all departments (clinical & non-clinical) to ensure compliance with SABAHI standards and prepare the complex for external evaluations.
- Maintained detailed incident logs, risk assessments, and HSE reports to support management decisions.

### **Customer Service Representative**

*Al Rawdah General Hospital, Dammam, Saudi Arabia*

*Aug 2021 — Dec 2023*

### **Key Responsibilities:**

- Handled patient phone calls, inquiries, and appointment scheduling through the hospital system.
- Entered and updated patient information accurately in the medical records system.
- Followed up on monthly medication requests and ensured prescriptions were coordinated with pharmacy staff.
- Supported patients by providing guidance on services, clinic availability, and referral processes.
- Prepared daily service reports documenting tasks, patient interactions, and completed requests.
- Assisted in front-desk operations, including receiving patients, issuing visit tickets, and directing them to the proper departments.
- Managed communication between patients and medical staff to resolve issues quickly and professionally.
- Provided high-quality customer service while balancing university studies and part-time work.

## Education

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Higher Diploma in Occupational Health and Safety, Dammam , 2019 — 2023

International Technical Colleges – Lincoln College

Bachelor of Business Administration (In Progress), Riyadh, 2025

Arab Open University


## Skills

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- Occupational Health & Safety (OHS)
- Risk Assessment & Hazard Identification
- Accident & Incident Investigation
- OSHA Compliance
- PTW – Permit to Work Control
- ISO 9001 / 14001 / 45001
- Internal Auditing & NC Management
- Construction Safety
- Fire & Equipment Inspections
- Safety Training & Induction
- Documentation & Reporting
- Microsoft Office (Excel, Word, PowerPoint – Advance)
- Strong Communication & Coordination

## Languages

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- English 
- Arabic 

## Achievements

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- Achieved **95/100** SABAHI Accreditation Score – Dammam Medical Complex (2023)
- Recognized for outstanding safety compliance and incident reduction in mega projects

## Certifications and Licenses

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- NEBOSH IGC Certificate
- OSHA – Occupational Safety & Health
- Lead Auditor ISO 9001:2015
- Safety Leadership
- Excavation Safety
- General Industry Safety & Health
- Membership – Saudi Council of Engineers

## Websites and Social Links

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Email: [ma.alhazmi2@gmail.com](mailto:ma.alhazmi2@gmail.com)

LinkedIn: <https://linkedin.com/in/manal-alhazmi>

